



WILLUNGA WALDORF SCHOOL

# APPLICATION FOR ENROLMENT

PLEASE COMPLETE ONE (1) APPLICATION PER CHILD

## PLEASE NOTE

A \$50.00\* non-refundable administration charge applies to each application for enrolment. Payment may be made by cash, cheque or credit card\*\*.

*\* Willunga Waldorf School reserves the right to change the administration charge at any time but changes will not affect applications already received by Willunga Waldorf School*

*\*\* a 1% surcharge applies to all payments made by credit card*

## CHECKLIST

Your application is eligible for assessment when you have:

- Included the Application Fee
- Attached a **certified copy** of your child's birth certificate (alternatively, bring original to school office to be cited & copied)
- Attached a **copy** of your child's two (2) most recent school/early learning centre reports (*not relevant if your child is not old enough to attend school/an early learning centre*)
- Attached a **copy** of extra needs assessments/reports (*e.g. psychological assessment, specialist report, learning support program, behaviour management plan etc.*).
- Attached the Release of Information Permission Form (with page 1 completed)
- Signed the last two pages of the Enrolment Application form. **All adults named on the birth certificate must sign.** The only exception is in cases where the applying parent has full custody of the child. In this case, a copy of the Custody Order must also be attached to this application.

**IMPORTANT: YOUR APPLICATION WILL NOT BE ELIGIBLE FOR ASSESSMENT IF YOU DO NOT INCLUDE ALL ITEMS LISTED ABOVE.**



## CHILD'S DETAILS

Child's Surname:

Given Names:

D.O.B.:

Gender: Male / Female

Child resides with:

Australian Citizen:  Yes  No

Country of Birth:

Present School/Educational arrangement:

Year Level:

## PARENT / GUARDIAN 1 DETAILS

Surname:

Given Name:

Relationship to child covered by this application:

Mother

Father

Stepmother

Stepfather

Other: .....

Address:

Postcode:

Postal Address: *(If different from above)*

Postcode:

Home Phone:

Work Phone:

Mobile:

Occupation:

Email:

Are you a WWS Old Scholar?  Yes  No

Country of birth:

Are you an Australian Citizen?  Yes  No → Visa class and no.: ..... Date of arrival in Australia:

**Please attach a copy of your VISA**

Are you of Aboriginal origin?  Yes  No

Are you of Torres Strait Islander origin?  Yes  No

**PARENT / GUARDIAN 2 DETAILS**

Surname:

Given Name:

Relationship to child covered by this application:

Mother       Father       Stepmother       Stepfather       Other .....

Address:

Postcode:

Postal Address: *(If different from above)*

Postcode:

Home Phone:

Work Phone:

Mobile:

Occupation:

Email:

Are you a WWS Old Scholar?  Yes  No

Country of birth:

Are you an Australian Citizen?  Yes  No → Visa class and no.: ..... Date of arrival in Australia:

**Please attach a copy of your VISA**

Are you of Aboriginal origin?  Yes  No

Are you of Torres Strait Islander origin?  Yes  No

**PARENT / GUARDIAN 3 DETAILS *(complete only if applicable)***

Surname:

Given Name:

Relationship to child covered by this application:

Mother       Father       Stepmother       Stepfather       Other .....

Address:

Postcode:

Postal Address: *(If different from above)*

Postcode:

Home Phone:

Work Phone:

Mobile:

Occupation:

Email:

Are you a WWS Old Scholar?  Yes  No

Country of birth:

Are you an Australian Citizen?  Yes  No → Visa class and no.: ..... Date of arrival in Australia:

**Please attach a copy of your VISA**

Are you of Aboriginal origin?  Yes  No

Are you of Torres Strait Islander origin?  Yes  No

## NON-CUSTODIAL PARENT AGREEMENT

Does the non-custodial parent (i.e. the mother or father of the child by birth who does not have custody rights for the child) agree with this application?  Yes  No → *Please provide details:*

## SIBLING DETAILS

WWS – Willunga Waldorf School

NAME	DATE OF BIRTH	GENDER	Attending WWS	Application with WWS
	_____	M / F	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
NAME	DATE OF BIRTH	GENDER	Attending WWS	Application with WWS
	_____	M / F	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
NAME	DATE OF BIRTH	GENDER	Attending WWS	Application with WWS
	_____	M / F	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

## SURVEY INFORMATION

Why have you chosen to apply to enrol at Willunga Waldorf School? *(Please tick no more than three)*

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Philosophical foundation | <input type="checkbox"/> Friends or family at the school | <input type="checkbox"/> Broad subject choice                       |
| <input type="checkbox"/> Care and safety          | <input type="checkbox"/> Location                        | <input type="checkbox"/> Curriculum                                 |
| <input type="checkbox"/> Affordability            | <input type="checkbox"/> Holistic approach               | <input type="checkbox"/> Extra-curricula activities (e.g. musicals) |
| <input type="checkbox"/> K-12 education           | <input type="checkbox"/> Pathways to Uni, TAFE or work   | <input type="checkbox"/> Learning Support                           |
| <input type="checkbox"/> Other (please specify)   | .....  |   |

Why do you want your child/ren to come to a Waldorf/Steiner school?

How did you first hear about Willunga Waldorf School? (Please tick no more than three)

- Word of mouth
- Website
- My kindergarten/childcare
- Old scholar
- Other (please specify) .....
- School Tour
- White/Yellow Pages
- School signs
- Support organisation
- Advertising
- Another school
- School function (e.g. fair, musical)
- Medical practitioner

Have you attended a School Tour?  Yes  No

Have you received an Information Pack?  Yes  No

In which year would you prefer your child to start at Willunga Waldorf School? (eg. 2014) .....

### CULTURAL AND LANGUAGE INFORMATION

Is your child of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, please tick both boxes):

- No
- Aboriginal
- Torres Strait Islander

Other culture (apart from above) with which family identifies: .....

Does the child communicate effectively in English for their age?  Yes  No → Please answer a) & b) below

a) Is your child attending a language school?  No  Yes → .....

b) Does your child need assistance to enhance communication?  No  Yes → .....

Does the child speak any languages other than English at home?  No  Yes → .....

### HEALTH AND MEDICAL INFORMATION

Please tick one or more of the following if your child suffers from the condition and provide details:

- Heart Problems .....
- Asthma.....
- Respiratory problems .....
- Drug allergies.....
- Food allergies .....
- Ointment allergies .....
- Diabetes / Hypoglycaemia.....
- Blood pressure .....

- Epilepsy .....
- Phobias .....
- HIV, Hepatitis A, B, C etc. ....
- ADD, ADHD, ODD, OCD etc. ....
- Eczema .....
- Migraines.....
- Allergy to Bites / Stings.....
- Other conditions: .....
- .....
- .....
- .....

Does your child have a disability?     No     Yes → .....

.....

.....

Does your child have any VISION problems?

No     Yes → *please describe below*

.....

.....

.....

Have your child's eyes been tested?

No     Yes → *please describe below*

.....

.....

.....

Is there any past history of sight problems?

No     Yes → *please describe below*

.....

.....

.....

Does your child need any special consideration with respect to sight?

No     Yes → *please describe below*

.....

.....

.....

Does your child have any HEARING problems?

No     Yes → *please describe below*

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.....

.....

Have your child's ears been tested?

No     Yes → *please describe below*

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.....

.....

Is there any past history of hearing problems?

No     Yes → *please describe below*

.....  
.....  
.....

Does your child need any special consideration with respect to hearing?

No     Yes → *please describe below*

.....  
.....  
.....

**CURRICULUM AND LEARNING SUPPORT**

Has your child ever received support from others? e.g. tutor, psychologist, occupational therapist, speech pathologist, access assistant

No     Yes → *please provide details*

Specialist's name(s):

Details:

.....  
.....  
.....  
.....

.....  
.....  
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.....

Please tick any services that your child has ever received:

- Novita Children's Services
- Townsend school Visiting Teacher Service
- Autism Association
- Cora Barclay
- Community health services
- Options coordination
- SPELD
- Intellectual Disability Services Council (DSC)
- Down Syndrome Society
- Families SA
- Hospital based child development units
- Private practitioners
- Gifted and Talented Council
- Others (*please list*)

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.....  
.....

Will support from external services be provided to the school?

No     Yes → *please provide details (e.g. the name of the provider, the number and duration of visits per week and facilities required)*

.....  
.....



Has your child ever been placed on a modified curriculum or received learning support?

No     Yes → *please provide details*

.....  
.....  
.....

**BEHAVIOURAL INFORMATION**

Has your child ever been expelled from any other school?

No     Yes → *please provide details*

.....  
.....  
.....

Has your child ever been suspended from any other school?

No     Yes → *please provide details*

.....  
.....  
.....

Has your child had any truancy concerns?

No     Yes → *please provide details*

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.....  
.....

Has your child ever been on a behaviour management program?

No     Yes → *please provide details*

.....  
.....  
.....

Does your child require any special measures taken in relation to their behaviour and school activities?

No     Yes → *please provide details*

.....  
.....  
.....

Has your child got any particular social / emotional needs that the school should be aware of?

No  Yes → *please provide details*

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.....

**MOBILITY, ACCESS AND INDEPENDENCE INFORMATION**

Please tick the main mode of transport your child will use to get to and from school:

Private car  Walk  
 Public bus → routes  Bike

Does your child use any of the following movement aids?

Wheelchair  Scooter  
 Callipers  Other → .....

Are there any mobility concerns that need to be addressed by the school?

No  Yes → *please provide details*

.....  
.....

Does your child have any independence concerns?

No  Yes → *please provide details*

.....  
.....

Can your child manage personal care needs independently (toilet, dressing, eating etc.)?

Yes  No → *please provide details*

.....  
.....

**ENTRY DETAILS – OFFICE USE ONLY**

APPLICATION FEE PAID: \$ RECEIPT NO. DATE PAID:

# STATEMENT OF UNDERSTANDING

## THE ENROLMENT PROCESS

- **This agreement should be read in conjunction with the WWS Enrolment Policy and Procedure**
- It is important that your choice of Steiner Education for your child be an informed choice. We therefore strongly recommend that both parents/guardians (or custodial parent/guardian in the case of a single parent family) attend a School Tour in the year or term leading up to the requested year of entry into the school.
- Enrolling parent/guardian(s) must lodge the Application for Enrolment Form, including the non-refundable administration fee\*, a certified copy of the child's birth certificate, copies of two (2) most recent school reports and any other relevant documentation e.g. psychological assessments, specialist reports, learning support programs, behaviour management plans etc., at the School Office. The Privacy Statement and this Statement of Understanding regarding the conditions of enrolment must also be signed. Copies are provided to parents for ongoing reference.
- On receipt of a complete Enrolment Application, the student's name will be placed on the waiting list until a place becomes available. In making an offer of a place, the School will take into account and give priority to:
  - Siblings currently enrolled in the school
  - Transfers from other Waldorf/Steiner schools
  - Compatibility with and demonstrated commitment to WWS philosophy and ethos
  - Date of application
- Once a placement at the school becomes available, the Registrar will make contact to invite you to an initial interview with the Principal. A class teacher interview and finance interview follow the initial interview. Additional interviews may be required in certain circumstances.
- **Date of receipt of this form is deemed to be the 'date of application'. This application is valid for two (2) years. After this time, if you have not been offered a place, you may contact the school to extend your position on the waiting list for a further two (2) years. No additional fee is payable at this time.**

## FEES

- A finance interview is part of the enrolment process.
- All parents/guardians must establish a formal financial agreement with the school. This is a legally binding contract.
- A non refundable Enrolment Fee\* is due prior to the student commencing at the school.
- Fees are payable within 30 days of receipt of account. Administrative charges are applied to overdue accounts.
- In the event of the withdrawal of a student from the school, full fees will be charged for the current term. A minimum of six weeks notice prior to commencement of following term is required to avoid further charges being applied.

## EXPECTATIONS OF PARENTS/GUARDIANS

- Parents/guardians are expected to fully support the aims of the school with respect to the philosophy and education.
- Parents/guardians are required to attend Parent/Teacher Evenings once a term.
- Continued enrolment is dependent upon adherence to the school policies and rules, including the school's Behaviour Management Policy.
- The school has the power to suspend, exclude or expel or otherwise discipline students in accordance with the school's policies, and it is the responsibility of parent/guardians to be fully conversant with these policies. In the event of a child being withdrawn from school as a result of any disciplinary circumstances, fees for the current term will not be refunded.

**Please note: Lodgement of this application form does not constitute enrolment, nor does it guarantee enrolment at a future date.**

\* See Willunga Waldorf School's current "Fee Schedule" for amount payable.

I/We have read, understand and agree to the above conditions for admission to the Willunga Waldorf School.

Parent/Guardian 1 Name: .....

Parent/Guardian 1 Signature: .....

DATE: / /

Parent/Guardian 2 Name: .....

Parent/Guardian 2 Signature: .....

DATE: / /

Parent/Guardian 3 Name: .....

Parent/Guardian 3 Signature: .....

DATE: / /

## NOTICE ABOUT COLLECTION OF INFORMATION BY THE SCHOOL

1. The School collects personal information, including sensitive information about pupils and parents and guardians before and during the course of a pupil's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to the pupil and to enable them to take part in all the activities of the School.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Laws governing or relating to the operation of schools require that certain information is collected. These include relevant Public Health and Child Protection laws.
4. Health information about students is 'sensitive information' within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act*. We may ask you to provide medical information and reports about your child from time to time.
5. The School, as required, either by law or as appropriate for proper discharge of our duties, will disclose personal and sensitive information to others for administrative and educational purposes. This includes disclosure to other schools, government departments, medical practitioners and people providing services to the School, including specialist visiting teachers, sports coaches and volunteers and counsellors.
6. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions, information regarding academic and sporting achievements, student activities and similar news is published in School newsletters, magazines and on our website. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters and magazines and on our website. The School will obtain separate permissions from the student's parent or guardian prior to publication of photographs.
7. The School may store personal information in 'the cloud' which may mean that it resides on servers which are situated outside off Australia. The school stores all personal information in secure filing cabinets.
8. Parents or pupils may seek access to personal information collected about them by contacting the School. There will, however, be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student, or where students have provided information in confidence.
9. The School Privacy Policy also sets out how you may register a complaint about a breach of privacy and how the School will deal with such a complaint.
10. The School also, from time to time, engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organizations that assist in the School's fundraising activities solely for that purpose. We shall not disclose your personal information to third parties for their own marketing purposes without your consent.
11. Your contact details may also be included in a Parent Directory, published each year. You will have the opportunity to advise us before the start of each year, whether you wish and consent to having your details included in this Directory.
12. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

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I/We have read, understand and agree to the above Notice about collection of information by the school.

Parent/Guardian 1 Name: .....

Parent/Guardian 1 Signature: .....

DATE: / /

Parent/Guardian 2 Name: .....

Parent/Guardian 2 Signature: .....

DATE: / /

Parent/Guardian 3 Name: .....

Parent/Guardian 3 Signature: .....

DATE: / /

### FORWARD APPLICATION FORMS TO:

The Registrar  
Willunga Waldorf School  
P.O. Box 730  
Willunga SA 5172

### CONTACT NUMBERS

Office Hours: 8.30am-4pm, Mon-Fri  
Phone: (08) 8556 2655  
Fax: (08) 8557 1094  
Email: registrar@wws.sa.edu.au

\\Wws-server\general\POLICY AND  
PROCEDURES\Administration (BLUE)\7c-  
Attachment C - APPLICATION FOR  
ENROLMENT FORM.doc