



ST PETERS
GIRLS

APPLICATION FORM



Stonyfell Road, Stonyfell SA 5066
PO Box 1185 Kensington Gardens SA 5068
T (08) 8334 2200 | F (08) 8364 1523 | admin@stpetersgirls.sa.edu.au
stpetersgirls.sa.edu.au
CRICOS Provider No: 00373D



INFORMATION

In accordance with the Enrolment Policy of St Peter's Girls' School all students are given the opportunity to achieve their full potential. The School has an inclusive Enrolment Policy and thus all applications are welcome.

APPLICATION FOR ENROLMENT

All parents of prospective students are required to complete an Application Form and to pay the non-refundable Application Fee. Upon receipt of the completed Application Form, the applicant's name is added to the waiting list of those seeking entry in the year and at the year level nominated.

All applicants are requested to supply the following information with the Application Form:

- > Copy of applicant's Birth Certificate, passport or extract.
- > Any current reports and/or assessments related to your child's needs e.g. educational testing carried out by an accredited professional.
- > Any special requirements e.g. health, personal care.
- > Any past or current agency support.
- > Copy of most recent School report/NAPLAN report.

ELC PROGRAMS

The programs available at the ELC are:

Playgroup: 6 months to 2 years with parents/carers

2 year old program: must be two years old to commence

3 year old program: must be three years old to commence

4 year old program: must be four years old to commence

On receipt of the Application Form, a waiting list letter will be sent to you advising the enrolment status of your child.

ELC staff will consult with eligible families regarding your child's transition from each program. Considerations are made regarding availability of placements, the developmental needs of the child and whether students are enrolled in our School.

RECEPTION ENROLMENT AGE

Students who turn five years of age between 1 October and the 30 April in the following year may commence Reception in Term 1. Students who turn five years of age between 1 May and 30 September may commence Reception in Term 3.

Within these dates, consideration will be given to the developmental needs of individual students. This may relate to physical, social, emotional and intellectual needs and a student's overall readiness to commence school.

ENROLMENT CRITERIA AND PROCEDURES

Enrolment applications are placed on a waiting list and places are offered subject to the following priorities:

1. The date when the application is received.
2. Siblings attending St Peter's Girls' School or Early Learners' Centre.
3. Daughters or granddaughters of Old Scholars.
4. Students who are awarded a Scholarship.

5. Students already on the waiting list for Reception at St Peter's Girls' School (for ELC enrolments).
6. Compassionate and special circumstances at the discretion of the Principal.

It is the case in all enrolments that, if materially false or misleading statements are made in the Application Form, or if relevant information is not disclosed at the time of enrolment, the Principal has discretion to terminate enrolment at any time, where the Principal is reasonably justified in doing so.

CONFIRMATION OF ENROLMENT

A formal offer of a place at our School will be made by the Principal/Enrolments Manager after an enrolment interview up to two years prior to the requested entry date. ELC places are offered up to one semester prior to the requested entry date. Acceptance of the offer is confirmed by returning a signed Enrolment Confirmation Form. School places must also be secured by payment of a non-refundable Confirmation Fee.

Places are allocated having regard to the criteria for enrolment set out above. If the year of entry is fully enrolled and a place cannot be offered, the application will be transferred to the waiting list of the following year.

The person(s) signing the Enrolment Confirmation Form will be required to accept liability jointly and severally for the payment of fees, and are expected to support the School's rules and regulations.

It is the responsibility of Parents/Guardians to provide the School with change of address details, telephone numbers, or information concerning changes to family circumstances. Failure to do so may preclude an applicant from receiving an offer of enrolment.

CONDITIONS OF ENROLMENT

Parents will be required to agree to the following arrangements as a condition of enrolment at the School:

- > At all times during School outings, the staff in charge shall have the same powers of control and guardianship as the Parent/Guardian would have if present, including the power to consent to emergency medical, surgical or hospital treatment, and the Parent/Guardian will be responsible for any expense incurred for, or on behalf of, the student.
- > The School will not be responsible for the loss of or damage to clothes and effects of students. The Parent/Guardian will be responsible for all breakages and damage to School property caused by a student. The cost of repairs or replacement will be added to the student's account.
- > The student shall comply with any requirements the School may make in respect of dress, general appearance, behaviour and participation in the School's program of activities.
- > The School reserves the right to suspend a student for disciplinary purposes, temporarily or permanently, without a refund of fees.
- > The person(s) signing the Enrolment Confirmation Form agrees to pay full fees by the due date shown on the term's account and accept that in the event of an overdue amount, they may incur the prescribed late payment fee.

- > The School requires copies of all Court Orders relating to the guardianship, custody, residence, parental responsibility, care, control or welfare of students.

These conditions must be accepted by a student's parents, in writing, before commencement at the School.

DEFERRALS

Applicants may elect to defer the point of entry to a later year level. Deferrals need to be notified in writing to the Enrolments Manager. Applicants will then be added to the waiting list of the requested entry year level according to the date of their original application. Placements cannot be guaranteed, and applicants on the waiting list will be considered for enrolment in their preferred entry year level in accordance with the same criteria for all other enrolments as set out in this policy.

CANCELLATION OR WITHDRAWAL OF AN ENROLMENT

Cancellation of an offer prior to starting at the ELC or School must be made in writing to the Enrolments Manager.

When a student leaves the School prior to the completion of Year 12, one full term's notice is required in writing to the Principal. Where less than one full term's notice of withdrawal is given in writing to the Principal, one term's School fees will be payable in lieu of notice. An equivalent fee may also be payable by a family who cancels enrolment after having accepted a place to commence the following year where less than one full term's notice of withdrawal is given in writing to the Principal.

For ELC enrolments, a full term's notice must be given in writing to the Enrolments Manager or a term's fees will be payable. This also applies to new students who have accepted a place but withdraw before commencing. If a placement is accepted and then withdrawn, a term's fees will be charged.

ELC LICENSING

The ELC holds a 'Certificate of Approval for the purposes of Child Care Benefit Centre Based Long Day Care Service'.

PRIVACY POLICY

St Peter's Girls is bound by the National Privacy principles contained in the Commonwealth Privacy Act. Information supplied on the Application Form will be used in accordance with the School's Privacy Policy. The Policy can be obtained from www.stpetersgirls.sa.edu.au

Please refer to www.stpetersgirls.sa.edu.au/how-to-enrol for further information regarding the School's enrolment conditions, as well as details about gifted and talented programs and support for students with special needs.

APPLICATION FORM

APPLICANT'S DETAILS

Given names _____ Preferred Name _____

Surname _____

Home address _____

_____ Postcode _____

Postal address _____

_____ Postcode _____

Date of birth _____ Nationality _____

Country of birth _____ Language spoken at home _____

Religion / denomination _____

Is the applicant of Aboriginal, Torres Strait Islander or other origin? Aboriginal Torres Strait Islander Other

Please include a copy of the applicant's Birth Certificate, extract and/or Passport and enclose a recent school report/NAPLAN results.

DETAILS OF PARENTS / GUARDIANS

Father

Given names Mr / Dr / Revd _____

Surname _____

Home address _____

_____ Postcode _____

Postal address _____

Phone (home) _____

(mobile) _____

(work) _____

Email _____

Occupation _____

Employer _____

Nationality _____

Language spoken at home _____

Mother

Given names Miss / Ms / Mrs / Dr / Revd _____

Surname _____

Home address _____

_____ Postcode _____

Postal address _____

Phone (home) _____

(mobile) _____

(work) _____

Email _____

Occupation _____

Employer _____

Nationality _____

Language spoken at home _____

ENROLMENT DETAILS I would like to apply for a place at the: ELC and School ELC only School only

Please complete box 1 for ELC enrolment, box 2 for School enrolment and box 1 and 2 for a combined ELC and School Enrolment

1. ELC Enrolment

Proposed entry year 20 Term 1 Term 3

Playgroup Tue Wed

Proposed program 2 year old 3 year old 4 year old

Preferred days Mon Tue Wed Thu Fri

2. School Enrolment

Name of current school _____

Current year level _____

Proposed year of entry _____

Proposed year level _____

OTHER SIBLINGS OR FAMILY OF APPLICANT

Name		Date of birth	
Name		Date of birth	
Did you or a relative attend St Peter's Girls? <input type="radio"/> Yes <input type="radio"/> No		If yes, please provide details below:	
Given names	Maiden Name		
Years attended	Year left	House	Relationship to applicant

SPECIAL NEEDS AND CONDITIONS

Is there a Court Order or agreement in place regarding another person's contact with, or responsibility for, the applicant? Yes No

Does your child have any special needs or conditions which may impact their ability to take full advantage of the programs offered by our School? Yes No ESL requirements

Does the student have any known allergies or medical issues? Yes No

Does the student require a visa for entry into Australia? Yes No What type of visa?

If you answered yes, please attach any relevant reports or documentation to this application

AGREEMENT

I / We have read the enrolment information details and conditions as per the accompanying form (both parents' signatures are required unless one parent is sole custodian)

Father or Guardian or Sole Custodian _____ Date _____

Mother or Guardian or Sole Custodian _____ Date _____

TO ASSIST US WITH OUR FUTURE PLANNING, COULD YOU PLEASE COMPLETE THE FOLLOWING

What has prompted you to enrol at St Peter's Girls? <input type="radio"/> Reputation of the School <input type="radio"/> Single sex education <input type="radio"/> Old Scholar or family connection <input type="radio"/> Wide range of choices and opportunities <input type="radio"/> Academic excellence <input type="radio"/> Anglican/Christian ethos <input type="radio"/> Other (please specify)	How did you learn about St Peter's Girls? <input type="radio"/> Current St Peter's Girls' parent <input type="radio"/> Family/friends <input type="radio"/> Advertisements <input type="radio"/> Profile in the community <input type="radio"/> Website <input type="radio"/> Other (please specify)
---	--

COMPLETED APPLICATION FORM

Please return the completed Application Form accompanied by an Application Fee of \$120 AUD (non-refundable), to the address below.

Enrolments Manager
St Peter's Girls' School
PO Box 1185, Kensington Gardens
South Australia, 5068 Australia

Electronic Payments
The School's bank account details are:
Commonwealth Bank - Burnside Village, Glenside Branch
Branch No. 065 125 - Account No. 1030 8135

Amount \$ _____

Receipt No _____

To pay by credit card, please complete the following:

Please charge my Mastercard Visa

Card Number _____ / _____ / _____ / _____

Expiry Date ____ / ____ Amount \$ _____

Cardholder's Name: _____

Cardholder's Signature: _____

OFFICE USE ONLY
Date received _____
Payment received _____
Status: W A C
Level _____
Year _____