



Mamre Anglican School

45 Bakers Lane, Kemps Creek, NSW 2178

ABN 63 544 529 806

*A member school of the Anglican Schools
Corporation Group*

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APPLICATION TO ENROL

Anglican Schools Corporation - Standard Collection Notice

Anglican Schools Corporation - Standard Collection Notice, updated June 2020

1. This collection notice explains how the Anglican Schools Corporation (**Corporation**) handles personal information. The School is part of the Corporation, it is not a separate legal entity. As such, when personal information is handled by the School, it is handled by the Corporation. References to 'the Corporation' below should be read as including the School.
2. The Corporation collects, uses, discloses, holds and stores personal information, including sensitive information about students, and parents, carers and/or legal guardians (**Parents**), before, during and after the course of a student's enrolment at the School. This may be in writing, through technology systems or in the course of conversations. The primary purpose of collecting this information is to enable the Corporation to provide schooling to students enrolled at the School, exercise its duty of care, and perform necessary associated administrative activities which will enable students to take part in all the activities of the School.
3. Some of the information the Corporation collects is to satisfy the Corporation's legal obligations, particularly to enable the Corporation to discharge its duty of care.
4. Laws governing or relating to the operation of the Corporation require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
5. Health information about students is sensitive information within the terms of the Australian Privacy Principles (**APPs**) under the *Privacy Act 1988* and the Health Privacy Principles under the *Health Records and Information Privacy Act 2002*. The Corporation may request you to provide medical reports about students from time to time.
6. A student's enrolment may be delayed or prevented if the Corporation cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.
7. The Corporation may disclose personal and sensitive information for educational, administrative and support purposes. This may include to:
 - other schools and teachers at those schools, including another school to which a student transfers to facilitate the transfer of the student;
 - government departments (including for policy and funding purposes);
 - medical practitioners;
 - people providing educational, support and health services to the School, including specialist visiting teachers, coaches, volunteers, and counsellors;
 - providers of specialist advisory services and assistance to the School, including in the area of Human Resources, child protection and students with additional needs;
 - providers of learning and assessment tools;
 - assessment and educational authorities, including the NSW Education Standards Authority (NESA), Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
 - agencies and organisations to whom the Corporation is required to disclose personal information for education, funding and research purposes;
 - people and organisations providing administrative, technology and financial services to the Corporation;
 - related entities of the Corporation and the Anglican Church Diocese of Sydney;
 - recipients of Corporation publications, such as newsletters and magazines, and the like;
 - students' Parents;
 - anyone you authorise the Corporation to disclose information to; and
 - anyone to whom the Corporation is required or authorised to disclose the information to by law, including child protection laws.

8. Personal information collected from students is regularly disclosed to their Parents.
9. If you make an enrolment application to another school within the Corporation, personal information provided during the application stage may be collected from, or shared with, the other school. This personal information may include health information and is used for the purpose of considering and administering the enrolment of a student within the Corporation.
10. Personal information, including sensitive information, is also shared between schools within the Corporation, with the Corporation's Group Office (which provides administrative and advisory support), and other parts of the Corporation. This sharing will only occur for the primary purpose for which the information was collected by the Corporation (as set out in paragraph 2 above), for a related purpose (or a *directly* related purpose in respect of sensitive information) that you would reasonably expect, if you have consented or as otherwise required or permitted by law.
11. The Corporation uses information management and storage systems (**Systems**) either owned by the Corporation or provided by third-party service providers. Personal information is stored with and accessible by the Corporation and the third-party service providers for the purpose of providing services to the Corporation in connection with the Systems and for administering the education of students.
12. The Corporation may use online or 'cloud' service providers to store personal information and to provide services to the Corporation that involve the use of personal information, such as services relating to email, file storage, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may be stored on the 'cloud' service provider's servers which may be situated outside Australia. Further information about the Corporation's use of online or 'cloud' service providers is contained in the Corporation's Privacy Policy.
13. The Corporation's Privacy Policy, accessible on the Corporation's website (www.tasc.nsw.edu.au), sets out how Parents or students may seek access to and correction of their personal information which the Corporation has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the duty of care to a student, where students have provided information in confidence or where the Corporation is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, given the grounds for refusal, it would be unreasonable to provide reasons).
14. The Corporation's Privacy Policy also sets out how Parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.
15. The Corporation may engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the Corporation's fundraising activities solely for that purpose. The Corporation will not disclose your personal information to third parties for their own marketing purposes without your consent.
16. On occasions information such as academic and sporting achievements, student activities and similar news is displayed from time to time around the School, published in Corporation and School newsletters, magazines, other publications, intranet, website, social media platforms, shared with the Corporation community (including the School community), used for marketing and promotional material, may appear in third party newspapers and other marketing mediums e.g. television or otherwise placed in the Corporation's records. This may include photographs, videos, other images or other identifying material of student activities such as classroom activities, sporting events, concerts and plays, school camps and school excursions. The Corporation will obtain permissions from a student's Parents (and from a student if appropriate) if the Corporation would like to include such photographs, videos, other images or other identifying material in the Corporation's promotional material or otherwise make this material available to the public such as on the internet.
17. The Corporation may include students' and students' Parents' contact details in a class list and School directory.
18. If you provide the Corporation with the personal information of others, such as doctors or emergency contacts, the Corporation encourages you to inform them that you are disclosing that information to the Corporation and why.

PART A: Student Details

Proposed Year/Term of entry	20____, Term 1 / 2 / 3 / 4	Year level/Form	Year _____
First Name		Other Name	
SURNAME		Preferred name	
Date of Birth		Gender	Male / Female
Residential Address			
	Suburb		Postcode
Home Phone		Student Mobile No.	
Present or Last School Attended		Board of Studies No. <i>(Yrs10-12 only)</i>	
Religious Denomination		Church Attended	
Country of Birth		Nationality <i>If not Australian Citizen, attach copy of current Visa</i>	
Language spoken at home			
Is the student of Aboriginal or Torres Strait Islander origin? (please √ one)	Aboriginal but not Torres Strait	<input type="checkbox"/>	
	Torres Strait but not Aboriginal	<input type="checkbox"/>	
	Both Aboriginal and Torres Strait	<input type="checkbox"/>	
	Neither Aboriginal nor Torres Strait	<input type="checkbox"/>	

1. PART B: Student Medical and Educational Information

<p>Does the student suffer from any illness or medical condition which may have an impact on school life or learning?</p> <p><i>(If applicable, please attach full details on a separate sheet.)</i></p>
<p>Does the student have any special educational needs requiring support?</p> <p><i>(If applicable, please attach full details on a separate sheet, and including any reports, assessments if available.)</i></p>
<p>What are the student's interests, sports and hobbies?</p>
<p>Has the student ever been suspended from, or asked to leave any school? <i>(Please note that all information is strictly confidential.)</i></p>
<p>Please provide any other details, particular interests, character traits, achievements or other issues you believe are relevant to the application.</p>
<p>Please tell us why you would like your son/daughter to attend the School.</p>

Referees: please supply details of two persons who support this application	
Name 1:	Name 2:
Occupation:	Occupation:
Contact Phone:	Contact Phone:

PART C : Parent/Carer/Guardian/Debtor Details			
Parent/Carer/Guardian/Debtor 1 <i>(Primary contact for matters relating to the student and the school.)</i>			
First Name		Other Name	
SURNAME		Title	
Relationship to prospective student		Relationship to Parent/Carer/Guardian/Debtor 2	
Residential Address	Suburb		Postcode
Postal Address <i>(If different to above)</i>	Suburb		Postcode
Home phone		Mobile phone	
Email address			
Occupation		Work phone	
Employer			

Parent/Carer/Guardian/Debtor 2			
First Name		Other Name	
SURNAME		Title	
Relationship to prospective student		Relationship to Parent/Carer/Guardian/Debtor 1	
Residential Address	Suburb		Postcode
Postal Address <i>(If different to above)</i>	Suburb		Postcode
Home phone		Mobile phone	
Email address			
Occupation		Work phone	
Employer			

PART D: BILLING INFORMATION
Responsibility for Payment of Fees and Charges

Invoices for fees and charges will normally be sent to both parents, jointly.	<p>In the event of acceptance by the School, I/we agree to be held jointly and severally responsible for the payment of all fees and charges to the School, as set from time-to-time by the School.</p> <p>Signature of Parent/Carer/Guardian 1:</p> <p>Signature of Parent/Carer/Guardian 2:</p>
Billing Address <i>(If different to residential address)</i>	

PART E: RELATIONSHIPS

The following information is helpful to avoid confusion or embarrassment.

Please complete if relevant:	<input type="checkbox"/> Parents separated	<input type="checkbox"/> Parents divorced	<input type="checkbox"/> Father deceased
			<input type="checkbox"/> Mother deceased
With whom does the student normally reside?	<input type="checkbox"/> Both parents	<input type="checkbox"/> Father only <input type="checkbox"/> Mother only	<input type="checkbox"/> Shared/other arrangement
Communication regarding day-to-day matters is with whom?	<input type="checkbox"/> Both parents	<input type="checkbox"/> Father only <input type="checkbox"/> Mother only	<input type="checkbox"/> Guardian
Copies of the College reports should be sent to whom?	<input type="checkbox"/> Both parents	<input type="checkbox"/> Father only <input type="checkbox"/> Mother only	<input type="checkbox"/> Guardian

PART F: Application and Declaration

- I/We apply to have the prospective student named in Part A admitted to Mamre Anglican School as stated in Part A.
- I/We certify that all personal details supplied with this application are true and correct.
- In the event of acceptance by Mamre Anglican School, I/we agree to be bound by the *Conditions of Enrolment* as stated on page 6 of this *Application to Enrol* and by the regulations that may be made from time-to-time for the conduct of Mamre Anglican School, including the requirement for participation in all activities that are organised by the Mamre Anglican School as part of its regular academic and co-curricular program.
- I/We acknowledge and accept that Christianity will be presented as the spiritual and moral basis of life, and students will be encouraged to consider a personal faith in Jesus Christ.

Signature/s of Applicant/s (both Parents/Guardians are to sign unless there is only one Parent/Guardian):

Signature Parent/Carer/Guardian/Debtor 1:	Date:
Signature Parent/Carer/Guardian/Debtor 2:	Date:

Conditions of Enrolment

Anglican Schools Corporation *Conditions of Enrolment, updated June 2020*

These Conditions form part of the enrolment contract between the Parents and the Anglican Schools Corporation from 1 Jan 2021.

Interpretation

“Corporation” means the legal entity, Anglican Schools Corporation, ABN 63 544 529 806.

“Parents” means the Student's parent/s, carer/s or legal guardian/s, who are responsible for the Student’s education.

“Student” means the person who is enrolled as a student at the School.

“Principal” means the principal or acting principal of the School, by whatever title he or she is known, and/or his or her nominee.

“School” means the school or college conducted by the Corporation at which the Student is enrolled and is an operational part of the legal entity, Anglican Schools Corporation.

“Group Office” means the shared administrative and advisory office of the Corporation.

Fees and Charges

1. The Parents are to pay to the Corporation in respect of the School, all fees and charges for school fees, extra subjects, activities including camps and excursions, and the supply of other goods and services to the Student, as determined by the School or the Corporation, or incurred on behalf of the Student from time to time (**Fees and Charges**).
2. The Parents are to pay all Fees and Charges in advance. Payment may be made using a Corporation-approved payment method and paid either at the end of the first week of each term (where no direct debit arrangement is in place), or via a Corporation-approved direct debit arrangement, other than Fees and Charges on amended invoices raised for mid-term enrolments, which the Parents are to pay within seven days from the date of the invoice. If the Parents fail to pay an invoice for Fees and Charges within 21 days of the due date, they will be liable to pay an overdue charge which reflects (among other things) the administrative and financial cost of collecting the outstanding Fees and Charges. The Parents may enquire as to the current amount of the overdue charge at the Group Office of the Corporation.
3. While an invoice for Fees and Charges remains outstanding, the Student may not be permitted to participate in any discretionary activity offered by the School (for example, excursions, local, interstate or overseas trips).
4. If an invoice for Fees and Charges is not paid in full within 60 days from its due date, the Student’s enrolment may be suspended and the Principal may without further notice refuse entry of the Student to the School and/or the Principal may terminate the Student’s enrolment. The Fees and Charges remain payable to the Corporation in respect of the School. The School may also cancel the future enrolment of a student from the same family where Fees and Charges remain outstanding.
5. The School and/or the Corporation may take all actions it considers appropriate to collect overdue Fees and Charges and all other amounts owed to the School and/or the Corporation. The Parents agree to reimburse the School and the Corporation for all liability, loss, costs and expenses (including, without limitation, legal fees and debt recovery agents fees) in connection with any failure to pay the overdue Fees and Charges and all other amounts owed to the School and the Corporation.
6. The Parents are to give at least one full term’s notice in writing to the Principal before terminating the Student’s enrolment. The notice must be given no later than the day before the first day of student attendance of the last term of enrolment. If the Parents do not give one full term’s notice of termination of the Student's enrolment, they are to immediately pay to the Corporation in respect of the School, one full term’s Fees and Charges.
7. No remission or refund of Fees and Charges, either in whole or in part, will be made if the Student is absent due to illness, leave, suspension, expulsion, or any other reason.
8. The School may incur from time to time such incidental expenditure on behalf of the Student as it may consider necessary, including for items such as books, excursions, educational programs, stationery and equipment. This incidental expenditure will be included in the Fees and Charges invoiced to Parents.
9. The Parents are to pay all medical and ambulance expenses incurred by the School and/or the Corporation on behalf of the Student (which the School and/or the Corporation are not able to otherwise recover).
10. The School reviews the Fees and Charges at least annually and these Fees and Charges are generally increased on an annual basis. In general, prior to the end of each year, Parents are advised of the Fees and Charges for the following year, and the timing requirements of the payment options.

Requirements of Students

11. Students are to:
 - a. demonstrate high standards of behaviour;
 - b. abide by the School rules and code of conduct as they apply from time to time;
 - c. act courteously and considerately to each other and to staff, visitors and other members of the School community at all times;
 - d. support the goals and values of the School;
 - e. meet the minimum standards of effort, attitude and behaviour required by the School;
 - f. not do or say anything which may adversely affect the reputation of the School, or the Corporation, including in print, or on social or other electronic media whether during or outside of School hours;
 - g. attend and, as required, participate in:
 - i. chapel services and assemblies;
 - ii. the School sports program;
 - iii. important School events such as Speech Presentation Day/Night or other events determined by the Principal;
 - iv. Christian living/Biblical studies classes;
 - v. activities including camps and excursions that are an integral part of the School curriculum;
 - h. wear the School uniform as prescribed at School and when travelling to and from School, and on all School occasions unless otherwise authorised, and follow conventional standards of appearance in accordance with the School's guidelines and the expectations of the School community; and
 - i. attend the School during school hours, except in the case of sickness or where leave not to attend has been approved.

Requirements of Parents

12. The Parents are to:
 - a. accept and abide by the requirements and directions of the Principal relating to the Student or students generally and not interfere in any way with the conduct, management and administration of the School;
 - b. be aware of, acknowledge and support the Corporation's Vision, Mission, Strategic Objectives and Philosophy of Education published on the Corporation's website, www.tasc.nsw.edu.au;
 - c. support the goals, values, and Christian foundation and activities of the School;
 - d. read the School newsletter and any other communications from the School;
 - e. advise the School in writing of any change of previously communicated information including home, mailing, email address, other contact details, and information on the Application for Enrolment/Placement on a Waiting List, within one month of such change. Applications for a Student place may be cancelled if the School loses contact with the Parents or has mail returned to it;
 - f. ensure the Student has each item of official required uniform, clean and in good repair, and all other requirements such as textbooks, stationery and other equipment specified by the School;
 - g. accept and abide by the directions of the School and the directions of School staff in relation to picking up and dropping off the Student at or near the School's premises;
 - h. while on the School's premises or attending School activities elsewhere, comply with School procedures, the requests of School staff, any applicable code of conduct of the School or the sporting association of which the School is a member, and encourage others attending in relation to the Student to do the same;
 - i. not do or say anything which may adversely affect the reputation of the School, or the Corporation, including in print, or on social or electronic media;
 - j. comply with any School or Corporation community code of conduct, guidelines and policies;
 - k. communicate with students, parents, staff, visitors and other members of the School community in a courteous manner, and follow the communication guidelines laid down by the School from time to time; and
 - l. use their reasonable endeavours to attend parent-teacher interviews, parent forums, and participate in courses offered by the School which are relevant to the Student's education.

Progress

13. The Principal may determine minimum standards of effort, attitude and behaviour to be required of students before they will be allowed to progress to the next academic year level. If there are deficiencies in any of these areas, the School may require the Student to repeat the academic year, exclude the Student from certain activities, temporarily suspend the Student or exclude the Student from the School in accordance with clause 14 below.

Exclusion of Students

14. The Principal may in his or her absolute discretion, suspend or expel the Student for:
- failing to abide by the requirements set out in clauses 11 or 13, above;
 - breaches of rules or discipline; and/or
 - behaviour prejudicial to the welfare of the School, its staff or students.
15. The Principal may in his or her absolute discretion terminate the Student's enrolment if:
- any Parents have failed to comply with these Conditions of Enrolment;
 - any Parents have failed to abide by the requirements set out in clause 12; and/or
 - the Principal considers that a mutually beneficial relationship of trust and cooperation between the Parents and the School has broken down to the extent that it adversely impacts on that relationship.

Leave

16. Requests for leave from School activities, including academic and co-curricular programs, and for early departure at the end of a day or term and/or late return from breaks are, in general, considered only in exceptional cases, and only on receipt of written application from the Parents by the Principal or any other process required by the School. No arrangements or commitments should be made prior to the application being approved. In addition, Parents are to explain in writing to the Principal any Student absence for a part or whole day during term time, including late arrivals or early departures and should follow any other process relating to absences as required by the School.

Educational Offering

17. The Principal determines the educational and other programs and activities conducted at the School from time to time at his or her absolute discretion, and the method of delivery of those programs and activities. The School may change its programs and activities, and the content and delivery of these programs and activities without notice. This may include discontinuation of teaching subjects and other programs.
18. The Student will be required to participate in all compulsory programs and activities unless the Principal agrees otherwise, and the School will determine which programs and activities are compulsory.

Medical/Educational Needs

19. The Parents are to disclose fully any needs, or changes in needs, of the Student (including but not limited to any medical, physical, learning or psychological needs) at the time of applying for enrolment and by the stated date to the School. By accepting an Acceptance of Offer of Enrolment, the Parents warrant that they have provided all relevant information (including any report or diagnosis of doctors or other treating professionals) regarding the Student's needs to the School and the School's Offer of Enrolment is conditional upon the Parents having done so. Following enrolment, Parents must inform the School of any needs of the Student, not previously communicated, as soon as they become aware of those needs, and immediately of any changes in needs previously communicated.
20. The Parents are to accurately complete and return the Student's medical form/s or plan/s by the stated date as required by the School. Parents must immediately inform the School of any changes to the Student's health previously communicated on the medical forms/ or plan/s. Parents must also provide any medical information about the Student requested by the School, including medical reports.
21. If the Student is ill or injured, necessitating urgent hospital and/or medical treatment (for example, injections, blood transfusions, surgery) and if the Parents are not readily available to authorise such treatment, the Parents authorise the Principal or, in the Principal's absence, a responsible member of the School staff to give the necessary authority for such treatment.

Health and Safety

22. The Parents must notify the School immediately if the Student has a communicable infection or condition or a notifiable condition under public health regulations.
23. The Parents acknowledge that the Student may not be fully covered under any Corporation or School insurance policy for accidental injury during School-related activities.
24. The Principal or delegate may search the Student's bag, locker or other possessions where reasonable grounds exist to do so.
25. The Parents acknowledge that the Student's personal property is not insured by the Corporation, and the Corporation or School does not accept any responsibility for loss of or damage to the Student's personal property.
26. The Parents and Student are to observe School security procedures.

Privacy

27. The Parents acknowledge that they have read and understood the Corporation's Privacy Policy and Standard Collection Notice, which are displayed on the Corporation's website, www.tasc.nsw.edu.au, or as otherwise published.

Court Orders and Provision of Reports

28. In agreeing to these Conditions of Enrolment, the Parents warrant that any other Parents who have responsibility for the Student's education agrees to the enrolment.
29. The Parents are to provide to the School all current Family Court or other court orders relating to the Student (**Court Orders**) at the time for applying for enrolment. The Parents must immediately notify the School of any new Court Orders or changes to any previously communicated Court Orders. Such information will be dealt with in accordance with the Corporation's Privacy Policy.
30. The Parents must provide accurate information to the School about any arrangement between Parents in relation to the Student at the time for applying for enrolment. The Parents must immediately notify the School of any new arrangements or changes to any previously communicated arrangements.
31. The School will provide academic reports in writing to the Parents. If the Parents are separated or divorced, reports will generally be sent to each of the Parents on request, to the address notified by each of the Parents unless there is a Court Order that reports are to be sent to only one of the Parents or the School considers that it is in the best interests of the Student.

General

32. The Parents must provide the School with a certified copy of either their Australian state or territory driver licence or passport or another identity document acceptable to the School (**Identity Document**) and certified copy of the Student's original Identity Document, prior to the commencement of the Student's enrolment at the School. If a Parent's or Student's legal name changes at any time during the Student's enrolment, the Parents must immediately provide the School with a new certified copy of the Identity Document showing the new name.
33. The Student must at all times (including on application to the School) be an Australian citizen or a permanent resident of Australia, or one of the Parents must be an Australian citizen, permanent resident or otherwise hold an eligible and valid visa. In the case of an overseas Student, the Student must, at all times, hold an eligible and valid visa to study in Australia for the duration of the Student's intended study period at the School. The School may require appropriate documentation to satisfy itself that these requirements are met.
34. The Corporation may change these Conditions of Enrolment, provided the Corporation gives the Parents at least one term's notice in writing.
35. The Parents' obligations to the School and the Corporation, as set out in these Conditions of Enrolment, are joint and several.
36. Unless amended, these Conditions of Enrolment continue to apply to the Student and their Parents for the duration of the Student's enrolment at the School.
37. These Conditions of Enrolment continue to apply to the Student and their Parents until the obligations of the Student and their Parents have been met.

When completed, please return this **Application to Enrol** form to the Enrolments Registrar at the School. Please note that an Application Fee of \$75 Eftpos, Credit Card, Cash or Cheque (*payable to Mamre Anglican School*) is due on application. The Application Fee is non-refundable.

Mamre Anglican School
PO Box 88
ST MARYS NSW 1790

(Please note that your submission of this completed *Application to Enrol* form does not constitute acceptance by Mamre Anglican School.

For office use only:

Payment Date	Application Fee Payment	App. Fee. Receipt No.	Interview date	Acceptance date	Acceptance Fee Payment
...../...../.....	\$..... Cash/Chq/CC	\$..... Receipt No. Cash/Chq/CC Date/...../.....

Checklist

Before submitting this application please:

- check that all sections of this form have been completed.
- ensure that Part D and Part F have been signed and dated where appropriate.

Please ensure that the following document copies are enclosed with this application:

- Recent school reports
- NAPLAN report/s
- Student Birth Certificate
- Student Immunisation Record
- Parent Proof of Citizenship (if parent/s were born overseas)
- Parent/s Driver's Licence (current)**
- NESAs student number (if enrolling a student in Years 9/10/11)

*Please note that the application cannot be processed until all of the above documents have been received by the School.