

Office Use Only

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Payment Received for \$110:  
Cash   Cheque   Credit Card  
Deposit



## APPLICATION FOR ENROLMENT

### I. Contact Information

Child's Name \_\_\_\_\_

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

Present School (*if applicable*) \_\_\_\_\_ Current Year Level \_\_\_\_\_

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

Intended Length of Stay at Preshil \_\_\_\_\_

Siblings? Y / N Siblings at Preshil? Y / N

Parent/Guardian 1 Name \_\_\_\_\_  
*(Ms, Mrs, Mr, Dr, Prof)*

Address \_\_\_\_\_

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

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

Email \_\_\_\_\_

Occupation \_\_\_\_\_

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

Parent/Guardian 2 Name \_\_\_\_\_  
*(Ms, Mrs, Mr, Dr, Prof)*

Address \_\_\_\_\_

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

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

Email \_\_\_\_\_

Occupation \_\_\_\_\_

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

Was either parent a student of Preshil?    Y / N

## 2. Consideration of Application

### Applicant Profile

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

- Details of family members and arrangements
- Chronology of your child's previous childcare, preschool and school experience, where applicable
- Copies of your child's most recent school reports
- Details of the nature of your child's relationships with peers and adults
- Your child's interests, strengths and hobbies
- Any significant illnesses or a stay in hospital
- Any significant experiences such as a break/change in home relationships
- For Kindergarten applicants please provide:
  - some detail on general health; such as when developmental milestones were achieved and if there are any identified special needs
  - a copy of your child's Immunisation History Statement from the Australian Immunisation Register in line with the 'No Jab, No Play' legislation
- For Primary and Secondary School applicants, please provide:
  - details of your child's earlier schooling experience
  - attitudes to learning
  - progress in learning
  - creative and intellectual interests
  - their 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
- In what way your family is committed to the school's philosophy and why Preshil would suit your child

In making an application to Preshil, we will contact your child's current classroom teacher or year level coordinator. Please provide consent for us to contact this staff member below. 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 child's Applicant Profile, former school reports, information regarding specific learning related issues and samples of student work will be retained in your child's file and viewable by our teachers and student support staff. This information will assist our student support staff to draw up any required learning plan and to inform our staff of what reasonable adjustments might be required to accommodate specific learning related issues.

## **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 with the family. Interviews are normally scheduled following a tour of the school, receipt of a completed Application for Enrolment form and accompanying documentation.
  4. As part of the consideration of the application we will seek your consent to make contact with your child's current supporting professional e.g. psychologist or psychiatrist. The information sought will not be confidential in nature, rather we will seek information on strategies which might be recommended for the child and which might be employed by our teaching staff to help support and increase a sense of wellbeing for the child. This information will be retained in the student record and viewable by our teaching staff.
  5. 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 the student record and viewable by our teaching and student support staff.
  6. 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 record and will not be viewable by our teaching staff. This information will not be shared without your 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 prepare any required Student Support Plan and to inform our staff of what reasonable adjustments might be required to accommodate specific wellbeing related issues.
  7. If all relevant information regarding the identified needs of the child has not been disclosed and the school cannot properly provide for the needs of the child, the enrolment will be reviewed and may not continue.
  8. If an offer of enrolment to Preshil is made it must be accepted within 14 days. Such an 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 will lead to the revocation of the offer of enrolment.
9. Our Kindergarten program is fully integrated into our Primary School and is not a stand-alone Kindergarten. Enrolment into our Kindergarten indicates an intention to continue through the primary years at Preshil. All new enrolments into the Kindergarten are required to provide a non-refundable security bond that is recovered against Term 4 tuition fees of the first year of Primary School.
  10. One term's notice in writing to the Principal is required if it is intended to remove the child from Preshil. Should such notice not be provided, one term's fees will be due and payable.

**3. Fee Payment**

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 a non-refundable application fee of \$110.00.

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 Fee Payment**

1. 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.
2. No student will be allowed to enter a new term while any part of the fees and charges 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.
3. Families with more than one child enrolled are eligible for a discount of the Tuition Fee of 10%, 25% and 50% respectively for the second, third and fourth child.
4. 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.

## **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 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

Bank:	Bank West
Account Name:	Preshil – The Margaret Lyttle Memorial School Trading Account
BSB:	303 256
Account Number:	000 3493
Reference:	Surname

#### 4. 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
- This Application for Enrolment form has been completed, signed AND dated
- The Applicant Profile has been completed addressing all of the required information specified on page 2 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 entry to the Kindergarten
- Copies of documentation, including test results, such as the WISC, educational assessments, and reports have been attached
- Your payment, or receipt for payment, of the \$110 application fee has been included.

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

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