

# Living Waters Lutheran College

## Application for Enrolment



### Our Application Procedure

Before you consider applying for enrolment for your son or daughter at Living Waters Lutheran College please read our College prospectus which gives important information about Lutheran Schools and an overview of what to expect should he or she be enrolled. Please also read the Agreement on the back of the application before making application. Parent and student support of the College and its policies is essential.

#### Step 1—Complete the Enrolment Form

If enrolment is still sought after reading the prospectus and agreement, complete this form as accurately as possible. Full disclosure of your son's or daughter's learning needs is essential. For immediate enrolment please complete all sections. If enrolment is sought for more than one year into the future we will ask you to leave section 2 blank and you will complete this section when a place becomes available. The College reserves the right to review or terminate the enrolment if full disclosure of your child's needs is not provided.

**With this application you should provide copies of the following documents for the child being enrolled:**

#### Step 2—Post or Lodge in Person at the College with the Application Fee

If this is the first enrolment from your family a family application fee of \$50 must accompany this form. This is a one time only

#### For Enrolment This or Next Year

<input type="checkbox"/>	Birth certificate
<input type="checkbox"/>	<b>If born outside Australia</b> also provide Visa class documentation or proof of citizenship
<input type="checkbox"/>	Documentation of immunisation status
<input type="checkbox"/>	Last two year's reports/most recent NAPLAN report (if applicable)
<input type="checkbox"/>	Specialist reports
<input type="checkbox"/>	Court sanctioned residency, parental responsibility or contact orders (if applicable)

#### For Enrolment Further into the Future

<input type="checkbox"/>	Birth certificate
<input type="checkbox"/>	<b>If born outside Australia</b> also provide Visa class documentation or proof of citizenship
<input type="checkbox"/>	Documentation of immunisation status (if available)

***You will be required to provide current information about the applicant prior to interview***

application payment per family. The enrolment will not be processed without payment of this fee. You will receive a receipt for this amount. Please keep it for your records. If posting the Application for Enrolment, post to:

**The Registrar**  
**Living Waters Lutheran College**  
**PO Box 997**  
**Rockingham WA 6168**

***The lodgement of this form and payment of the application fee does not guarantee enrolment at Living Waters Lutheran College.***

In some year levels immediate enrolment may be available. Some year levels may have waiting lists, in which case you will join the relevant year level waiting list.

#### Step 3—Enrolment Interview

If a place is available for your son or daughter, the College Registrar will contact you by phone to organise an interview with the Principal/Head of School. Please ensure that if your details change following lodgement of your form that you let us know. We cannot guarantee advice of a place for your son or daughter unless we have up to date contact details. We will make every effort to contact you should a place become available, however should we not be able to contact you with the details provided your child/children will be removed from the waiting list and a new application will have to be made should enrolment still be sought. At key enrolment times you may instead be invited to attend an information evening for prospective parents at which an enrolment interview will be organised at a mutually convenient time. We do require your son or daughter to accompany you to the interview.

#### Step 4—Offer of Enrolment

Should the interview be successful your son or daughter will be offered a place at the College. Should you accept the offer you will be required to pay the family enrolment fee (if you are enrolling a child for the first time) and any other pre-enrolment fees. Upon receipt of the enrolment fee, any pre-enrolment fees and the associated paperwork your son's or daughter's place will be confirmed in writing and he or she will be able to commence at Living Waters on a mutually agreeable date.

**How did you hear about Living Waters Lutheran College?**

Word of Mouth    Internet    Shopping Centre    Local Newspaper    Magazine    Other.....

Main Reason/s for Choosing Living Waters:.....

.....

# APPLICATION FOR ENROLMENT AT LIVING WATERS LUTHERAN COLLEGE

PLEASE PRINT CLEARLY IN ALL SECTIONS

## SECTION 1—FAMILY INFORMATION

### APPLICANT ENROLMENT DETAILS

Which Campus do you wish your child to attend?  Halls Head  Wambro

Preferred Year of Entry: **20**..... In What Year Level? **K PP 1 2 3 4 5 6 7 8 9 10 11 12**  
(circle)

Male  Female  Date of Birth (dd/mm/yyyy): .....

Is student of Aboriginal or Torres Strait Islander Origin? (for persons of both Aboriginal and Torres Strait Islander origin, tick yes in both boxes)  
 No  Yes Aboriginal  Yes Torres Strait Islander

Surname: .....

Christian:.....  
Names (First Name) (Middle Name/s)

Student's : .....  
Place of Residence (Street Address) (Suburb) (Postcode)

Student email:..... Student Mobile:.....  
(if applicable) (if applicable)

Place of Birth:..... Country of Birth: Australia  Overseas  (specify).....

Nationality:..... Date of Arrival in Australia.....

Australian Citizen  
 Permanent Resident (provide documentary proof)  
 Temporary Resident .....  Exchange Student  
(List Visa Sub Class and provide documentary proof)

**Attach any additional information relating to temporary residency or exchange**

Does the student Identify with a non-English speaking culture?  No  Yes

If Yes, which culture?.....

Does the student speak a language other than English at home?  No, only English  Yes

If yes, what languages (including English) does the student speak at home?

Main language..... Other language/s.....

Religion (e.g. Christian/Hindu/None) : ..... Denomination (e.g. Catholic/Baptist/Anglican) : .....

Family currently worshipping:  No  Yes Where?.....

Has child been Baptised or Christened  No  Yes (give details) : .....

### PREVIOUS SCHOOL HISTORY

School:..... Dates Attended:..... Reason for Leaving.....

School:..... Dates Attended:..... Reason for Leaving.....

School:..... Dates Attended:..... Reason for Leaving.....

School:..... Dates Attended:..... Reason for Leaving.....

### FAMILY CONNECTIONS AT LIVING WATERS

**Name of Siblings Currently Enrolled at Living Waters:**

Name:..... Year Level:..... Name:..... Year Level:.....

**Name of Family members previously Enrolled at Living Waters:**

Name:..... Graduated:..... Name:..... Graduated:.....

**Name of Siblings registered for future Enrolment at Living Waters:**

Name:..... Name:.....

## STUDENT'S FAMILY SITUATION

This information will allow us to understand your situation and communicate more effectively

- Living with birth parents  
 Parents Separated                       Parents Divorced                      Other (Please explain:.....  
 Mother Deceased                       Father Deceased                      .....

### IN THE EVENT OF SHARED CUSTODY

- Child living mainly with Mother                       Child living mainly with Father                       Child living with Legal Guardian  
 Child lives with mother and father for equal periods of time

Who should the school communicate with on day to day matters?

- Mother                       Father                       Legal Guardian

Who receives school reports?

- Mother                       Father                       Legal Guardian

### Family Court Orders

Are there any court sanctioned residency, parental responsibility or contact orders relating to this student?  Yes  No  
**If Yes, attach a copy of the order for College records.**

## RESIDENTIAL FAMILY (where the enrolling student resides all or most of the time)

### Mother/Parent 1/Guardian

Relationship to Student:.....

Marital Status:.....

Title:  Mrs  Ms  Miss  Dr  Rev Other.....

Surname:.....

Given Names:.....

Date of Birth:.....  
 (ddmmyyyy)

Country of Birth:..... Nationality:.....

*If born overseas*  
 Arrival Date in Australia.....

Main Language spoken:.....

Religion:.....

Mobile ph:.....

Preferred Email:.....

Occupation:.....

Employer:.....

Workplace Address:.....

Work phone:.....

### Father/Parent 2/Guardian

Relationship to Student:.....

Marital Status:.....

Title:  Mr  Dr  Rev Other.....

Surname:.....

Given Names:.....

Date of Birth:.....  
 (ddmmyyyy)

Country of Birth:..... Nationality:.....

*If born overseas*  
 Arrival Date in Australia.....

Main Language spoken:.....

Religion:.....

Mobile ph:.....

Preferred Email:.....

Occupation:.....

Employer:.....

Workplace Address:.....

Work phone:.....

Address of Family :.....

Postal Address of Family (if different):.....

Home Phone Number:..... Silent

Home Email Address:.....

**ALTERNATIVE FAMILY (shared custody or non custodial family)**

**Student resides with this family**     half of the time     less than half the time or occasionally     not at all

If residence is regular, please circle days M   T   W   T   F   S   S   Holidays   Other.....

**Mother/Parent 1/Guardian**

Relationship to Student:.....

Marital Status:.....

Title:    Mrs    Ms    Miss    Dr    Rev   Other.....

Surname:.....

Given Names:.....

Date of Birth:.....  
(ddmmyyyy)

Country of Birth:.....Nationality:.....

If born overseas  
Arrival Date in Australia.....

Main Language spoken:.....

Religion:.....

Mobile ph:.....

Occupation:.....

Employer:.....

Workplace Location:.....

.....

Work phone:.....

**Father/Parent 2/Guardian**

Relationship to Student:.....

Marital Status:.....

Title:    Mr    Dr    Rev   Other.....

Surname:.....

Given Names:.....

Date of Birth:.....  
(ddmmyyyy)

Country of Birth:.....Nationality:.....

If born overseas  
Arrival Date in Australia.....

Main Language spoken:.....

Religion:.....

Mobile ph:.....

Occupation:.....

Employer:.....

Workplace Location:.....

.....

Work phone:.....

Address of Alternative or Non Residential Family :.....

.....

Postal Address (if different from above):.....

.....

Home Phone Number:.....Silent

Home Email Address:.....

**IMPORTANT**

**BEFORE COMPLETING SECTION 2 PLEASE READ THE FOLLOWING**

- **FOR IMMEDIATE ENROLMENT OR ENROLMENT IN THE FOLLOWING YEAR**  
Please complete **SECTION 2**, read **SECTION 3** and read and sign the agreement.
- **FOR ENROLMENT TWO OR MORE YEARS IN ADVANCE**  
Please leave **SECTION 2** blank. Instead read **SECTION 3** and read and sign the agreement.

*(SECTION 2 will be completed when your son or daughter attends an enrolment interview)*

## SECTION 2—INFORMATION ABOUT THE APPLICANT

### STUDENT MEDICAL DETAILS

Our College offers a broad range of curricular and co-curricular activities. Many of these activities challenge our students. We need to know of any medical conditions that may affect this student's learning or participation in curricular/co-curricular activities or welfare so we can provide for specific needs.

Does this child have any significant medical conditions (asthma, diabetes, severe allergy, seizures etc) ?  No  Yes

If yes, the student will need a medical management plan for this illness. (attach any additional information as needed)

Give full details .....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

For severe allergies: Epipen required :  No  Yes

Does your child need any extra routine health support:  No  Yes (list).....  
(medication management, psychiatric issues etc)

.....

### EMERGENCY CONTACT DETAILS

Doctor:.....Phone:.....

Address:.....

Specialist (if applicable):.....Phone:.....

Address:.....

Dentist:.....Phone:.....

Medicare Number:.....Health Fund:.....

Ambulance Cover:  Yes  No

**In the event of parents being unable to be contacted who can we contact should an emergency arise?**  
(e.g. grandparents/close friends)?

Name:.....Phone:.....Mob:.....

Relationship to Child:.....

Name:.....Phone:.....Mob:.....

Relationship to Child:.....

Name:.....Phone:.....Mob:.....

Relationship to Child:.....

## LEARNING NEEDS

Our College offers a broad range of curricular and co-curricular activities. Many of these activities challenge our students. We need to know of any learning needs that will need to be taken into account to ensure maximum participation in curricular/co-curricular activities.

### Has the applicant:

Participated in a learning enrichment programme e.g. *gifted and talented, academically accelerated*?  No  Yes (provide details)

.....  
.....

Ever been accelerated a year (or more)  No  Yes (provide details)

.....  
.....

Ever repeated a year (or more)  No  Yes (provide details)

.....  
.....

Ever received learning support / special aide assistance?  No  Yes (provide details e.g. *how many hours per week / reason?*)

.....  
.....

Ever attended any specialised agencies, special schools, units or centres?  No  Yes (provide details)

.....  
.....

### **Please provide copies of any Educational Plans developed for the applicant.**

Have any of following impairments?

- |   |   |                                 |  |   |
|---|---|---------------------------------|--|---|
| <input type="checkbox"/> Intellectual     | <input type="checkbox"/> Autism/Aspergers     | <input type="checkbox"/> Vision | <input type="checkbox"/> Physical            | <input type="checkbox"/> Non Verbal Learning Disorder |
| <input type="checkbox"/> Social/Emotional | <input type="checkbox"/> ADD                  | <input type="checkbox"/> ADHD   | <input type="checkbox"/> Learning Difficulty |   |
| <input type="checkbox"/> Hearing          | <input type="checkbox"/> Other (specify)..... |                                 |  |   |

### **Please attach any medical or educational assessments or reports that could assist in meeting the needs of the applicant?** e.g. *speech pathology, visual, paediatric etc*

Have any social difficulties with other children or in social situations?  No  Yes (provide details)

.....  
.....

Has managing behaviour ever been an issue with the applicant in a school or educational setting?  No  Yes (provide details)

.....  
.....

Has the applicant ever been suspended (*internally or externally*), excluded or expelled from a school or any other educational setting?

No  Yes (provide details) .....

.....  
.....

.....  
.....

## OTHER INTERESTS

### Please provide some information about successes and interests:

Involvement in any community/outside school activities e.g. guides/scouts/dance/sporting teams/music/volunteer work/church involvement etc  
(provide details).....

.....

Passionate about (provide details).....

.....

Outstanding achievement awards or awards for anything (sporting/academic) over the past five years e.g. Mathematics/English competitions, interschool, state sport, public speaking award etc.

(provide details).....

.....

Any other information you would like to submit:

.....

.....

.....

#### For Office Use Only

Appl. Fee Paid:     /     /

Receipt No \_\_\_\_\_

or

Application Fee  
Not Required

Enrol. Fee Paid:     /     /

Receipt No \_\_\_\_\_

House: \_\_\_\_\_

Class: \_\_\_\_\_

## SECTION 3—PRIVACY INFORMATION

### COLLECTION OF INFORMATION AND ITS USE

- *Living Waters Lutheran College collects personal information, including sensitive information about students and parents or guardians, before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to assist the College to provide schooling for your son/daughter.*
- *Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.*
- *Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.*
- *Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.*
- *The College, from time to time, discloses personal and sensitive information to others for administrative and educational purposes and for duty of care. This includes disclosing information to Lutheran Education Australia, the Lutheran Schools Association, other schools, government departments, outside organisations which run camp/excursions, medical practitioners, and people providing services to Living Waters Lutheran College, including specialist visiting teachers, sports coaches and volunteers.*
- *If the College does not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your son or daughter.*
- *Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information, such as academic and sporting achievements, student activities and other news is published in College newsletters, magazines, on our website, announced in assemblies, in local newspapers etc.*
- *Parents may seek access to personal information collected about them and their son or daughter by contacting the College in writing. Students may also seek in writing access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, or where students have provided information in confidence.*
- *The College, from time to time, engages in fundraising activities. Information received from you may be used for these purposes. It may also be disclosed to Living Waters Lutheran College's Parents and Friends, our parent body, who assist in the College's fundraising activities. We will not disclose your personal information to third parties for their own marketing purposes without your consent.*
- *The Rockingham Mandurah Lutheran Parish from time to time offers various opportunities for involvement. Information received from you may be used to promote these activities for your consideration.*

# ENROLMENT AGREEMENT

(please read carefully and fully before signing)

I/We, ..... and .....  
(insert name of mother/parent1/guardian) (insert name of father/parent2/guardian)

hereby apply for the applicant to be enrolled in Living Waters Lutheran College and have read and retained a copy of the prospectus and fees and charges booklet. I/we:

## Enrolment and College Support

- Am/are the parent/s or legal guardian/s and have the right to enrol the applicant.
- Have included a non-refundable family application fee of \$50 (applicable when enrolling first child).
- Agree to pay a non-refundable family enrolment fee of \$500 (applicable when enrolling first child) when a place is offered but before taking up that place.
- I understand that should my child subsequently not take up that place after payment of the family enrolment fee, it will be retained by the College to cover the administration costs of the enrolment.
- Agree to support the Christian ethos of the College and comply with College rules and policies.
- Understand that Christian instruction according to the doctrine of the Lutheran Church of Australia will be given.
- Have read the aims of the College and will do all that I/we can to support those aims both at home and in other places.
- Agree to support the teachers and staff of the College in a positive manner and encourage our child in matters pertaining to College life.
- Agree to support the correct wearing of the College uniform by the applicant in accordance with College uniform and associated policies.

## Fees

- Agree to be solely/jointly responsible for the payment of all fees and charges. **Should any other person be taking responsibility for fees a letter must be provided from this person explaining this responsibility and providing full details.**
- Agree to payment terms of 14 days from the date of statement/invoice (unless periodic payments/direct debit arrangements are approved).
- Agree to the school obtaining a Commercial Credit Report from a Credit reporting agency if it considers it necessary.
- Understand that if I/we fail to make any payment due to the College, or commit any other breach of my/our obligations our account will be deemed to be in default and the full amount outstanding shall become due and payable.
- Agree to pay any legal and/or other expenses, including expenses to any agency licensed under the Security and Investigation Agents Act, in obtaining or attempting to obtain payment of any amount due by me/us. I/we expressly agree to undertake to be liable for and reimburse to the College the whole amount of such expenses on an indemnity basis.
- Understand that interest at current bank overdraft rates may be charged on any overdue account and I/we expressly undertake to pay all such interest.
- Agree to the College undertaking all necessary enquiries and assessments to ensure the accuracy of the information provided in the application for enrolment; and further that such information, as verified, may be used by the College and any authorised agent, employee or subcontractor engaged by the College for the purpose of reviewing, vetting, monitoring and if necessary, the recovery of any outstanding account balance.
- Understand that I/we may terminate enrolment at any time. However, one full term's notice is required in writing to the Principal. When less than one full term's notice is given, one quarter of the annual tuition fee will be payable in lieu of notice. Any discounts that may have applied to the enrolment will be rescinded and the full fee will be payable. The principal has discretion to waive/vary this fee should exceptional circumstances prevent a term's notice being given.

## Communication

- Agree to the College (or an agent of the College) contacting us with regard to College matters, including the recovery of outstanding accounts in person or by telephone, mail or email.

## Media Use

*Should you not agree to Media Use a letter in writing must accompany this application.*

- Acknowledge and accept that the College and its agents and employees may use photographs and/or audio-visuals of the students and/or their work involved in school-based activities, including special events for use in any publication, on display boards, in any electronic form or media or for any school use whatsoever, and I fully understand the contents, meaning and impact of this release.
- Waive any right to inspect or approve the finished photographs, electronic images or final compositions that may be used in conjunction with them now or in the future, whether those uses are known to them or unknown, and waive any right to royalties or other compensation arising from or relating to the use of photographs or other audio-visual images.
- Agree to release, defend, and hold harmless the College and its agents or employees, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claims, damages or liability arising from or related to the use of the photographs, including but not limited to any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

## Revoking the agreement

- Understand that the agreement may be later revoked in writing but the College will be at liberty to continue to use all and any photographs or depictions published prior to the date of revocation.

## Privacy

- Have read the privacy information.

I/We the undersigned have read, understood and agree to all of the above:

Signature of mother/  
parent 1/guardian.....Date.....

Signature of father/  
parent 2/guardian.....Date.....