



## ENROLMENT APPLICATION FORM

A non-refundable Application Enrolment Fee of \$50 is payable with this Application.

**YEAR OF ENTRY:** \_\_\_\_\_

**Preferred Class (Please circle):** K/P 1/2 3/4 Other \_\_\_\_\_

### Child Details

Family Name \_\_\_\_\_

Given Names \_\_\_\_\_

Preferred Name \_\_\_\_\_

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

Male  Female

Is this student of Aboriginal or Torres Strait Islander origin?

Yes  No

Language usually spoken at home

\_\_\_\_\_

Attended Rainbow Garden Playgroup: Yes  No

Present school (if applicable)

\_\_\_\_\_

How did you hear about Tamar Valley Steiner School?

Friends  Information Session  Website/Internet  Newspaper

Other  please specify \_\_\_\_\_

Do you have any concerns with the development of your child’s movement, speech, hearing, sight, behaviour, or cognition that you feel may need to be considered in the education of your child? Please list below.

\*please note: these can be further discussed at the pre-enrolment interview

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Has your child had the Government provided 4 year old “Healthy Kids Check” including vision and hearing testing?

Yes  No

If yes provide details:

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Has your child had any professional screening done (for sight, hearing, special needs, diagnosis, etc)?

Yes  No

If yes, please include copies of these documents with this Enrolment Application.

## Parent/Guardian 1

Title \_\_\_\_\_

Family Name \_\_\_\_\_

Given Name \_\_\_\_\_

Preferred Name \_\_\_\_\_

Relationship to child

\_\_\_\_\_

Address \_\_\_\_\_

State \_\_\_\_\_ Postcode \_\_\_\_\_

Postal Address (if different to above)

\_\_\_\_\_

State \_\_\_\_\_ Postcode \_\_\_\_\_

Phone: Mobile \_\_\_\_\_

Work \_\_\_\_\_ Home \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_

Place of Employment

\_\_\_\_\_

## Parent/Guardian 2

Title \_\_\_\_\_

Family Name \_\_\_\_\_

Given Name \_\_\_\_\_

Preferred Name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Address \_\_\_\_\_

State \_\_\_\_\_ Postcode \_\_\_\_\_

Postal Address (if different to above)

\_\_\_\_\_

State \_\_\_\_\_ Postcode \_\_\_\_\_

Phone: Mobile \_\_\_\_\_

Work \_\_\_\_\_ Home \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_

Place of Employment

\_\_\_\_\_

## Correspondence Details

With whom does the child reside? \_\_\_\_\_

Correspondence and accounts will be sent to both parents/guardians, unless agreed otherwise between the school and parents/guardians. In the event that both parents/guardians reside at the same address, a single copy will be addressed to both parents.

# Parent Involvement

Tamar Valley Steiner School encourages strong levels of parent involvement in your child's learning and values your contribution to a vibrant and enriching school community. We offer many ways to be involved, please tick on the list below those of which you would be willing and/or interested in participating in:

## Parent/Guardian 1

- communicating and working with my child's teacher;
  - be a 'parent-helper' if needed in the classroom or on excursions;
  - attend working bees before the start of each term, garden maintenance etc;
  - volunteer at fairs and festivals with cooking and set up;
  - join parent craft sessions to improve craft skills and make items for the school/fundraising;
  - attend sessions for discussion of Anthroposophy (philosophy on which Steiner education is based);
  - have input to the vision/objectives of the school via community survey or similar
  - become a member of the association that runs the school
  - learn more about the governance of the school and possibly join the School Council (Board)
  - Join a working group that focuses on a specific project to improve facilities. Please provide suggestions for specific projects you have in mind:
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## Parent/Guardian 2

- communicating and working with my child's teacher;
  - be a 'parent-helper' if needed in the classroom or on excursions;
  - attend working bees before the start of each term, garden maintenance etc;
  - volunteer at Fairs and Festivals with cooking and set up;
  - join parent craft sessions to improve craft skills and make items for the school/fundraising;
  - attend sessions for discussion of Anthroposophy (philosophy on which Steiner education is based);
  - have input to the vision/objectives of the school via community survey or similar
  - become a member of the association that runs the school
  - learn more about the governance of the school and possibly join the School Council (Board)
  - Join a working group that focuses on a specific project to improve facilities. Please provide suggestions for specific projects you have in mind:
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## Conditions of Enrolment

1. For the purposes of Conditions of Enrolment 'student' and 'child' refer to the child for whom the enrolment application is made.
2. Tamar Valley Steiner School is referred to as the School.
3. Fees are invoiced prior to the beginning of the school year and accounts will be sent each term.
4. Fees are to be paid in full by the first Friday of that term or as otherwise agreed in a signed payment plan– refer to the Fee Payment Policy.
5. Failure to pay fees according to the Fee Payment Policy may result in cancellation of enrolment.
6. In the event that a student is withdrawn from the School, one full term's notice in writing is required, or one term's fees in lieu of notice – refer to the Fee Payment Policy.
7. Both parents/guardians are jointly and severally liable for the payment of all fees and charges, unless the School is notified in writing by both parents/guardians.
8. The School will not be responsible for the loss or damage to personal property of students, no matter how caused.
9. The parent/guardian will be responsible for all breakages and damage to School property and/or to the personal property of another student caused by their child.
10. These conditions are subject to alteration from time to time. Continuing enrolment at the School shall be deemed to constitute acceptance of these conditions.
11. The signatures of those who have signed the Enrolment Application Form have agreed to these Conditions of Enrolment and undertake to abide by the Conditions of Enrolment.

## Declaration by Parents/Guardians

I/we acknowledge that I/we have read and undertake to abide by the Conditions of Enrolment as set out in this application form.

Signed by \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Signed by \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

## ENROLMENT PROCEDURE

1. Lodgment of an Enrolment Application must be accompanied by payment of the non-refundable Enrolment Application Fee of \$50.

Account name: Northern Tasmania Steiner Association

WESTPAC BSB: 037608

Account: 646968

Please send completed enrolment forms to:

Enrolment Officer

41 French St

Launceston Tas 7250

Or scan and email to:

[admin@tamarvalleysteiner.tas.edu.au](mailto:admin@tamarvalleysteiner.tas.edu.au)

2. Lodgment of an Enrolment Application and payment of the non-refundable Enrolment Application Fee do not guarantee a place in the School.
3. If a class is full, the child's name will be placed on a waiting list. Children are waitlisted in classes according to their birth year.
4. If and when a place becomes available, a parent/child interview will be arranged with the prospective teacher or Tamar Valley Steiner School representative. Each prospective student's educational needs are considered as well as those of the existing class. Further information may be sought in consultation with parents and other relevant parties. Tamar Valley Steiner School requires copies of assessments related to special needs.
5. Following the interview process, an offer may be made in writing for a place in the School. Acceptance is subject to the payment of a non-refundable Enrolment Acceptance Fee of \$400. The amount to be paid and the due date will be indicated in the letter of offer. On commencement, \$100 of this fee will be used to offset fees each term in the first year of enrolment.
6. The acceptance of the offer of a place becomes a legally binding contract between you and the School.

# National Privacy Act

## Standard Collection Notice

1. The School collects personal information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
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. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers and volunteers.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as special achievements, pupil activities and other news is published in the School newsletters, magazines and on our website.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about them. However, there will 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 pupil, or where pupils have provided information in confidence.
9. As you may know the School from time to time engages in fund raising activities. Information received from you may be used to make an appeal to you. We will not disclose our personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a class list and School directory. If you do not agree to this you must advise us now. Phone lists may not be used for purposes other than as a personal contact directory.
11. 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.