

Office Use Only:  
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Cash Cheque Credit Card / Deposit



## APPLICATION FOR ENROLMENT

Applicant's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Present School \_\_\_\_\_ Current year level \_\_\_\_\_  
(if applicable)

**PARENT/GUARDIAN 1** \_\_\_\_\_  
Name (Dr, Ms, Mrs, Mr)

Address \_\_\_\_\_

Telephone (home) \_\_\_\_\_ (business) \_\_\_\_\_

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

Email \_\_\_\_\_

Occupation \_\_\_\_\_

Signature (Required) \_\_\_\_\_

**PARENT/GUARDIAN 2** \_\_\_\_\_  
Name (Dr, Ms, Mrs, Mr)

Address \_\_\_\_\_

Telephone (home) \_\_\_\_\_ (business) \_\_\_\_\_

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

Email \_\_\_\_\_

Occupation \_\_\_\_\_

Signature (Required) \_\_\_\_\_

Language(s) spoken at home \_\_\_\_\_

Year and Term of desired entry \_\_\_\_\_ Year Level of Entry \_\_\_\_\_

Intended Length of stay at Preshil \_\_\_\_\_ Has the applicant a sibling? Y N

Has the applicant a sibling at Preshil? Y N Was either a parent a pupil at Preshil Y N

**Name and address of person/persons who will be responsible for school fees:** *(if same as parents please indicate)*

Name	_____	
Address	_____ _____	
Telephone	(home)	(business)
	_____ (mobile)	
Email	_____	
Name	_____	
Address	_____ _____	
Telephone	(home)	(business)
Telephone	_____ (mobile)	
Email	_____	

By signing this form each of the persons named as responsible for payment of fees agrees that, if it is considered relevant in assessing this application, Preshil may obtain a report containing personal financial information about each of those persons from a credit reporting agency.

I/we enclose an application fee of \$110.00. (This amount will be retained by the school.)

I/we have read the Notes to the Application for Enrolment (outlined overleaf).

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
SIGNED by the said  
(Parent/Guardian 1)

\_\_\_\_\_  
SIGNED by the said  
(Parent/Guardian 2)

(If the person/persons responsible for payment of fees are other than the parents:)

\_\_\_\_\_  
SIGNED by the said  
(Person responsible for fees)

\_\_\_\_\_  
SIGNED by the said  
(Person responsible for fees)

### Notes to Application for Enrolment

1. Whilst this application is a pre-condition to enrolment at Preshil, it is not a guarantee that an offer of enrolment will be made. The school reserves the right to accept or reject any application for enrolment.
2. Admission to Preshil is at the sole and absolute discretion of the Principal.
3. In most cases, admission is conditional upon interview of the applicant. Interviews are normally scheduled following receipt of a completed Application for Enrolment form and accompanying documentation, and a tour of the school.

If an offer of enrolment to Preshil is made it must be accepted within 14 days. Such offer will be conditional on:

- (a) Completing, signing and returning the Enrolment Agreement (*to be sent in the event of an offer of enrolment being made*).
- (b) Payment of a non-refundable enrolment fee.

Failure to sign and return the Enrolment Agreement and make payment of the enrolment fee within the 14 day period may lead to the revocation of the offer of enrolment.

4. All fees and charges made by Preshil shall be payable by the person(s) named as responsible for the payment of fees within 14 days of the date which the account bears and in a case where more than one person is named as responsible for payment of fees, liability for fees and charges shall be joint and several.
5. No student will be allowed to enter a new term while any part of the fees and charges thereon remains unpaid unless the parent/s or guardian/s can establish circumstances and the school expressly agrees in writing to vary this requirement. Any such agreement will not act as a waiver in respect of school fees or charges outstanding as at the time the agreement was reached.
6. If all relevant information regarding the identified needs of the students has not been disclosed, and the school cannot properly provide for the needs of the student, the enrolment will be reviewed, and may not continue.
7. One term's notice in writing to the Principal is required if it is intended to remove the student from Preshil. Should such notice not be provided, one term's fees will be due and payable.
8. If it is necessary for the purposes of considering this application, Preshil may request financial information from the persons who will be responsible for payment of fees.
9. **DISCOUNTS:** Families with three or more children attending concurrently
  - 3<sup>rd</sup> child attending will receive a discount – 50% off the tuition fee per term
  - 4<sup>th</sup> child attending will receive a discount – 100% off the tuition fee per term.
  - Families who receive a bursary or fee remission will not receive the family discount.
  - Families who are on a scholarship will not receive the family discount.

### METHODS OF PAYMENT

**In Person:** Payments by cash, cheque or credit card may be made in person at the Arlington Office, 395 Barkers Road, Kew **OR** at The Blackhall Kalimna Office 12 – 26 Sackville Street, Kew

**By Mail:** Cheques should be mailed to Preshil, The Margaret Lyttle Memorial School, 395 Barkers Road, Kew, VIC 3101

**By Phone:** Credit card payments may be made by calling 9817 6135

**Direct Deposit:** Payments can be made via direct deposit to

<b>BANK:</b>	Bank West
<b>ACCOUNT NAME:</b>	Preshil – The Margaret Lyttle Memorial School Trading Account
<b>BSB:</b>	303 256
<b>ACCOUNT NUMBER:</b>	000 3493
<b>REFERENCE:</b>	Surname

## APPLICANT PROFILE

In making an application for entry to Preshil for your child, we ask that you write an applicant profile. Please address the following points, where applicable:

- Details of family members and arrangements.
- Chronology of her/his previous childcare, preschool and school experience, where applicable.
- Copies of your child's most recent school reports
- Details of the nature of her/his relationships with peers and adults.
- Her/his interests, strengths and hobbies as well as any significant illnesses, and such experiences as a stay in hospital for a break/change in home relationships.
- For lower primary and nursery school applicants please provide some detail on general health, when developmental milestones were achieved and if there are any identified special needs.
- For nursery school applicants a copy of the most recent immunisation schedule in line with the 'No Jab, No Play' legislation.
- For upper primary and secondary level applicants, please indicate the nature of his/her earlier schooling, with attention given to attitudes to, and progress in, learning, creative and intellectual interests and his/her relationships with school peers and teachers.
- Where a diagnosis has been made that may impact on the child's involvement in the school program or indicate the need for a care program, either socially or academically, information is to be provided and may include reports from relevant professionals (Please see the Application Process Information on page 5 and the Checklist on page 6)
- Please describe in what way your family is committed to the school's philosophy, and why Preshil would suit your child.

**THIS PROFILE WILL BE RETAINED IN THE STUDENT RECORD AND VIEWABLE BY OUR TEACHING STAFF. IF ANY ELEMENT OF YOUR APPLICANT PROFILE IS NOT TO BE SHARED WITH OUR TEACHING STAFF, PLEASE INDICATE CLEARLY.**

**PLEASE ATTACH APPLICANT PROFILE HERE**

## **CONSIDERATION OF THE APPLICATION**

As part of the consideration of the application we may seek your consent to make contact with your child's current supporting professional e.g. psychologist or psychiatrist. This is not a requirement, and will not be done without the consent of the applicant and family. The information sought will not be confidential in nature, rather we will seek information on strategies which might be recommended for the applicant, and which might be employed by our teaching staff to help support and increase a sense of wellbeing for the applicant across the school day. This information will be retained in the student record and viewable by our teaching staff.

### **APPLICATION PROCESS AND INFORMATION PRIMARY SCHOOL**

Your child's Applicant Profile, former school reports, and samples of student work will be retained in your child's file, and viewable by our teachers and school support staff.

As part of the application process we may seek information of a confidential nature from you. Any reports that you provide from supporting professionals (including but not limited to educational psychologists, occupational therapists, or speech pathologists) will be retained in your child's file, and viewable by our classroom teachers and school support staff.

Should your child move to the Secondary School, these reports will be removed from the general student file, and retained by either Wellbeing Services or by Learning Support Services. Please see below.

### **APPLICATION PROCESS AND INFORMATION SECONDARY SCHOOL**

Please note that your child's Applicant Profile, former school reports and samples of student work will be retained in your student's file and viewable by our teachers and school support staff.

#### **Learning Support Services at Preshil Secondary School**

Information regarding specific learning related issues will also be viewable by our teaching staff. Documentation will be retained by Learning Support Services. This information will assist our Learning Support staff to draw up any required Individual Education Plan, and to inform our staff of what reasonable adjustments might be required to accommodate specific learning related issues.

#### **Wellbeing Services at Preshil Secondary School**

Confidential information regarding mental health related issues that may require school support will only be sought and retained by our wellbeing coordinator at the request of the family. All confidential information will remain with the Wellbeing Coordinator, will not be filed in the student's general file, and will not be viewable by our teaching staff. This information will not be shared without you and your child's consent, except under very specific circumstances which would be explained to you by the Wellbeing Coordinator prior to any action. Information sought will assist our Wellbeing Coordinator to draw up any required Student Support Plan, and to inform our staff of what reasonable adjustments might be required to accommodate specific wellbeing related issues.

**CHECKLIST**

Before submitting your application, and to ensure that your application can be processed, please check that you have included all the requested information. A checklist has been provided below for your convenience. Please note that this application will not be considered complete until all the applicable information included on the checklist has been received.

- All information required on the front page of this application has been provided
- Page 2 of this application has been completed, signed AND dated
- The Applicant Profile has been completed describing the applicant's experience and addressing all of the required information specified on page 4 of this application form
- A copy of the applicant's most recent school report is attached
- A copy of the applicant's most recent Immunisation Schedule if applying for Nursery School
- Copies of documentation, including test results, such as the WISC, educational assessments, and reports have been attached (please see the Application Process and Information on Page 5).
- The name and contact number for your child's current classroom teacher, or year level coordinator, is provided below. Your consent to us contacting this staff member is also provided. Information gathered will be retained in the student record and viewable by our teaching staff.
- Staff Member's Name & Position: \_\_\_\_\_
- Staff Member's Phone Number: \_\_\_\_\_
- Signed to consent to contact being made: \_\_\_\_\_ Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_\_
- Your payment of the \$110 application fee has been included.

Signed: \_\_\_\_\_

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

**PLEASE SUBMIT COMPLETED APPLICATION FORM TO:**

Enrolments  
 Preshil, The Margaret Lyttle Memorial School  
 395 Barkers Road  
 Kew VIC 3101