



ENROLMENT APPLICATION FORM

Thank you for your interest and subsequent enquiry for enrolment. Please complete all areas including the check list on the back cover. Please complete a separate form for each student and return to the College Registrar. Full and frank disclosure is required. Any failure to do so may negate the initial or ongoing enrolment of your student at the College. The obligation to supply information that may affect your student at the College is ongoing.

PRIVACY NOTICE

1. Nambour Christian College collects personal information, including sensitive information, about students and parents or guardians before and during the course of a student's enrolment at the College. We ask you to provide and to update, as appropriate, information which is relevant to the health and wellbeing of the student. College contact details are located on back page.
2. The primary purpose of collecting this information is to enable the College to provide quality Christian education within the Biblical tradition.
3. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care and to comply with Public Health and Child Protection laws.
4. Information collected will be kept secure.
5. The College takes reasonable steps to protect personal information it holds from misuse, interference and loss, and from unauthorised access, modification or disclosure. Where required, the College notes its obligations to destroy or de-identify personal information in certain circumstances.
6. The College from time to time discloses personal and sensitive information to others for administrative, educational or health and safety purposes. This includes other schools, government departments, system education offices, your local church, medical practitioners, Parents and Friends Association and people providing services to the College, including specialist visiting teachers, sport coaches and volunteers.
7. You may request access to your file, in writing to the College Principal.

CHILD DETAILS

Surname		Christian Names	
Date of birth		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Residential Address		Postal Address	
Suburb		Suburb	
Post Code		Post Code	
Year level to commence		Start date	
Country of birth		Nationality	
Language spoken		Australian Citizen	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the student of Aboriginal descent?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If not an Australian citizen, please attach evidence of visa status and date of arrival in Australia	
Is the student of Torres Strait Islander descent?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Visa holder: Please attach copy of passport and visa.	

SCHOOL CONNECTIONS

If a parent/guardian or relatives have previously or are currently attending Nambour Christian College, please list details below.

Name		Relationship to student	
Current NCC family		Alumni / Graduating year	

FOR OFFICE USE

Received date _____ Registration fee _____ Family code _____ Student number _____
 Confirmation fee _____ Contract date _____ Medical / MCEETYA _____
 Start date _____ Date withdrawn _____

PARENT / GUARDIAN DETAILS

BIOLOGICAL MOTHER'S DETAILS

Primary Contact Secondary Contact

First Name _____ Title _____

Surname _____

Living with child Yes No Part-Time

Address _____

Suburb _____ Post Code _____

Home ph _____ Silent Yes No

Work ph _____ Mobile _____

Email _____

Occupation _____

Employer _____

Religion _____

Responsible for payment of account? Yes No

Signed _____

BIOLOGICAL FATHER'S DETAILS

Primary Contact Secondary Contact

First Name _____ Title _____

Surname _____

Living with child Yes No Part-Time

Address _____

Suburb _____ Post Code _____

Home ph _____ Silent Yes No

Work ph _____ Mobile _____

Email _____

Occupation _____

Employer _____

Religion _____

Responsible for payment of account? Yes No

Signed _____

PARTNER / STEP / FOSTER / LEGAL GUARDIAN'S DETAILS

(please circle one)

Primary Contact Secondary Contact

First Name _____ Title _____

Surname _____

Living with child Yes No Part-Time

Address _____

Suburb _____ Post Code _____

Home ph _____ Silent Yes No

Work ph _____ Mobile _____

Email _____

Occupation _____

Employer _____

Religion _____

Responsible for payment of account? Yes No

Signed _____

PARTNER / STEP / FOSTER / LEGAL GUARDIAN'S DETAILS

(please circle one)

Primary Contact Secondary Contact

First Name _____ Title _____

Surname _____

Living with child Yes No Part-Time

Address _____

Suburb _____ Post Code _____

Home ph _____ Silent Yes No

Work ph _____ Mobile _____

Email _____

Occupation _____

Employer _____

Religion _____

Responsible for payment of account? Yes No

Signed _____

SCHOOLING HISTORY

Current school	Email / Phone	Year level attended	Reason for leaving

Previous school	Email / Phone	Year level attended	Reason for leaving

Senior School Student USI (Unique Student Identifier)		Student: I hereby authorise Nambour Christian College to search usi.gov.au for my USI number
Student signature		

Why do you consider that your child would benefit from a Christian education at Nambour Christian College?

Has your child ever been suspended, expelled or refused admission to another school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please state which and explain why:
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Student interests (sport, music, hobbies, community involvement etc.)

OTHER CHILDREN IN THE FAMILY

Name	Date of birth	Present school	Year level

SPECIAL CIRCUMSTANCES

Please note any special circumstances we need to be aware of in relation to your student (health issues, living arrangements, custody, guardianship etc.)

Family Court Orders or Domestic Violence Orders that pertain to this student must be provided.
For the student's safety, it is essential that the parent advises the College, in writing, immediately if there are changes in this regard.

CHURCH DETAILS

Is your family involved in a Christian Church?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how often do you attend?	<input type="checkbox"/> Regularly <input type="checkbox"/> Occasionally <input type="checkbox"/> Seldom
Church denomination		Church name	
Please provide a written reference from Pastor where applicable			

ACADEMIC & MEDICAL DETAILS

Please indicate if your child has:

1. ever received learning support from their current school or previous school?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Current <input type="checkbox"/> Previous
2. repeated a year level at school? If yes, please state when and reason.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. been involved in a gifted and talented program?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Should you tick any of the following boxes, we may request additional information from you. This information will be required before your application for enrolment can proceed including a copy of reports and medical diagnosis of this/these difficulties.

Please tick if your child has any difficulties in the following areas:

<input type="checkbox"/> Intellectual	<input type="checkbox"/> Visual	<input type="checkbox"/> Social / Emotional	<input type="checkbox"/> Suicide ideation
<input type="checkbox"/> Physical	<input type="checkbox"/> Speech	<input type="checkbox"/> Learning difficulties	<input type="checkbox"/> Psychological
<input type="checkbox"/> OCD	<input type="checkbox"/> ADD / ADHD	<input type="checkbox"/> Dyslexia	<input type="checkbox"/> Aspergers / Autism
<input type="checkbox"/> Eating disorders	<input type="checkbox"/> Behavioural	<input type="checkbox"/> Hearing	<input type="checkbox"/> Perceptual motor
<input type="checkbox"/> Self-harm	<input type="checkbox"/> Anxiety / Depression	<input type="checkbox"/> Other (please specify)	

Is your child on an Individual Support Plan? Yes No

Are there any behavioural issues that would impact on your child's learning? Yes No

If yes, please state concerns:

Does your child have a Behaviour Plan? Yes No

Has your child had a specialist (occupational therapist, student psychologist, paediatrician, speech therapist, guidance officer, development optometrist, etc.) assessment for developmental, psychological, emotional, learning or behavioural issues? Yes No

Please tick if your child has any of the following medical conditions:

<input type="checkbox"/> Asthma	<input type="checkbox"/> Headaches	<input type="checkbox"/> Head injury	<input type="checkbox"/> Epilepsy
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Allergies	<input type="checkbox"/> Eating disorder	<input type="checkbox"/> Other

How does this condition impact in the classroom?

Does your child take medication on a regular basis? Yes No

If yes, please provide details:

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ENROLMENT PRIORITY

Enrolment priority is given to:

- Siblings of current College students.
- Students from families who desire a Christian education for their student and support the ethos of the College.
- Maintaining a gender balance in each class and year level.
- Special circumstances at the College Principal's discretion.
- Dates of received applications for enrolment. Placements can only be made if there are vacancies in the required year level.

AS A CHRISTIAN COMMUNITY WE BELIEVE

- ... the Bible is the Word of God.
- ... the Bible informs and instructs us in what to believe, and how to live.
- ... there is only one God.
- ... He is the creator of the universe, and has shown Himself to be three persons; the Father, the Son and the Holy Spirit.
- ... Jesus Christ is the Son of God, and He is actually God and man.
- ... He was born of a virgin, lived a sinless life, suffered and died for our sins, and then rose from the dead for our salvation according to Biblical prophecy.
- ... that the Holy Spirit is God, that He works in our lives to lead us to repentance and faith in God, and helps us to live as Christians.
- ... the Bible warns us about Satan, and tells us about his ultimate destruction in hell.
- ... also that Jesus Christ will one day return to the earth to judge both the living and those who have already died.

ENROLMENT PROCESS

- Parents complete an Application for Enrolment form for each child in the family – including all information and reports as requested. The enrolment process will take longer when reports and assessments are required.
- Return the completed Application for Enrolment form to the College Registrar ensuring that all policies have been read and signed, with a copy of your child's:
 - birth certificate
 - latest school reports
 - latest NAPLAN benchmark test results (where applicable)
 - Minister's reference (where applicable)
- Include any other necessary documents or reports and the registration fee of \$100 per family.
- Please note that until all documents are received we cannot proceed with the application for enrolment process.

What will happen next?

1. Further information may be sought if required or if the application is incomplete.
2. We will invite you, along with your child/ren to attend an interview with the Head of School.
3. An interview does not mean that a place will be offered.
4. Children from new and existing NCC families are required to attend an interview.
5. If a place is not available, your child's name will be held on the waiting list unless you notify us otherwise.
6. If your application for enrolment is unsuccessful, you will be notified by mail by College Principal.
7. Offers of places will be forwarded by post as soon after the interview as practicable.
8. Acceptance of the offer is required within 21 days by paying the non-refundable confirmation fee of \$250 per child (maximum \$500 per family).
9. Acceptance of the offer is confirmed by signing an Enrolment Contract with the College that sets out the conditions and expectations of the parties.

COLLEGE POLICIES

An important facet of the mission of Nambour Christian College is to provide a secure and supportive Christ-centred learning community, where a commitment to excellence, creativity and service is encouraged and modelled. The College has developed a number of policies formulated to protect students, staff and College property, providing the basis whereby this mission is translated into reality. Our web site contains the Nambour Christian College Ltd policies: www.ncc.qld.edu.au

Privacy Statement 2018

In accordance with requirements of the Commonwealth Privacy Act 1998, as amended, and the Privacy, (Notifiable Breaches) Act 2017 the College is bound by the thirteen (13) Australian Privacy Principles under the compliance authority of the Office of the Information Commissioner and set out in the Act – see www.privacy.gov.au. Accordingly, all personal, sensitive and health data/information of parents/guardians, students, and relevant others including prospective employees are private. The College will use the information collected and recorded to fulfil both legal requirements and the educational mission of Nambour Christian College. The College collects personal, including sensitive, information about students, their parents/guardians and relevant others for the primary purpose of the College fulfilling its educational services under law to the students and to parents/guardians seeking an education for their students within the Objects and Ethos of this College. Information is collected through filling out of application forms, face-to-face interviews and at times third party reports, with consent.

The College will also exercise its right to access the credit history of parents/guardians under law by consent. Some of the information the College collects is to enable the College to discharge its duty of care and legislative obligations. Any unsolicited information received by the College will be destroyed unless legal obligations require otherwise.

Full and frank disclosure of information requested is necessary for the provision of services to students and to establish a binding contractual relationship between the parties. Please note that:

- If the College does not obtain the information referred to above, the Application Process will not proceed.
- Health Information about students is sensitive information within the terms of the Privacy Principles under the Privacy Act. The College needs this information for the purpose of planning for the needs of students and any adjustments which may be necessary.
- Information sought will include reports from third parties re medical and other treating professionals and Court Orders.

The College from time to time may otherwise need to disclose personal, sensitive or credit information to others for legal administrative, safety, health and education purposes. This includes to the Privacy Information Commissioner, the Non-State Schools Accreditation Board, the Queensland College of Teachers, other schools, government departments, state authorities, medical practitioners and people providing services to the College, including specialist visiting teachers, sports coaches and volunteers.

Unless directly notified to the contrary, personal information such as academic and sporting achievements, news and images is published to the College

community by way of College Newsletters, magazines, in multi-media presentations and on our website. Identification and photographs/film footage may be published, for example in College magazine and social media pages.

Marketing material will not identify students without express consent from parents/guardians.

The College will not disclose personal information to third parties for marketing purposes without specific consent. The College may include contact details in a class list (examples: for Parent Support Groups and College Directory).

The College will send information about a student overseas (student transfer or study exchange) only with consent of the parents/guardians and following enquiry that security measures are in place for reception.

The College will take reasonable steps to keep personal information accurate/up-to-date and complete. Parents/guardians are relied upon to assist the College in keeping information accurate and up to date.

The College will take reasonable steps to secure and protect all information held from misuse, interference, loss, unauthorised access, modification or disclosure. The College will respond promptly to security breaches, notifying those affected, as appropriate, and in compliance with mandatory reporting/notification of eligible data breaches to the Office of the Australian Information Commissioner.

Parents/guardians have a right to make a written complaint internally to the Principal/Head of School if they consider these Privacy Principles have been breached or externally to the Office of the Australian Information Commissioner. The College Privacy Policy outlines the process available to those parties who wish to bring a complaint alleging a breach of privacy by the College. It is readily available on the College Website or by request.

Privacy Principle 11 mandates that a school destroy or de-identify personal information it holds if/when it no longer needs the information for any purpose (for which it may be used or disclosed by the school). Most schools keep information for a period of 7 years following a student's departure from the school.

Parents/guardians may seek access to personal information collected about them and their students by contacting the College. Adult students may also seek access to personal information about themselves. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy, health and safety or others, where access may result in a breach of the College's duty of care to a student or where access is denied by law.

FINAL CHECKLIST

Registration fee (\$100 per family)	<input type="checkbox"/>	Evidence of date of birth	<input type="checkbox"/>
Copy of two recent school reports	<input type="checkbox"/>	Copy of latest NAPLAN results	<input type="checkbox"/>
Written reference from Church (if applicable)	<input type="checkbox"/>	Copies of medical diagnosis of difficulties, behavioural issues or medical conditions	<input type="checkbox"/>
Copies of any specialist reports	<input type="checkbox"/>	Copies of family court / domestic violence orders	<input type="checkbox"/>
Non-residents - copy of child's passport and visa	<input type="checkbox"/>		
NCC Banking Details		Please include your surname as a reference	
Account Name: Nambour Christian College Ltd		BSB: 084 846	Account Number: 56 490 6297



NAMBOUR CHRISTIAN COLLEGE LTD

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