



ENROLMENT APPLICATION

WWW.SCC.VIC.EDU.AU

Applicant Name: _____

Proposed Year Level: _____ ie Year 7

Proposed Year Entry: _____ ie 2022



Vision Statement:

To develop the full potential of each student, equipping them to engage with and impact their community for Jesus Christ.

Enrolment Process & Student Details

Enrolment Process

Step 1: Please complete this Enrolment Application and return it with the \$60 application fee along with all documentation (see Lodgement page). Applications received without all required documentation will not be processed.

Step 2: Once your application is received, you will be invited to attend an enrolment interview. This meeting allows us to discuss your child's needs, college expectations and answer any questions you may have about the college.

Step 3: Successful applications will be emailed a letter of offer within 3 weeks of their interview. If a year level is full you will be placed on a waiting list.

Step 4: Families will need to confirm their enrolment offer within 2 weeks along with a \$400 non refundable acceptance deposit to secure their place. (The whole of this deposit will be allocated to your school fees upon your child's commencement)

Step 5: Upon receipt of your acceptance and the \$400 fee, your child's enrolment will be secured.

Student Details

Surname: _____

Given Name: _____

Preferred Name: _____

Gender: ☐ Male ☐ Female

Date of Birth: _____

Address (Residential): _____

☐ Aboriginal ☐ Torres Strait Islander ☐ Both ☐ Neither

Country of birth: _____ Main language spoken at home: _____

Sibling rank in family: 1 2 3 4 5 6

Year student began Prep: _____

Name of current school / kinder: _____ Current year level: _____

Reason for leaving current school(if applicable): _____

Commencement year at SCC: _____

Will your child be travelling by bus? (if yes, please contact the office for a bus travel form) ☐ Yes ☐ No

Is your child an: ☐ Australian Citizen ☐ A Permanent Resident*
☐ On a Bridging Visa* ☐ Other*

*Please attach copies of your Visa Grant Notice

Are you interested in our Clubs Program - Prep to Year 7 (3:30 - 5:30pm) ☐ Yes ☐ No

*Additional fees apply

Siblings & Learning Information

Siblings Details

Siblings Name	D.O.B	Present School	Year Level

Learning Difficulties

How would you describe your child's educational progress?

☐ High

☐ Normal

☐ Needs Encouragement

☐ Learning Difficulties

Has your child ever received learning support from your current/previous school?

☐ Yes

☐ No

Does your child currently receive disability funding?

☐ Yes

☐ No

Has your child ever been assessed for a learning disability?

☐ Yes

☐ No

If yes, to any of the above, please explain:

Has your child ever repeated a year or been advanced a year at school?

☐ Yes

☐ No

If yes, please explain:

Has your child ever been suspended, expelled or refused admission to another school?

☐ Yes

☐ No

If yes, please explain:

Other important information relevant to your child's learning:

Student Medical & Emergency Contacts

Medical

Dietary Needs /Allergies (eg vegetarian, gluten free): _____

Other Allergies (eg bee stings) : _____

If your child suffers from a mild or moderate allergic reaction that requires a customised Allergic Reaction Action Plan, please provide the College with a copy (a new form can be obtained from the office). Please note that a doctor's signature is required.

Anaphylaxis: ☐ Yes ☐ No

If yes, please provide the College with a current Action Plan for Anaphylaxis (a new form can be obtained from the office). Please note that the completion of this document is mandatory if your child suffers from serious allergies and a doctor's signature will be required. Please provide the school with an Epipen within its expiry date.

Asthma: ☐ Yes ☐ No Does your child carry a puffer? ☐ Yes ☐ No

If yes, please provide the College with a current Asthma Management Plan (new form can be obtained from the office).

Please note that the completion of this document is mandatory if your child suffers from asthma and a doctor's signature will be required.

Any other conditions (physical, psychological, emotional, behavioural) that the college should be aware of: _____

Please provide details as to the management of the above condition/s. (Please attach any copies of supporting documentation)

Has your child had their School Entry Immunisations? ☐ Yes ☐ No

Please provide a copy of the child's Immunisation History Statement with this enrolment form.

Emergency Contact # 1 (other than parents / guardians)

Name: _____ ☐ Male ☐ Female Relationship: _____

Mobile: _____ Business / Residential Phone: _____

Address: _____

Emergency Contact # 2 (other than parents / guardians)

Name: _____ ☐ Male ☐ Female Relationship: _____

Mobile: _____ Business / Residential Phone: _____

Address: _____

Parent / Guardian Information

Father / Guardian 1

Title (Mr, Dr) : _____

Surname: _____

Given Name: _____

Mobile: _____

Business/Residential Phone: _____

Email: _____

Residential Address : _____

Postal Address: _____

Country of Birth: _____

Main language spoken at home: _____

Residential Guardian: ☐ Yes ☐ No

Health Care Card: ☐ Yes ☐ No

(if yes, please complete Camp, Sport & Excursion Fund available from office)

Relationship to the child: ☐ Father ☐ Step Father

☐ Guardian ☐ Other

What is the highest year of education completed?

☐ Year 12 or equivalent ☐ Year 11 of equivalent

☐ Year 10 or equivalent ☐ Year 9 or equivalent or below

What is the highest qualification completed?

☐ Bachelor Degree ☐ Advanced Diploma / Diploma

☐ Certificate I to IV (including trade certificate)

☐ No Other Qualification

Occupation: _____

Group: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 8

***Please Refer to the Code & Description on the next page.**

Mother / Guardian 2

Title (Mrs, Miss, Ms) : _____

Surname: _____

Given Name: _____

Mobile: _____

Business/Residential Phone: _____

Email: _____

Residential Address : _____

Postal Address: _____

Country of Birth: _____

Main language spoken at home: _____

Residential Guardian: ☐ Yes ☐ No

Health Care Card: ☐ Yes ☐ No

(if yes, please complete Camp, Sport & Excursion Fund available from office)

Relationship to the child: ☐ Mother ☐ Step Mother

☐ Guardian ☐ Other

What is the highest year of education completed?

☐ Year 12 or equivalent ☐ Year 11 of equivalent

☐ Year 10 or equivalent ☐ Year 9 or equivalent or below

What is the highest qualification completed?

☐ Bachelor Degree ☐ Advanced Diploma / Diploma

☐ Certificate I to IV (including trade certificate)

☐ No Other Qualification

Occupation: _____

Group: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 8

***Please Refer to the Code & Description on the next page.**

Other Details

Occupation Code & Description

Code	Description
1	Senior Management in large business or organisation, government administration, defence and qualified professionals. Professionals generally have a degree or higher qualifications and experience. eg. General manager, Accountant, Business Manager, Teacher, Architect, Registered Nurse, Police Officer, Social Welfare, Engineering
2	Other business managers, arts/media/sportsperson and associate professionals. Generally have diploma/technical qualifications. eg. Youth worker, Shop Manager, Office Manager, Farmer, Chef, Enrolled Nurse, Social Welfare, IT Technician, Administration, Marketing, Technical Sales Representative, Defence forces
3	Tradesmen/women, clerks, and skilled office, sales and service staff. Generally have completed a certificate III or higher , 4 year trade certificate -usually by apprenticeship. All Tradesmen/Women are included in this group. eg. Childcare Worker, Bookkeeper, Plumber, Personal Assistant, Hairdresser, Florist, Aged Care Worker, Disability Carer, Parking Inspector, Postal Worker, Travel Agent, Courier, Fitness Instructor
4	Machine operators, hospitality staff, assistants, labourers, machinery operators & related workers. eg. Receptionist, Data Clerk, Checkout Operator, Bus Driver, Service Station Attendant, Forklift Driver, General Gardener, Education Aide, Truck/Taxi Driver, Farmhand, Defence Force (Low rank), Agriculture, Horse trainer, Greenkeeper
8	Not paid work in last 12 months. eg. Unemployed, Home Duties, Stay at home parent

Custody / Guardianship Details

Are there any Custodial / Guardianship or Family Court Orders in place in relation to your child?

☐ Yes

☐ No

If yes, please provide details and copies of relevant documentation.

Christian Faith

Christian Faith

Please tick only one statement that best reflects your Christian Faith.

Father

Mother

(or Residential Guardian 1 / Residential Guardian 2)

☐☐

I am a practising Christian and I am an active participant of a church community
(Please provide a reference from your church pastor)

☐☐

I have a saving faith in Christ but I do not attend church regularly

☐☐

I do not view myself as a Christian but am sympathetic to Christian Values

☐☐

I sympathise with Christian Faith but am of a different Faith: _____

Why do you wish to send your child to Shepparton Christian College?

What do you understand 'Christian Education' to mean?

Church Details (If Applicable)

Church your family attends: _____

Church Denomination: _____ Name of Pastor: _____

Family involvement in church: _____

How often do you attend?

☐

Regularly

☐

Occasionally

☐

Seldom

Does your child attend:

☐

Church

☐

Sunday School

☐

Youth Group

Release of Information

For the purpose of evaluating your enrolment application, we require permission to contact your child's previous schools or if not currently attending school, the last school the student attended.

I/we give permission for Shepparton Christian College to contact my child's previous schools to gain information about attendance, behaviour, academic progress or any other relevant information.

Student Details

Child Name: _____

Child's Current / Last Year Level: _____

Current / Last School's Name: _____

Parent / Guardian 1 Name: _____ Parent / Guardian 2 Name: _____

Signature: _____

Signature: _____

Permission Forms

Student Image Consent Form

Images of students (photos or video footage) taken at school or school events are used for a variety of purposes including college newsletters, media releases, general college publications, for public display, college social media (Facebook or Instagram), college website, presentation evenings, etc.

Images of students may include the name of the student. Media reports may be published in the local press or appear on local television.

The college requests that each parent/guardian sign and return this permission form to **allow** the use of your child's images for the above purposes.

Student Name: _____ Year Level: _____

I, _____ (parent name), give permission for my child's image to be used for the above purposes.

Signature of Parent/Guardian: _____ Date: ____/____/____

OR

I, _____ (parent name), **DO NOT GIVE** permission for my child's image to be used for the above purposes. I understand that will exclude my child's image from being published in the school newsletter (ie camp photos, sports day photos, etc) or used in media presentation at college events, including award ceremonies, concerts, etc.

To help us understand your decision, please provide a reason: _____

* Please note that the Principal may call to discuss your decision

Signature of Parent/Guardian: _____ Date: ____/____/____

If you wish to change your consent option anytime throughout your child's schooling, please contact the College Office.



CareMonkey, School Stream & Permission

CareMonkey

Shepparton Christian College uses a web-based system called CareMonkey to store and access student medical and contact information. It enables parents to keep their child's medical details up to date by entering it once for the duration of the child's schooling. Then, from time to time the system will prompt parents to confirm the details are still correct. Staff will have secure access to the details you provide in an emergency, such as the emergency contacts, medical conditions and other instructions you want us to know about. You will receive an email asking you to create a profile for your child, it would be appreciated if all profiles could be created prior to students commencing.

School Stream

Our College uses a form of communication called 'School Stream'. Important alerts, events, newsletters, class information, sport updates, news, camp & excursion forms, absentee notifications etc, will all be accessed via the School Stream phone app. Access to CareMonkey, Edmodo, and the College laptop portal will also be accessible through the School Stream app. It is an intuitive and easy to navigate app that ensures you don't miss important information. The app is free and must be downloaded onto a smart phone device prior to your child commencing school. You will receive a separate email with full instructions.

Local Excursion Form

This permission form covers excursions around Shepparton and the surrounding area. It includes our primary swimming program at Aquamoves, local sporting events and other local excursions that are part of the school curriculum. Parents will be informed of upcoming excursions/events. Any excursion/activity/camp away from the local area will have a separate notification and permission form. Costs for excursions and camps are now covered under the annual camps & excursion levy applied to fees at the beginning of the year.

Excursions are an important part of the school curriculum and it is expected that all eligible students will participate.

Students are expected to wear full school uniform unless otherwise directed and always behave in a manner which brings honour to the school. Students who do not comply may be stopped from attending or be sent back to school.

I / we give permission for my child _____ (student's name) to attend all local excursions/events.

I understand that in the event of my son's/daughter's misbehaviour or behaviour that poses a danger to himself/herself or others during the excursion, he/she may be sent home. I further understand that in such circumstances I will be informed and that any costs associated with his/her return will be my responsibility.

Where the staff member in charge of the excursion is unable to contact me, or it is otherwise impracticable to contact me, I authorise the staff member to:

- Consent to my child receiving any medical or surgical attention deemed necessary by a medical practitioner
- Administer such first aid as the staff in charge judges to be reasonably necessary

If I do not have ambulance cover, I agree to pay any cost incurred by my child/ren needing transport in an ambulance.

Signature of Parent/Guardian: _____ Date: ____/____/____

This consent remains valid for the duration of your child's enrolment unless permission is revoked in writing to the Principal.

Signed Declaration

Billing Responsibility

Fees will be invoiced to an account in the name/s of the parent/guardian/s whose signature/s appear on this enrolment contract. Signatories to this form are jointly and severally responsible for payment of all fees and charges.

Alternative arrangements may be made (ie one parent only, split bills, transfer of fees) by requesting a "Change of Debtor Form". This form must then be signed by all parties concerned.

Declaration

- I/We certify that the information given in this enrolment application is true and correct.
- I/We accept that Shepparton Christian College is a faith-based school.
- I/We understand that the College is founded on the basis of biblical Christian values with the Bible as the infallible word of God.
- I/We support the College's Values, Vision, Mission and Statement of Faith (www.scc.vic.edu.au/vision-mission-values), which together provide the foundation for everything we do.
- I/We confirm that I/we are seeking a biblical Christian education for our child and will support the College in its faith endeavours and accept that the student will participate fully through attendance and effort in faith-based activities and subjects as presented and planned by the College.
- I/We agree that students will be required to attend and participate in all College activities, excursions and camps.
- I/We acknowledge that as signatorie(s) to this enrolment form, I/we are responsible for the payment of all fees, avoidable breakages and damage to the College properties/property.
- I/ We undertake to ensure all fees and levies are paid by the due date. I/We understand that if my/our account is sent to a collection agency, I/we will be responsible for all associated debt collection and legal fees.
- I/We acknowledge that the College uses CareMonkey for student medical and contact information and agree to provide the necessary information and updates.
- I/We understand the enrolment process and associated enrolment fees as stated in this form.
- I/We agree to provide the correct uniform and all required college text books/digital text books and digital subscriptions.
- I/We agree to purchase a school managed laptop through the college portal <http://scc.orderportal.com.au>
- I/We agree to support all College policies, procedures and guidelines and any amendments to these which may occur from time to time.

Parent / Guardian 1 Name: _____ Parent / Guardian 2 Name: _____

Signature: _____ Signature: _____

Date: ____/____/____ Date: ____/____/____

Lodgement

As part of your enrolment, please provide the following documentation & payment. Please note that your application will not proceed until all required documents are received.

- ☐ Copy of the student's recent School Reports
- ☐ Copy of last Naplan results (if applicable)
- ☐ Copy of Birth Certificate
- ☐ Copy of current Immunisation History Statement
- ☐ **Asthma Plan** - If your child suffers from Asthma, please attach their current Asthma Plan, obtained from and signed by a doctor
- ☐ **Anaphylaxis or Allergic Reaction Action Plan** - If your child suffers from anaphylaxis or allergies, please attach their current Action Plan, signed by a doctor
- ☐ **Visa Grant Notice** (if applicable)
- ☐ **Custodial/Guardianship/Family Court Order documentation** (if applicable)
- ☐ **Non-refundable \$60 Application Fee**

Method of Payment (please tick appropriate box below)

- ☐ Cash/Cheque (please make cheques payable to Shepparton Christian College)
- ☐ Credit/charge card (please enter details below)

Credit card payment authorisation

I authorise Shepparton Christian College to charge AUD\$60 to my credit/charge card

Name on card: _____ MasterCard ☐ Visa ☐

Credit card number: _____

Expiry date: ____/____ CCV No: ____ (3 digits on back of card)

Signature: _____

OFFICE USE ONLY

- ☐ Tour Date:

/	/
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- ☐ Application Received Date:

/	/
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- ☐ Application Fee Paid:

/	/
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- ☐ A copy of the child's most recent School Reports including NAPLAN results (if applicable)
- ☐ A copy of the child's Birth Certificate
- ☐ A copy of the child's Immunisation History Statement
- ☐ A copy of the child's Citizenship, Residency or Visa Documentation (if applicable)
- ☐ Custody Documents / Family Court Papers (if applicable)
- ☐ Anaphylaxis or Allergy Reaction Plan (if applicable)
- ☐ Asthma Plan (if applicable)
- ☐ Other Reports / Documentation (if applicable) eg. Paediatrician Reports, Speech, Occupational Therapy etc
- ☐ Second Interview Date:

/	/
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- ☐ Letter of Offer Emailed:

/	/
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- ☐ Acceptance of Letter of Offer & Enrolment Deposit Paid
- ☐ Confirmation of Enrolment Emailed:

/	/
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Shepparton
Christian College

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