



## ENROLMENT PROCESS AND INFORMATION

Student's Full Name: \_\_\_\_\_

Desired Entry Level: Year \_\_\_\_\_ in 20\_\_\_\_

This is an explanation of the process for enrolling a student at Faith Lutheran College, Redlands. If you have any questions about this process, please contact Mrs Susanne Manthey on (07) 3820 5500 or email: [enrolments@flcr.qld.edu.au](mailto:enrolments@flcr.qld.edu.au)

### Step 1

You complete the application for enrolment form and send it to us with :

- **Copy of full birth certificate (compulsory at time of lodging this application);**
- *Passport and Visa if new to Australia (only if current Residency Visa has been issued)*  
*(Faith Lutheran College, Redlands is not Federal Government accredited to take overseas students);*
- *Copies of last two school reports;*
- *Copies of Year 3, 5, 7 and 9 Queensland Numeracy and Literacy Testing Results as applicable to your child;*
- *Copies of Family Court Orders, Parent Agreements and/or Restraining/Violence Orders if applicable;*
- *Verification documentation and current Individual Educational Plan (IEP) if your child has special needs for referral to Support Learning if applicable;*
- *Documentation where indicated on this application if you have answered yes to certain questions; and*
- *A non-refundable Application Fee of \$100 per student is payable with this application.*

The application fee pays for the administration of the enrolment process at the College. It will not be refunded.

Payment can be made by completing the credit card payment form in this application or cash or cheque payable to Faith Lutheran College, Redlands or payment by Eftpos at either campus office.

### Step 2

1. Upon receipt of your application, we will confirm the student's pending enrolment for the year you have nominated on the application form.
2. The enrolment will still depend on a final interview with you and the student as well as a review of current information about the student at the time of entry. It is also possible that all places for the year of entry will have been filled. Where this is the case, we will give you as much notice as possible.

### Step 3

1. In the year prior to the year of entry, we will contact you either by phone or correspondence to arrange an interview. We will ask you to provide the student's academic history including details of any special education provided, English as a second language report and any other material relevant to the student's past and future academic performance. Upon arrival at the interview, you will be required to complete the Principal's interview form for your child.
2. A Letter of Offer may be handed to you at the completion of the interview, solely at the discretion of the Principal. All the documentation contained in the Enrolment Contract (listed below) is required to be completed and must be returned to the College by the due date stated along with the Enrolment Bond which is currently \$500 on a reduced sliding scale for siblings. **PLEASE NOTE:** The College reserves the right, should there be a wait list for the year level you wish your child to be placed and you fail to return the documentation and Bond by the due date, that your child's application may be placed on the wait list and the position offered to someone else. Documentation includes:
  - a. Enrolment Contract ;
  - b. Student Medical and Excursion Form;
  - c. Network Agreement (Year 3 – 12);
  - d. Image Permission Form; and
  - e. Government Data Collection Form.
3. Letter of Confirmation of Acceptance will be forwarded on receipt of the abovementioned Enrolment Contract documentation and payment of the Enrolment Bond.

### Step 4

If you would like to see the current form of the Enrolment Contract, please telephone our Enrolment Registrar or send us an email requesting a copy.



*All applications are treated on the same basis with places first being offered to Lutherans, existing student's siblings, Faith Alumni and then in chronological order of receipt of application. In determining an offer of enrolment the capacity to resource identified additional learning support is also considered. Where a student has been identified as having additional needs, an initial enrolment interview with parents may be requested and an assessment of the student's needs may be undertaken by the College or an independent body. Failure to disclose accurate information may invalidate this application. Completion of this form does not guarantee a place at the College. A separate application must be completed for each student. At all times the Principal has discretion in applying the Enrolment Policy.*

## **Standard Collection Notice**

1. The College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to the pupil and to enable them to take part in all the activities of the College.
2. 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.
3. Laws governing or relating to the operation of a College require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health [and Child Protection] laws.
4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a pupil to another school. This includes to other schools, government departments, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches, volunteers and counsellors.
6. Personal information collected from pupils is regularly disclosed to their parents or guardians.
7. The College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
8. The College's Privacy Policy sets out how parents or pupils may seek access to personal information collected 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 pupil, or where pupils have provided information in confidence.
9. The College Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.
10. As you may know the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in College newsletters and magazines and on our website. Photographs of pupil activities such as sporting events, College camps and College excursions may be taken for publication in College newsletters and magazines and on our website. The College will obtain permissions from the pupils' parent or guardian prior to publication.
12. We may include pupils' and pupils' parents' contact details in a class list and College directory. Parents may opt out of having details published in the College Directory.
13. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose this information to third parties.

Family	Parent/Guardian Residing with Child	Parent/Guardian Residing with Child	Parent/Other Party Not Residing with Child
Title (eg Mr/Mrs/Ms)			
Surname			
Christian Name/s			
Relationship to Child			
Home Address			
Address for Correspondence			
Home Phone No.			
Mobile Phone No.			
Fax No.			
Daytime Contact No. (+ Extension)			
Email (necessary to receive College information)			
Religion			
Parish			
Occupation			
Employer's Name			

Are any of the following applicable: Family Court Orders, Parent Agreements and/or Restraining/Violence Orders applicable	Yes / No  If Yes, a copy of any relevant documentation must be attached to this application.
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**Previous / Other Association with Faith Lutheran College, Redlands**

	Name	Year level
Do you have other children studying at Faith? Yes / No		

	Name	Desired year of entry at year level
Do you have other children enrolled to attend Faith Yes / No		

Are any of the family former students at Faith? Yes / No	Name	Relationship, Years of Attendance and House
	Name	
Do you know any students who are currently attending Faith or who will be entering at the same year level? Yes / No		

## STUDENT DETAILS

Surname	
Christian Names	
Date of Birth	
Student's Residential Address	
Country of Birth	
If born outside of Australia - Type of Resident / Citizenship / Visa No. Please attach relevant forms	
Is this student of Aboriginal or Torres Strait Islander origin? For persons of both Aboriginal and Torres Strait Islander origin mark both 'yes' boxes.	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander
Language spoken at home if other than English	
Gender	Male / Female
Religion	
Church attended	
Name of Pastor	
Baptised	Yes / No
Confirmed	Yes / No

Does the student have a mobile phone	Yes / No
Will they bring it to school?	Yes / No If yes, the mobile phone number is: _____
Current Year level	
Current School Reason for Transfer	

Name of Schools/Childcare/Kindergartens attended previously	Year level	Years (eg 2019-2020)	Full-time or part-time: if p/t give days per week

<b>MEDICAL HISTORY</b>	<b>RESPONSE</b> (Please Circle)	<b>DETAILS</b> Please provide information for any questions to which you answer YES - including any action to be taken if required. Please attach a separate sheet if necessary.
Pre/Postnatal Concerns	Yes/No	
Birth Concerns	Yes/No	
Vision Concerns	Yes/No	
Hearing Concerns	Yes/No	
Head Injury	Yes/No	
Convulsions	Yes/No	
Allergies • Food • Ointments • Band-aids/elastoplasts • Penicillin • Other drugs • Anaesthetic • Plants • Animals	Yes/No	
Heart Problems	Yes/No	
Respiratory Problems ie asthma and/or others	Yes/No	
Diabetes	Yes/No	
Blood Pressure (High/Low)	Yes/No	
Phobias	Yes/No	
Epilepsy	Yes/No	
Back, Bone, Joint or Muscular problems	Yes/No	
Migraine	Yes/No	
Blackouts/Dizzy Spells	Yes/No	
Behavioural/Emotional Disorders	Yes/No	
Attention Deficit Disorder	Yes/No	
Hay Fever	Yes/No	
Surgical Operations	Yes/No	
Travel Sickness	Yes/No	
Aspergers Syndrome	Yes/No	
Kidney Problems	Yes/No	
Puffer/Spacer required	Yes/No	
Skin problems	Yes/No	
Tourette Syndrome	Yes/No	
Dyslexia	Yes/No	
Glandular Fever	Yes/No	
Recent illness	Yes/No	
Special Needs	Yes/No	

List any medication which your child is taking regularly \_\_\_\_\_

Other important medical information which the College should be aware of: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## STUDENT LEARNING AND DEVELOPMENT

<p>Has the student ever repeated a year level?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If yes, please give details.</p>	
<p>Has the student ever been accelerated (skipped a year)?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If yes, please give details.</p>	
<p>Does the student have a special need?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If yes, please identify type.</p> <p>Auditory Processing Difficulty <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Speech/Language Difficulty <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Social/Emotional <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Non Verbal Learning Disorder <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Vision <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Intellectual <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Physical <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Learning Difficulty <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Hearing <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Autism/Aspergers <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>ADD/ADHD <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Other (please give details) <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>If the student has one of the above special needs, how does it impact on the student as a learner and in the school environment?</p>	
<p>Has the student had a vision check?</p> <p>If Yes, Date of Exam Summary of Results Are aides necessary eg. Glasses</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Has the student had a hearing check?</p> <p>If Yes, Date of Exam Summary of Results Are aides necessary eg. Hearing aide</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Has a specialist ever assessed the student for exceptional developmental, learning or behavioural characteristics?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <p>If Yes, please give details and attach any related documents.</p>

Has the student ever received "Learning Support" Assistance? (This is ongoing Assistance for the student and/or their teacher provided by a specialist teacher, psychologist or other suitable trained professional practitioner)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please describe the support received	
For what period was the support given? (Which year and duration?)	
Do you believe ongoing specialist support will be needed?	
Has the student ever been Verified? (Verification is based on an education need arising from a disability. It is a collaborative decision making process used to recommend the level of specialist educational support needed by students with learning disabilities. This education support is provided by or accessed through specialist teaching personnel.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please state current classification and level	Classification _____ EAP Level _____
Is an Individual Educational Plan (IEP) currently in place? If Yes, please attach a copy of the plan to this application.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the student have any social difficulties with other children? If Yes, please give details.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has any school ever requested that the student leave the school. If Yes, please give details.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student ever been suspended from any school? If Yes, please give details.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student been withdrawn from any school following any disciplinary incident? If Yes, please give details.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student ever been involved in, or with, any form of bullying? If Yes, please give details.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student ever been found to be involved with illegal substances? If Yes, please give details	<input type="checkbox"/> Yes <input type="checkbox"/> No

## A GUIDE TO ASSIST IN CHOOSING THE CORRECT YEAR OF ENTRY

Legislation was updated late in 2014 to allow for exceptions to the current age of entry cut off for Prep so that schools can consider students born in July.

Year of Birth	Prep Year	Year 1	Year 7	Year 8
1/7/2007 to 30/6/2008	2013	2014	2020	2021
1/7/2008 to 30/6/2009	2014	2015	2021	2022
1/7/2009 to 30/6/2010	2015	2016	2022	2023
1/7/2010 to 30/6/2011	2016	2017	2023	2024
1/7/2011 to 30/6/2012	2017	2018	2024	2025
1/7/2012 to 30/6/2013	2018	2019	2025	2026
1/7/2013 to 30/6/2014	2019	2020	2026	2027
1/7/2014 to 30/6/2015	2020	2021	2027	2028
1/7/2015 to 30/6/2016	2021	2022	2028	2029
1/7/2016 to 30/6/2017	2022	2023	2029	2030
1/7/2017 to 30/6/2018	2023	2024	2030	2031
1/7/2018 to 30/6/2019	2024	2025	2031	2032
1/7/2019 to 30/6/2020	2025	2026	2032	2033
1/7/2020 to 30/6/2021	2026	2027	2033	2034

<b>FEES</b>	
Name and Address for Fee Invoices/ Statements	
Mobile/Daytime phone number	
Email address	

<b>SIBLINGS</b> – List Brothers/Sisters in age order (each student must complete a separate application)			
Name	Year of Birth	Year Level	School

<b>PAYMENT FORM</b>	
Payment of \$100.00 Enrolment Fee	
<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque payable to "Faith Lutheran College Redlands" <span style="float: right;"><input type="checkbox"/> Credit Card</span>
Card Holder's Name: _____	
<b>VISA</b>	<b>BANKCARD</b> <b>MASTERCARD</b> (Please circle)
Credit Card Number: _____	
Expiry Date: ____ / ____	
Amount: \$ _____	
Cardholder's Signature _____	
Office Use only <b>Enrol Fee paid \$</b> _____ <b>Eftpos</b> ____ <b>Cheque</b> ____ <b>Cash</b> ____ <b>Date Paid:</b> _____	

**STUDENT'S NAME:** .....

In the event of this application for the abovementioned being accepted, I undertake:

- A. To support and encourage by example, the Christian hopes and ideals of the College.
- B. To co-operate with the College in matters of policy, e.g. discipline, uniform.
- C. To give one term's notice in writing to the College before withdrawing the student from the College otherwise the enrolment bond will be forfeited and a term's fees will be charged.
- D. To lodge an Enrolment Bond with the College **within 14 days of receiving an offer of a place or if not taking up the offer to advise the College in writing or email.**
- E. To pay fees within the first fortnight of each term.
- F. To comply with any decisions of the College relating to student's continued enrolment.

**I/We have read and understood the implications of the Privacy Legislation Information Collection Notice in the Prospectus and read the Child Protection Policy located on our website [www.faithlutheran.qld.edu.au](http://www.faithlutheran.qld.edu.au)**

I/We certify the information given in this form is true and correct and understand that inaccurate or misleading information will place the enrolment in jeopardy.

Signature: .....Date.....Signature: .....Date.....

Signature: .....Date.....Signature: .....Date.....

A non-refundable Application Fee of \$100.00 per student should be forwarded with the application, which is lodged at the same time. Completion of this form does not guarantee a place at the College. Applicants will be advised, in writing, of their enrolment status. **This application will not be processed until Birth Certificate and/or Passport and/or Family Court documents are received .**