



# Dunmore Lang Christian School

## Application for Enrolment

Note: If you need help with this form please telephone Daniel Horsburgh on 6543 1114.

### Name of student:

First names

Last name

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### Home address of student:

(No. and street name)

Suburb

Postcode

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### Email Address:

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All information that is collected via this form will be securely locked in the schools filing cabinet and will only be available to the state or federal governments for reporting purposes. This form falls under the Dunmore Lang Christian School Privacy Policy and will not be shared unless otherwise stated.

**1 Sex** Male.....  
Female.....

### 2 Is the student of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)

No.....  
Yes, Aboriginal.....  
Yes, Torres Strait Islander.....

**3 In which country was the student born?**

Australia.....   
New Zealand.....   
England.....   
China.....   
Philippines.....   
South Africa.....   
Hong Kong.....   
India.....   
United States of America.....   
South Korea.....   
Other – please specify.....

Is your child an Australian citizen?                      Yes / No

**4 Students Personal Details**

A. Date of Birth

B. Copy of Birth Certificate

Yes.....   
No.....

C. Year of Entry

D. Present School

E. Reason for leaving current school.

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F. Medicare Number (for emergency purposes only)

G. Church Attending

H. Church Leader (Reference required)

I. Does your child suffer from any allergies? If so please list details.

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J. Does your child suffer from any illnesses? If so please list details.

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K. Does your child require any special medical attention during school hours? If so please list details.

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L. Copy of Immunisation Record

Yes.....  
No.....

If the child has not been immunised against contagious diseases such as rubella, etc., your child will be required to remain quarantined at home until such times as the outbreak has ceased.

**5 Fathers Details:**

First Name

Last Name

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Address No. and street name

Suburb

Postcode

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Place of Work

Address

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Home Phone

Mobile

Work Phone

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## 6 Mothers Details

First Name

Last Name

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Address No. and street name

Suburb

Postcode

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Place of Work

Address

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Home Phone

Mobile

Work Phone

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## 7 Emergency Contact

If we cannot contact you for emergency purposes, please choose a responsible adult that we can contact, for example a family member or close friend.

Name

Relationship

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Address

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Home Phone

Mobile

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**8 Does the student or their mother/guardian or their father/guardian speak a language other than English at home?**

*(If more than one language, indicate the one that is spoken most often.)*

	student	mother/parent1/ guardian1	father/parent2/ guardian2
No, English only.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Italian .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Cantonese.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Arabic (incl. Lebanese).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Vietnamese.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Greek.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Mandarin.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Tagalog - (Filipino).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Spanish .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Macedonian.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Other - please specify .....			

**9(a) What is the highest year of primary or secondary school the parents/guardians have completed?**

*(For persons who have never attended school, mark 'Year 9 or equivalent or below.)*

Mark one box only in each column

	mother/parent1/ guardian1	father/parent2/ guardian2
Year 12 or equivalent.....	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent.....	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent.....	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below.....	<input type="checkbox"/>	<input type="checkbox"/>

**9(b) What is the level of the *highest* qualification the parents/guardians have completed?**

Mark one box only in each column

	mother/parent1/ guardian1	father/parent2/ guardian2
Bachelor degree or above.....	<input type="checkbox"/>	<input type="checkbox"/>
Advanced diploma/Diploma.....	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV (including trade certificate).....	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification.....	<input type="checkbox"/>	<input type="checkbox"/>

**10(a) What is the occupation group of the mother/parent1/guardian1? Please select a number from attached sheet.**

*Please select the appropriate parental occupation group from the attached list.*

- *If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.*
- *If the person has not been in paid work in the last 12 months, enter '8' in the box below.*

**10(b) What is the occupation group of the father/parent2/guardian2? Please select a number from the attached sheet.**

*Please select the appropriate parental occupation group from the attached list.*

- *If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.*
- *If the person has not been in paid work in the last 12 months, enter '8' in the box below.*

**11 Declaration**

We request that the above named student be submitted for application for enrolment at Dunmore Lang Christian School. We realise that this does not in any way bind the school to guarantee to enrolment, but only when an interview is held with the board and subsequent authorisation is granted, will the child be admitted.

We acknowledge that the school must report some of this information to the State and Federal Governments and give permission to do so.

We will abide by the terms of enrolment stated on this form and the statement of which is attached.

Fathers Signature.....Date.....

Mothers Signature.....Date.....

This form, accompanied by evidence of date of birth and immunisation certificates should be returned to Dunmore Lang Christian School PO BOX 924 Muswellbrook NSW 2333 or alternatively you can drop it into the school office.

Where did you find out about the school?

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## List of Parental Occupation Groups (for question 6)

### Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

**Senior executive/manager/department head** in industry, commerce, media or other large organisation.  
**Public service manager** (Section head or above), regional director, health/education/police/fire services administrator

**Other administrator** [school principal, faculty head/dean, library/museum/gallery director, research facility director]

**Defence Forces** Commissioned Officer

**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.

**Health, Education, Law, Social Welfare, Engineering, Science, Computing** professional

**Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

**Air/sea transport** [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

### Group 2: Other business managers, arts/media/sportspersons and associate professionals

**Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

**Specialist manager** [finance/engineering/production/personnel/industrial relations/sales/marketing]

**Financial services manager** [bank branch manager, finance/investment/insurance broker, credit/loans officer]

**Retail sales/services manager** [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

**Arts/media/sports** [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer,

designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

**Associate professionals** generally have diploma/technical qualifications and support managers and professionals.

**Health, Education, Law, Social Welfare, Engineering, Science, Computing** technician/associate professional

**Business/administration** [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

**Defence Forces** senior Non-Commissioned Officer

### Group 3: Tradesmen/women, clerks and skilled office, sales and service staff

**Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

**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, bond clerk, customs agent, customer services clerk, admissions clerk]

**Skilled office, sales and service staff.**

**Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]

**Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

**Service** [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier,

travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

### Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

**Drivers, mobile plant, production/processing machinery and other machinery operators.**

**Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]

**Office assistants, sales assistants and other assistants.**

**Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant]

**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]

**Assistant/aide** [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant,

museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

**Labourers and related workers**

**Defence Forces** ranks below senior NCO not included above

**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]  
**Other worker** [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

# TERMS OF ENROLMENT

1. In enrolling a student at Dunmore Lang Christian School, the parent(s) or guardian accepts and agrees to be bound by these Conditions of Enrolment, and acknowledges liability for fees and charges in respect of tuition.
2. Once a student is in attendance at Dunmore Lang Christian School at least one term's notice of withdrawal must be given in writing to the Principal. In default of such notice the up coming terms fees will be required to be paid in full before the student leaves.
3. Annual fees can be paid by four different methods of payment. They include:
  - a) one annual fee to be paid by the first week in March where a 25% discount applies.
  - b) payment by term by the first week of term.
  - c) payment by monthly by the first week of each month.
  - d) payment by week to be paid every Wednesday.All fees are to be paid by November 30<sup>th</sup> in each year.
4. In the event of financial difficulty, special arrangements may be made. Early notification of problems will help prevent debt collection action.
5. Respecting and caring for others are Christian values foundational to Dunmore Lang Christian School. In accepting enrolment students and parents acknowledge their intention to follow the Welfare and Discipline Policy outlined in the Parent Handbook.
6. It is an expectation of Dunmore Lang Christian School that all students will participate in the Christian activities provided in the school.
7. In case of the need for urgent medical or hospital treatment for a student and if their parents or guardians are not readily contactable, a member of the school staff is authorised to give authority for such treatment without the school or staff member incurring any legal liability to the parent, guardian or student. In this regard, the parent or guardian indemnifies the staff, the school management, and the Trustees against any claims which might arise as a result of such treatment.
8. The Principal reserves the right to suspend or terminate an enrolment. No remission of fees will be made in the case of suspension or removal of a student for unacceptable conduct or failure to pay fees.
9. These conditions of enrolment together with the general policies of the school as outlined in the current Governing Policies constitute the terms of the contract between the parents and/or guardians of the student/s and Dunmore Lang Christian School.
10. That the parents shall agree to allow the child to share fully in the life and program of the school, including the devotional activities and doctrinal lessons.

11. That the parents shall support the aims of the school and order their own lives and home so that the child will be given every opportunity to grow into Christ.
12. Any health or educational difficulties must be declared.
13. The parents undertake to provide the child with all necessary textbooks and other equipment of a personal nature which will enable the child to benefit from the education offered.
14. That the parents undertake to provide the child with the correct uniform approved by the School Board, and to ensure that the child is always sent to school neatly and modestly dressed in the required uniform.
15. That all parents who are interested in volunteering their services to the school will regularly have to attend inductions for child protection and occupational health and safety, which are found in the respective policies.
16. That the first term of a student's enrolment at Dunmore Lang will be on a probational period and that the school may suspend this temporary enrolment at the completion of one term.
17. Parents are required to disclose all relevant information to the school in regards to citizenship and residency status. Failure to do so can mean immediate termination of enrolment.
18. The school may suspend or terminate enrolment, at its discretion, for failure to comply with these conditions of other serious breaches of the schools rules and regulations.