



# 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](mailto:admin@stpetersgirls.sa.edu.au)  
[stpetersgirls.sa.edu.au](http://stpetersgirls.sa.edu.au)  
St Peter's Collegiate Girls' School CRICOS Provider Code: 00373D



# INFORMATION

Application must be accompanied by a copy of the applicant's Birth Certificate. If applicable, please also include a recent school report, NAPLAN results, and passport or visa grant letter.

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
- > Copy of applicant's Passport and/or Visa Grant Letter if applicable
- > 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 ELC offers programs for 2 to 5 year olds. These programs require a minimum booking of days;

- > 2 and 3 year old - 2 day minimum
- > 4 and 5 year old - 3 day minimum

We offer weekly Playgroup sessions for children aged 6 months to 2 years, accompanied by their parents or carers, and run a flexible and stimulating Vacation Care program each school holiday period for ELC students aged 2 to 5.

## RECEPTION ENROLMENT AGE

Students who turn five years of age between 1 October and the 30 April 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:

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

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 Director 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

St Peter's Girls' ELC is an Approved Child Care Centre and therefore registered for the Child Care Subsidy.

## 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](http://www.stpetersgirls.sa.edu.au)

Please refer to [www.stpetersgirls.sa.edu.au/admission/enrolment-information/](http://www.stpetersgirls.sa.edu.au/admission/enrolment-information/) for further information regarding the School's enrolment conditions.



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GIRLS**

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# 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 \_\_\_\_\_ Gender  Female  Male

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

Application must be accompanied by a copy of the applicant's Birth Certificate.  
If applicable, please also include a recent school report, NAPLAN results, and passport or visa grant letter.

## DETAILS OF PARENTS/GUARDIANS

Father or  Guardian 1

Title \_\_\_\_\_

Surname \_\_\_\_\_

Given names \_\_\_\_\_

Home address \_\_\_\_\_

Postcode \_\_\_\_\_

Postal address \_\_\_\_\_

Phone (home) \_\_\_\_\_

(mobile) \_\_\_\_\_

(work) \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Nationality \_\_\_\_\_

Language spoken at home \_\_\_\_\_

Mother or  Guardian 2

Title \_\_\_\_\_

Surname \_\_\_\_\_

Given names \_\_\_\_\_

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

### Box 1. ELC Enrolment

Proposed entry year \_\_\_\_\_  Term 1  Term 3

Proposed entry age  2 year old  3 year old  4 year old

Preferred days  Mon  Tue  Wed  Thu  Fri

We would also like to join Playgroup. Proposed entry year \_\_\_\_\_

Term 1  Term 3 on  Tue  Wed

### Box 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	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)
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**COMPLETED APPLICATION FORM**

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

**Enrolments Director**  
 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: \_\_\_\_\_



<b>OFFICE USE ONLY</b>	
Date received	_____
Payment received	_____
Status: W A C	
Level	_____
Year	_____