

# Enrolment Form

## STUDENT DETAILS

Family Name

First Given Name

Second Given Name

Preferred First Name

Gender

Date of birth

Into which year are you seeking to enrol this student?

K	1	2	3

Intended Start Date

## Publishing student information

The school may publish information about your child for the purposes of sharing his/her experiences with other students, informing the school and broader community about school and student activities and recording student participation in noteworthy projects or community service. This information may include your child's name, age, class and information collected at school such as photographs, sound and visual recordings of your child, your child's work and expressions of opinion such as in interactive media. Platforms across which this information may be shared include, but are not limited to, the school website, blog, newsletter, school magazine, school report and various social media accounts.

**I give permission for Richard Gill School to publish information about my child in publicly accessible communications.**

This permission remains effective until I advise otherwise.

Yes  No

## Aboriginality

Is the student of Aboriginal or Torres Strait Islander Origin?

No  Aboriginal  Torres Strait Islander  Both

## Languages Other than English Spoken at Home

Does the Student Speak a language other than English at Home?

No, English only  Yes

Main Language other than English spoken at home by the student

Country of Birth?

## Student's Residency Status

Australian Citizen  Yes  No  If NO, Visa – Residency details (if applicable)

## Previous Schools

Previous school/pre-school name  
 Previous school/pre-school contact person  
 Previous school/pre-school contact phone number


## STUDENT DETAILS – additional information

Are you interested in accessing a school bus?  Yes  No

## Special Circumstances

Are there any special circumstances about the student seeking to be enrolled that the school should know prior to enrolment? (e.g. living apart from parental supervision, subject of a court order)

Yes  No *If yes, please provide a brief description of the circumstances below.*

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## Students with additional learning and support needs, including disability

Does the student require support for learning because of disability?  Yes  No

Special needs/NDIS Plan  Yes  No

Please describe any special need conditions which your child may require:

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## Student medical details and health conditions

Student's Medicare number 

--	--	--	--	--	--	--	--	--	--

 Medicare card reference number 

--	--

Medicare card valid to date 

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Doctor's name/medical centre  
 Address  
 Phone number


Please provide the name, address and phone number of any other doctor or medical specialist who may currently be treating your child for any allergy or other medical condition you may list when completing this form. Attach an additional page if required.

Allergy/medical condition	Doctor's name	Address	Telephone

*If your child has a documented plan to support any health or medical needs from a previous school or organisation (e.g. preschool, occasional care, etc) please provide it to the school as an attachment to this form.*

**ALLERGIES – these can include allergies to insect stings, drugs, latex, food (e.g. nuts, eggs, peanuts) or other**  
*If you child has an allergy, please specify in the box below. For this allergy please answer the questions below where applicable.*

**Allergy to**

Has a doctor diagnosed this allergy?  Yes  No

Is this a severe allergy (anaphylaxis)?  Yes  No

*Anaphylaxis is a severe, potentially life-threatening, allergic reaction.*

Does your child have an ASCIA Action Plan for Anaphylaxis?  Yes  No

If yes, is this plan attached?  Yes  No

Has your child been prescribed an EpiPen?  Yes  No

*If your child has been prescribed an EpiPen, you will need to provide the school with one (and renew prior to expiry date). Each time your child is prescribed a new EpiPen the doctor should issue an updated ASCIA Action Plan for Anaphylaxis. It is important that any updated plan is provided to the school.*

What is the expiry date of the EpiPen that will be provided to the school?

*If no known at the time of completing this form, the school will require this information on enrolment.*

Does your child have an ASCIA Action Plan for Allergic Reactions?  Yes  No

*It is important that any updated plan is provided to the school.*

Please list any medication prescribed for this allergy

*The school will require further details in relation to prescribed medication on enrolment. Parents of children who require their child to be administered prescribed medication at school must complete a written request. The school can provide you with a copy of the request form.*

### Medical Conditions Other than Allergies and Anaphylaxis (E.g. Asthma, Severe Asthma, Diabetes, Epilepsy)

Please identify and provide details below of any other medical condition for which your child is being treated. (If more than one condition or insufficient space, please attach additional pages and answer all the following questions).

Medical Condition

Has a doctor diagnosed this condition?  Yes  No

Does your child have a documented action plan from a doctor (e.g. asthma action plan)?  Yes  No

If yes, is the plan attached?  Yes  No

Is your child taking prescribed medication for this condition  Yes  No

If yes, what is the prescribed medication?

*The school will require further details in relation to prescribed medication on enrolment. Parents of children who require their child to be administered prescribed medication at school must complete a written request. The school can provide you with a copy of the request form.*

### Risk to Others

To your knowledge, is there anything in the child's history or circumstances which might pose a risk of any type to this child, other children or staff at this school?  Yes  No

If yes, please provide additional information.

## FAMILY DETAILS

Parent/Carer 1 with whom this child normally lives

*If applicable, copies of any relevant family law or other court orders must be provided.*

Title (e.g. Mr/Mrs/Ms)		Gender	
Relationship to child			
Family name			
Given name			
Country of birth			

Aboriginality  No  Aboriginal  Torres Strait Islander  Both Aboriginal and Torres Strait Islander

## Occupation Group

Please choose the group that best describes your occupation

*Mark one box only. If you have retired or stopped work in the last 12 months, choose the group in which you used to work. See the final page attachment for more information and examples.*

- Group 8 Have not been in paid work in the last 12 months
- Group 4 Machine operators, hospitality staff, assistants, labourers and related workers
- Group 3 Tradespeople, clerks and skilled office, sales and service staff
- Group 2 Other business managers, arts/media/sportspersons and associate professionals
- Group 1 Senior management in large business organisation, government administration and defence, and qualified professionals

Occupation

## School Education

What is the highest level of schooling completed?

*For persons who never attended school, mark 'year 9 or equivalent or below' (mark one box only).*

- Year 12 or equivalent  Year 11 or equivalent  Year 10 or equivalent  Year 9 or equivalent or below

## Educational Qualifications

What is the highest qualification completed?

- No non-school qualification  Certificate I to IV (including trade certificate)  Advanced diploma/diploma  Bachelor degree or above

## Languages Other Than English Spoken At Home

Does this parent/carer speak a language other than English at home?

- No, English Only  Yes If **yes**, what language(s) other than English are spoken at home?

*Please write the actual language(s) used, for example Swahili (not African), Punjabi (not Indian)*

Main language other than English spoken at home by parent/carer 1

Other language(s) spoken at home

Parent/Carer 2 with whom this child normally lives

*If applicable, copies of any relevant family law or other court orders must be provided.*

Title (e.g. Mr/Mrs/Ms)		Gender	
Relationship to child			
Family name			
Given name			
Country of birth			

**Aboriginality**       No     Aboriginal     Torres Strait Islander     Both Aboriginal and Torres Strait Islander

### Occupation Group

Please choose the group that best describes your occupation

*Mark one box only. If you have retired or stopped work in the last 12 months, choose the group in which you used to work. See the final page attachment for more information and examples.*

- Group 8      Have not been in paid work in the last 12 months
- Group 4      Machine operators, hospitality staff, assistants, labourers and related workers
- Group 3      Tradespeople, clerks and skilled office, sales and service staff
- Group 2      Other business managers, arts/media/sportspersons and associate professionals
- Group 1      Senior management in large business organisation, government administration and defence, and qualified professionals

Occupation

### School Education

What is the highest level of schooling completed?

*For persons who never attended school, mark 'year 9 or equivalent or below' (mark one box only).*

- Year 12 or equivalent     Year 11 or equivalent     Year 10 or equivalent     Year 9 or equivalent or below

### Educational Qualifications

What is the highest qualification completed?

- No non-school qualification     Certificate I to IV (including trade certificate)     Advanced diploma/diploma     Bachelor degree or above

### Languages Other Than English Spoken At Home

Does this parent/carer speak a language other than English at home?

- No, English Only     Yes      If **yes**, what language(s) other than English are spoken at home?

*Please write the actual language(s) used, for example Swahili (not African), Punjabi (not Indian)*

Main language other than English spoken at home by parent/carer 1

Other language(s) spoken at home

**Parent/Carers with whom this child normally lives**

Name to be used for all correspondence (e.g. Mr and Mrs A Black, Ms B Green)

Residential Address

  


Is this the residential address of the child to be enrolled?

Yes

No

Correspondence Address

*If you have a correspondence address that is different to your residential address, please write it below (e.g. PO Box)*

  


If the school needs to contact a parent/carer, please specify, in order of preference, who to contact

*If there are any special conditions or times relevant to any contact number, please include this in the comment box next to the number (e.g. Mondays and Tuesdays only).*

Name of Parent/Carer to contact first

Comments

Phone number (mobile)	<input type="text"/>	<input type="text"/>
Phone number (home)	<input type="text"/>	<input type="text"/>
Phone number (work)	<input type="text"/>	<input type="text"/>

Contact Email Address

Name of Parent/Carer to contact second

Comments

Phone number (mobile)	<input type="text"/>	<input type="text"/>
Phone number (home)	<input type="text"/>	<input type="text"/>
Phone number (work)	<input type="text"/>	<input type="text"/>

Contact Email Address

### Parent/Carers not living with this child

Complete only if applicable. Copies of any relevant family law or other court orders must be provided. Please print and attach additional pages if required for multiple parents/carers not living with this student.

Title (e.g. Mr/Mrs/Ms)		Gender	
Relationship to child			
Family name			
Given name			
Country of birth			

Aboriginality  No  Aboriginal  Torres Strait Islander  Both Aboriginal and Torres Strait Islander

### Occupation Group

Please choose the group that best describes your occupation

Mark one box only. If you have retired or stopped work in the last 12 months, choose the group in which you used to work. See the final page attachment for more information and examples.

- Group 8 Have not been in paid work in the last 12 months
- Group 4 Machine operators, hospitality staff, assistants, labourers and related workers
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- Group 1 Senior management in large business organisation, government administration and defence, and qualified professionals

Occupation

### School Education

What is the highest level of schooling completed?

For persons who never attended school, mark 'year 9 or equivalent or below' (mark one box only).

- Year 12 or equivalent  Year 11 or equivalent  Year 10 or equivalent  Year 9 or equivalent or below

### Educational Qualifications

What is the highest qualification completed?

- No non-school qualification  Certificate I to IV (including trade certificate)  Advanced diploma/diploma  Bachelor degree or above

### Contact Details

If there are any special conditions or times relevant to any contact number, please include this in the comment box next to the number (e.g. Mondays and Tuesdays only).

#### Comments

Phone number (mobile)		
Phone number (home)		
Phone number (work)		

Preferred email address for correspondence



## Parent/Carers not living with this student (continued)

### Residential Address


Does the child sometimes reside at this address?

Yes

No

### Correspondence Address

*If you have a correspondence address that is different to your residential address, please write it below (e.g. PO Box)*


## ADDITIONAL EMERGENCY CONTACTS

Please nominate two people over the age of 18 years who may be contacted in the event of an emergency if the school is unable to contact parents/carers listed. Ideally each contact should be someone who lives near the school. Please ensure that you have discussed with these people their willingness to be emergency contacts.

### Contact Details (first preference)

Family name

Given name

Relationship to child (e.g. neighbour/aunt/uncle)


*If there are any special conditions or times relevant to any contact number, please include this in the comment box next to the number (e.g. Mondays and Tuesdays only).*

#### Comments

Phone number (mobile)		
Phone number (home)		
Phone number (work)		

### Contact Details (second preference)

Family name

Given name

Relationship to child (e.g. neighbour/aunt/uncle)


*If there are any special conditions or times relevant to any contact number, please include this in the comment box next to the number (e.g. Mondays and Tuesdays only).*

#### Comments

Phone number (mobile)		
Phone number (home)		
Phone number (work)		

## Declaration and signature

I declare that the information provided in this application is, to the best of my knowledge and belief, accurate and complete. I have read and understand the information in this application including about the collection of personal information, publishing student information, online services, and consent. Where I have given personal information about people other than myself or my child(ren) I have done so with their authorisation. I am aware that if information I have given is false or misleading, any decision made as a result of this application may be changed.

I understand the Richard Gill School (RGS) is a comprehensive, secular, independent primary school with a musical focus, tailored around the educational philosophy of Richard Gill AO. I acknowledge that:

- the school has no faith affiliation
- the school will deliver daily music lessons to all students,
- fees are payable per term as per the Fee Schedule
- I agree to abide by all policies held by the school.

Signature of Parent/Carer 1

Print name

Date

Signature of Parent/Carer 2

Print name

Date

### Office Use Only

Student Name	
Year/Class	
House	

Original documents must be sighted. Photocopies to be taken to place on file.

Birth Certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Immunisation Record	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Prior Education Learning Record	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Medical/emergency plans (copied)	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable
Disability or other support needs	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable
Any Family Law, AVO's, Court Orders	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable
For Parent Not Living with Student	<input type="checkbox"/> Shared parental responsibility	
	<input type="checkbox"/> Receive Academic Report	
Uniform Order Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Deposit Paid	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Scholarship	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable
Percentage Approved	_____	

### Principal's Checklist

Enrolment Interview Conducted	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Special circumstances, additional support needs and student history assessed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Risk Assessment Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is personalised learning and support required for this child	<input type="checkbox"/> Yes	<input type="checkbox"/> Not required
Communication of documented provision/s and plan/s to relevant staff	<input type="checkbox"/> Yes	<input type="checkbox"/> Not required

**Based on the information provided on this form and gained from the required assessments.**

I accept, or  
 I decline this application to enrol

Signature of Principal

Print Name

Date

## INFORMATION SHEET

**PLEASE REMOVE PAGES 12 AND 13 BEFORE RETURNING YOUR APPLICATION TO THE SCHOOL.**

Please complete the enrolment form and return via:

- In person – 157 Maitland Street, Muswellbrook NSW 2333 – 8:30am – 3:00pm
- Email – [admin@rgs.nsw.edu.au](mailto:admin@rgs.nsw.edu.au)
- Post – 157 Maitland Street, Muswellbrook NSW 2333

**NOTE: if emailing or posting, please be aware that original documents (birth certificate, immunisation, visas etc) will need to be sighted and copied prior to enrolment.**

## CHECKLIST

When you come to the school to enrol, please bring these **original documents** with you:

- Most recent report card (if applicable)
- Birth certificate or identity documents
- Australian Immunisation Register (AIR) Immunisation History Statement

### **In addition**

Payment by way of transfer of the \$250 Enrolment Fee Deposit to Richard Gill School

- BSB 032-616 Bank Account 248377 – Please use your child’s name as a reference

### **In addition**

If your child is the subject of family law matters, you will need to provide:

- Copies of family law or other relevant court orders

### **In addition**

If your child has health, disability or other support needs you will need to provide:

- Copied of medical/healthcare or emergency action plans
- Evidence of any disability or other support needs, including any learning support plans

### **In addition**

Non-Australian Citizens

If your child is a permanent resident but not an Australian citizen, you will need to provide:

- Passport or travel documents
- Current visa and previous visas (if applicable)

## PARENT OCCUPATION GROUPS

The main purpose for collecting this information is to promote and implement the National Goals for Schooling by informing State and Commonwealth Governments on matters that may affect resourcing to your child's school and preschool.

You will need to use this table to complete the 'Occupation Group' section on pages 5, 6 and 8.

The five groups listed here are used by the Australian Bureau of Statistics to classify occupations. Please choose the group (1, 2, 3, 4 or 8) that you think best describes your occupation.

If you have retired or stopped work in the past 12 months, choose the group in which you used to work.

<b>Group 8</b>	<ul style="list-style-type: none"> <li>You have not been in paid work in the last 12 months</li> </ul>	
<b>Group 4</b> Machine operators, hospitality staff, assistants, labourers and related workers	<ul style="list-style-type: none"> <li>Drivers, mobile plant, production/processing machinery and other machinery operators</li> <li>Hospitality staff (hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper)</li> <li>Office assistants, sales assistants and other assistants</li> <li>Office (typist, word processing/data entry/business machine operator, receptionist, office assistant)</li> <li>Sales (sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker)</li> </ul>	<ul style="list-style-type: none"> <li>Assistant/aide (trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant)</li> <li>Labourers and related workers</li> <li>Defence Forces ranks below senior NCO not included below</li> <li>Agriculture, horticulture, forestry, fishing, mining worker (farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)</li> <li>Other worker (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor)</li> </ul>
<b>Group 3</b> Tradespeople, clerks and skilled office, sales and service staff	<ul style="list-style-type: none"> <li>Tradespeople generally have completed a 4-year Trade Certificate, usually by apprenticeship. All tradespeople are included in this group.</li> <li>Clerks (bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk)</li> </ul>	<ul style="list-style-type: none"> <li>Office (secretary, personal assistant, desktop publishing operator, switchboard operator)</li> <li>Sales (company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher)</li> <li>Service (aged/disabled/refuge/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor)</li> </ul>
<b>Group 2</b> Other business managers, arts/media/sportspersons and associate professionals	<ul style="list-style-type: none"> <li>Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business</li> <li>Specialist manager (finance/engineering/production/personnel/industrial relations/sales/marketing)</li> <li>Financial services manager (bank branch manager, finance/investment/insurance broker, credit/loans officer)</li> <li>Retail sales/services manager (shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency)</li> </ul>	<ul style="list-style-type: none"> <li>Arts/media/sports (musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proofreader, sportsman/woman, coach, trainer, sports official)</li> <li>Associate professional's generally have diploma/technical qualifications and support managers and professionals</li> <li>Sales (company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher)</li> <li>Service (aged/disabled/refuge/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor)</li> </ul>
<b>Group 1</b> Senior management in large business organisation, government administration and defence, and qualified professionals	<ul style="list-style-type: none"> <li>Senior executive/management/department head in industry, commerce, media or other large organisation</li> <li>Public service manager (section head or above), regional director, health/dean, library/museum/gallery director, research facility director)</li> <li>Other administrator (school principal, faculty head/dean, library/museum/gallery director, research facility director)</li> <li>Defence Forces Commissioned Officer</li> </ul>	<ul style="list-style-type: none"> <li>Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others</li> <li>Health, Education, Law, Social Welfare, Engineering, Science, Computing professional</li> <li>Business (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer)</li> <li>Air/sea transport (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller)</li> </ul>