

ROUSE HILL ANGLICAN COLLEGE

UNDERSTANDING THROUGH CHRIST

PRE-K TO YEAR TWELVE
APPLICATION FOR ENROLMENT





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Rouse Hill NSW 2155
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enrolments@rhac.nsw.edu.au
rhac.nsw.edu.au

FOR OFFICE USE ONLY

Date Received	Date Paid	Amount Paid	Receipt No	Student No	Family No	App Complete
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PART A: STUDENT DETAILS

Please refer to the Enrolment Guide for entry age requirements

Proposed Entry	Calendar Year:		Term (1, 2, 3 or 4):	
	Grade or Form: (eg P, K, 7, 11)		Pre-K Program Only: (Please indicate your preference)	<input type="checkbox"/> 3 Day (Mon- Wed) or <input type="checkbox"/> 2 Day (Thurs-Fri) (Tick both options for either)
First name			Middle name/s	
Last name			(Preferred name)	
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of birth	
Residential address				
Postal address				
Present/previous school				
Home phone			Student's main language (one only)	
Country of birth			Nationality	
Australian Citizen	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Visa subclass (eg 457)	
Religion			Name of Church attended (if applicable)	
Indigenous Status	<input type="checkbox"/> Neither Aboriginal nor Torres Strait Islander <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal and Torres Strait Islander			

PART B: PARENT/GUARDIAN DETAILS

Parent/Guardian 1 Contact Details		Parent/Guardian 2 Contact Details	
Relationship to student		Relationship to student	
Title (Mr/Mrs/Ms/Dr)		Title (Mr/Mrs/Ms/Dr)	
First name (and preferred name in brackets, if different)		First name (and preferred name in brackets, if different)	
Last name		Last name	
Home street address		Home street address	
Suburb & postcode		Suburb & postcode	
Home phone		Home phone	
Postal address (if different than home)		Postal address (if different than home)	
Email address		Email address	
Mobile phone		Mobile phone	
Occupation/Job		Occupation/Job	
Employer		Employer	
Work phone		Work phone	
Your main language (one only)		Your main language (one only)	
Country of birth*		Country of birth*	

* (where both parents were born overseas, copy of one parent's Australian Passport or visa required)



PART C: CUSTODY

The following information is helpful to avoid confusion or embarrassment

Parents married/de facto <input type="checkbox"/>	Parents separated <input type="checkbox"/>	Parents divorced <input type="checkbox"/>	Father deceased <input type="checkbox"/>
			Mother deceased <input type="checkbox"/>
With whom should communication take place regarding day to day matters?	Both Parents/Guardians <input type="checkbox"/>	Parent1/Guardian1 <input type="checkbox"/>	Other person (referred to below) <input type="checkbox"/>
		Parent2/Guardian 2 <input type="checkbox"/>	

Correspondence, reports and invoices will be addressed to both parents/guardians unless directed otherwise by court, parenting or consent orders provided, and addressed jointly where applicable.

Details of any other significant caregiver/guardian who shares an address with the student

Name			
Relationship to student			
At which address does the caregiver reside?	Parent/Guardian 1 <input type="checkbox"/>	Parent/Guardian 2 <input type="checkbox"/>	

PART D: SIBLING DETAILS

First name	Last name	Date of birth	Current school (if applicable)	Grade

Past or current association with Rouse Hill Anglican College

1 First name		Last name		
Relationship to student		House		Grade or year Graduated
2 First name		Last name		
Relationship to student		House		Grade or year Graduated
3 First name		Last name		
Relationship to student		House		Grade or year Graduated

Please tell us why you would like your child to attend the College

Your child's interests/hobbies (if applicable)

PART E: STUDENT MEDICAL & EDUCATIONAL INFORMATION



Where a student has a disability, health or wellbeing concern, it is important that the College and parents/carers work collaboratively to ensure the best outcomes for the student.
Please answer the questions below and where an answer is 'yes', provide a brief description in the space provided and attach any current (issued within the last twelve months) reports on hand.

Individual Needs: Does your child have a known disability eg intellectual, physical, mental health, hearing or vision?	Yes	No	
Support Services: Are there external supports/services involved with your child, eg psychologist, occupational therapist, speech pathologist?	Yes	No	
Curriculum Access: Does your child receive support for behaviour, learning or emotional issues in his/her previous setting?	Yes	No	
Medical/Health Issues: Are there any health issues, eg epilepsy, diabetes, asthma, allergies?	Yes	No	
Mental Health: Are there any mental health issues?	Yes	No	
Mobility and Access: Are there any issues that need to be addressed by the College with regards to mobility and access?	Yes	No	
Communication: Does your child require any assistance to enhance communication, eg hearing aids, acoustic considerations, glasses, vision aids, scribes, tutors?	Yes	No	
Independence: Does your child experience difficulty independently managing personal care needs, eg toilet, dressing, eating?	Yes	No	
Has the student ever been suspended from or asked to leave any school? Please note that all information is strictly confidential	Yes	No	
Additional Information (if required)			

PART F: CONFIRMATION OF APPLICATION AND DECLARATION

- ✓ I/We apply to have the prospective student named in Part A enrolled at Rouse Hill Anglican College.
- ✓ In the event of acceptance by Rouse Hill Anglican College, I/we agree to be bound by the **Conditions of Enrolment** and by regulations that may be made from time to time, including the requirement for participation in all activities that are organised by the College as part of its regular academic and co-curricular program, and the **Parent Code of Conduct**. These documents are available on the College website or upon request.
- ✓ I/We acknowledge and accept that, as set out in the **Prospectus** for the College, a copy of which I/we have received and read, Christianity will be taught as the spiritual and moral basis of life, and students will be encouraged to come to a personal faith in Jesus Christ.
- ✓ I/We enclose an application fee with this Application for Enrolment as listed in the current **Fees and Charges schedule** and I/we acknowledge and agree that this fee is not refundable.
- ✓ In the event of Acceptance by the College, I/we agree to be jointly and severally responsible for the payment of all fees and charges and agree to pay the current fees and charges as specified from time to time by the College. Invoices for fees and charges will normally be sent to both parents/guardians jointly.


- I/we confirm that to the best of my/our knowledge the information in the Application for Enrolment is complete and correct.
- I/we authorise the Principal or Principal's delegate to access information that may be of benefit to the education and welfare of my child from relevant persons/organisations. In granting this authority, I understand that it will remain current for the period of consideration of my child's application for enrolment and for such period as, and if, my child is enrolled at the College. Failure to accurately complete all sections of the Application and provide all relevant information may result in the College's inability to accommodate my child's individual needs and may affect my child's continued enrolment.
- Both parents or legal guardian(s) have signed and provided their full names below and support this application.

Parent/Guardian 1	Name:	Signature		Date
Parent/Guardian 2	Name:	Signature		Date

(physical signatures or Adobe digital signatures required)

PART G: PAYMENT

- I/we enclose the non-refundable Application Fee in accordance with the current Schedule of Fees; or
- I/we authorise the charge of the non-refundable Application Fee to my credit card (details below)

Amount (Refer to current Fee Schedule)	\$	Payment method:	<input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> American Express (1% surcharge applies)
Card holder name			
Card number			Expiry date
Cardholder's signature			

✓ CHECK LIST

Before submitting this application please tick:

Check that all parts of this form have been completed.

Ensure that Part F has been signed and dated where appropriate.

Ensure that copies of the following relevant documents are attached/enclosed with the application.

Student's birth certificate.

Where both parents were born overseas, a copy of one parent's Australian passport or visa/residency evidence.

Where the student was also born overseas, a copy of the student's Australian passport or visa/residency evidence.

Both parents/guardians' Australian state or territory drivers' licences.

Current court or consent orders (if applicable).

All documentation relating to the Student's health and learning needs (eg medical report, action plan, OT or other specialist report.)

Application fee (as set out in the Fee Schedule).

This application cannot be processed until the application has been signed and all required documents have been received by the College.

When completed, please return this Application, payment and the attachments to

The Registrar
Rouse Hill Anglican College
PO Box 3296 ROUSE HILL NSW 2155
E enrolments@rhac.nsw.edu.au

Please note that your submission of this completed Application for Enrolment does not constitute either an offer or acceptance of enrolment by Rouse Hill Anglican College.

FEEDBACK

Please take a moment to let us how you heard about Rouse Hill Anglican College? *(please tick)*

Sibling attending

Word of mouth

Staff

Relative

Local knowledge/passing by

Internet search

Facebook

Expo

Other (please let us know):-

Thank you for your feedback.

The Anglican Schools Corporation Standard Collection Notice

1. This collection notice explains how the Anglican Schools Corporation (**Corporation**) handles personal information. The School is part of the Corporation, it is not a separate legal entity. As such, when personal information is handled by the School, it is handled by the Corporation. References to 'the Corporation' below should be read as including the School.
2. The Corporation collects, uses, discloses, holds and stores personal information, including sensitive information about students, and parents, carers and/or legal guardians (**Parents**), before, during and after the course of a student's enrolment at the School. This may be in writing, through technology systems or in the course of conversations. The primary purpose of collecting this information is to enable the Corporation to provide schooling to students enrolled at the School, exercise its duty of care, and perform necessary associated administrative activities which will enable students to take part in all the activities of the School.
3. Some of the information the Corporation collects is to satisfy the Corporation's legal obligations, particularly to enable the Corporation to discharge its duty of care.
4. Laws governing or relating to the operation of the Corporation require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
5. Health information about students is sensitive information within the terms of the Australian Privacy Principles (**APPs**) under the *Privacy Act 1988* and the Health Privacy Principles under the *Health Records and Information Privacy Act 2002*. The Corporation may request you to provide medical reports about students from time to time.
6. A student's enrolment may be delayed or prevented if the Corporation cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.
7. The Corporation may disclose personal and sensitive information for educational, administrative and support purposes. This may include to:
 - other schools and teachers at those schools, including another school to which a student transfers to facilitate the transfer of the student;
 - government departments (including for policy and funding purposes);
 - medical practitioners;
 - people providing educational, support and health services to the School, including specialist visiting teachers, coaches, volunteers, and counsellors;
 - providers of specialist advisory services and assistance to the School, including in the area of Human Resources, child protection and students with additional needs;
 - providers of learning and assessment tools;
 - assessment and educational authorities, including the NSW Education Standards Authority (NESA), Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
 - agencies and organisations to whom the Corporation is required to disclose personal information for education, funding and research purposes;
 - people and organisations providing administrative, technology and financial services to the Corporation;
 - related entities of the Corporation and the Anglican Church Diocese of Sydney;
 - recipients of Corporation publications, such as newsletters and magazines, and the like;
 - students' Parents;
 - anyone you authorise the Corporation to disclose information to; and
 - anyone to whom the Corporation is required or authorised to disclose the information to by law, including child protection laws.

8. Personal information collected from students is regularly disclosed to their Parents.
9. If you make an enrolment application to another school within the Corporation, personal information provided during the application stage may be collected from, or shared with, the other school. This personal information may include health information and is used for the purpose of considering and administering the enrolment of a student within the Corporation.
10. Personal information, including sensitive information, is also shared between schools within the Corporation, with the Corporation's Group Office (which provides administrative and advisory support), and other parts of the Corporation. This sharing will only occur for the primary purpose for which the information was collected by the Corporation (as set out in paragraph 2 above), for a related purpose (or a *directly* related purpose in respect of sensitive information) that you would reasonably expect, if you have consented or as otherwise required or permitted by law.
11. The Corporation uses information management and storage systems (**Systems**) either owned by the Corporation or provided by third-party service providers. Personal information is stored with and accessible by the Corporation and the third-party service providers for the purpose of providing services to the Corporation in connection with the Systems and for administering the education of students.
12. The Corporation may use online or 'cloud' service providers to store personal information and to provide services to the Corporation that involve the use of personal information, such as services relating to email, file storage, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may be stored on the 'cloud' service provider's servers which may be situated outside Australia. Further information about the Corporation's use of online or 'cloud' service providers is contained in the Corporation's Privacy Policy.
13. The Corporation's Privacy Policy, accessible on the Corporation's website (www.tasc.nsw.edu.au), sets out how Parents or students may seek access to and correction of their personal information which the Corporation has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the duty of care to a student, where students have provided information in confidence or where the Corporation is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, given the grounds for refusal, it would be unreasonable to provide reasons).
14. The Corporation's Privacy Policy also sets out how Parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.
15. The Corporation may engage 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 Corporation's fundraising activities solely for that purpose. The Corporation will not disclose your personal information to third parties for their own marketing purposes without your consent.
16. On occasions information such as academic and sporting achievements, student activities and similar news is displayed from time to time around the School, published in Corporation and School newsletters, magazines, other publications, intranet, website, social media platforms, shared with the Corporation community (including the School community), used for marketing and promotional material, may appear in third party newspapers and other marketing mediums e.g. television or otherwise placed in the Corporation's records. This may include photographs, videos, other images or other identifying material of student activities such as classroom activities, sporting events, concerts and plays, school camps and school excursions. The Corporation will obtain permissions from a student's Parents (and from a student if appropriate) if the Corporation would like to include such photographs, videos, other images or other identifying material in the Corporation's promotional material or otherwise make this material available to the public such as on the internet.
17. The Corporation may include students' and students' Parents' contact details in a class list and School directory.
18. If you provide the Corporation with the personal information of others, such as doctors or emergency contacts, the Corporation encourages you to inform them that you are disclosing that information to the Corporation and why.