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ST EUPHEMIA COLLEGE

*Strive for Excellence*

202 Stacey Street, Bankstown, NSW 2200

Correspondence: P.O. Box 747, Bankstown, NSW 1885

Telephone: 9796 8240

Website[: www.steuphemia.nsw.edu.au](http://www.steuphemia.nsw.edu.au/)

School Email: [office@steuphemia.nsw.edu.au](mailto:office@steuphemia.nsw.edu.au)

# Application for Enrolment

|  |
| --- |
| Attach  Passport Size  Photo |

STUDENT INFORMATION:

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

Given Name/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Gender: Male Female Date of Birth: \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_ Religion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parish (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Into which year is the student seeking enrolment: (please circle) Prep K 1 2 3 4 5 6 7 8 9 10 11 12

Prep (please circle - minimum two days) **Mon Tues Wed Thurs Frid**

To Commence in Term (eg Term 1): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year (eg 2021): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Residential Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Mobile (if applicable but required for NESA for Years 10-12): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name/s of sibling/s at St Euphemia College:

Current student’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ House: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current student’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ House: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current student’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ House: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Future student’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_

K 1 2 3 4 5 6 7 8 9 10 11 12

Future student’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_

K 1 2 3 4 5 6 7 8 9 10 11 12

Future student’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_

K 1 2 3 4 5 6 7 8 9 10 11 12

Past student’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ House: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Graduating Year: (eg 2007) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Past student’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ House: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Graduating Year: (eg 2007) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Past student’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ House: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Graduating Year: (eg 2007) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STUDENT INFORMATION continued**

Please tick appropriate boxes from the following list:

Does student reside with both parents? Yes No

If no, with whom does the child live? Mother Father Shared Residential Guardian

Are there any court orders affecting the child? Yes No

If yes, you must provide a copy

If other, please advise: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Aboriginal Yes No Torres Strait Islander Yes No Australian Citizen Yes No

Permanent Resident of Australia Yes No Visa Class No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Temporary Resident of Australia  Yes No Visa Class No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Overseas Student Yes No If yes – what year did he/she arrive in Australia? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the student speak a language other than English at home? Yes No

If yes, please list other language/s spoken by the student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (not applicable to Kindergarten)

Previous Schools: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has the student received an Outstanding Achievement or won an award in any co-curricular discipline (eg Sports/Academic/Music) over the past 2 years? Please give details:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FAMILY DETAILS:

**PARENT/CARER 1 with whom the student normally lives:**

Relationship to Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: (eg Mr/Mrs/Ms/Dr/Fr) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender: Male Female

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

Given Name/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does this person speak a language other than English at home? Yes No

If Yes, please list language/s spoken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Residential Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Correspondence Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
If an ex-student of St Euphemia College please state final year and name (if different): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PARENT/CARER 2 with whom the student normally lives:**

Relationship to Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: (eg Mr/Mrs/Ms/Dr/Fr) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender: Male Female

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

Given Name/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does this person speak a language other than English at home? Yes No

If Yes, please list language/s spoken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Residential Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Correspondence Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If an ex-student of St Euphemia College please state final year and name (if different): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NON-RESIDENTIAL PARENT/GUARDIAN**

Relationship to Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: (eg Mr/Mrs/Ms/Dr/Fr) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender: Male Female

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

Given Name/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does this person speak a language other than English at home? Yes No

If Yes, please list language/s spoken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Residential Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Correspondence Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If an ex-student of St Euphemia College please state final year and name (if different): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## EMERGENCY CONTACT 1 (other than parents)

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

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

Relationship to Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## EMERGENCY CONTACT 2 (other than parents)

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

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

Relationship to Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MEDICAL INFORMATION:**

Medicare Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reference number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Valid until: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Doctor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IMMUNISATIONS:** Is the student’s immunisation up to date? Yes No

If yes, please provide a copy of immunisation records.

If no, the student will be considered ‘at risk’ and may be excluded if there is an outbreak of an infectious disease preventable by vaccination.

Parents can request a copy of their child’s AIR (Australian Immunisation Register) Immunisation History Statement at any time (up to their child being 14 years of age):

* Using their Medicare online account through myGov <https://my.gov.au/>
* using the Medicare Express Plus App [www.humanservices.gov.au/individuals/subjects/express-plus-mobile-apps](file://grgfs01/Users$/amy.mcrae/Desktop/www.humanservices.gov.au/individuals/subjects/express-plus-mobile-apps)
* calling the AIR General Enquiries Line on **1800 653 809**

It is essential that you inform the School before your child starts school if he or she has any allergies/medical alerts, including ANAPHYLAXIS, or other medical conditions (eg allergies to nuts, penicillin, bee stings, asthma, diabetes, epilepsy management etc).

You must also advise the school as soon as you are aware of any new allergies or other medical conditions.

Please list any medical conditions below:

 Anaphylaxis condition eg peanuts, insect stings Action Plan to be included

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Allergies eg hayfever

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 Other medical condition(s) eg asthma diabetes, epilepsy Action Plan to be included

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 Medication – please list any prescribed medication to be taken by the student

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Student’s learning strengths (academic or social) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Student’s learning areas of need (academic or social) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Special learning or health needs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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It is important that we are informed of any academic or behavioural issues including any special needs the student has, such as medical or mental health issues, physical or intellectual conditions or disabilities. Please attach any relevant documentation, such as reports from health professionals or other consultants. If this section is not completed, we will assume the student has no special needs. Failure to complete this section accurately and fully may delay the enrolment process or prevent an offer of a place being made.

The School may collect information about the child’s educational history from the child’s previous school.

## STUDENT’S HISTORY RELEVANT TO RISK ASSESSMENT

Has your child ever been suspended, transferred or excluded from any previous school, preschool or other educational institution?

|  |  |  |
| --- | --- | --- |
|  | Yes |  |

No

If yes, was this for (please tick)

|  |  |
| --- | --- |
|  | Actual violence to any person? |
|  | Possession of weapon or any item used to cause harm or injury? |
|  | Threats of violence or intimidation of staff, students or others at the school? |
|  | Illegal drugs? |
|  | Other (please specify): |

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Are you aware of any other incidents of the kind listed above in which your child has been involved outside of the school setting?

Yes No

If yes, please provide a brief outline of these incidents.

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# Enrolment Procedures

Before applying for enrolment, parent/carer(s) should read*:*

* the SEC Prospectus
* the Enrolment Policy
* the current fees schedule
* the Terms and Conditions of Enrolment

All documents are available on the School’s website.

All applications for Enrolment must be:

* on the school’s official application form
* complete with all supporting documents attached
* signed by parent/carer(s)

When the Application is received, it will be considered, based on the School’s enrolment policy criteria.   
The School will then:

* require Application for Enrolment fee to be paid
* advise the parent/carer(s) they must attend an interview following which the School will decide
  + whether to make an offer of enrolment or
  + student will be placed on a waiting list and an offer made if a place becomes available or
  + advise if application has been unsuccessful

If the School makes an Offer of Enrolment the Parent/carer(s) must sign an acceptance of the offer on the form provided and pay the non-refundable enrolment and registration and application fees.

The School should be informed of any change of address or contact details after an offer (or conditional offer) of enrolment is made.

# Enrolment Policy

1. Applications for enrolment may be made at any time by the parent/carer(s) of students
2. Preference will be given to students enrolling at the school for the first time who will be five years of age on or before 28 February of the year in which they enrol.
3. The School will base any decision about offering a place to a student on:

**Family relationship with the school:**

* + Sibling of a current or ex-student
  + Either of the parents attended the school
  + The family attends an Orthodox Parish
  + Children of Orthodox clergy
  + They hold attitudes, values and priorities that are compatible with the School’s ethos

**The student:**

* + The contribution that the student may make to the school, including its co-curricular activities
  + The student’s reports from previous schools or prior to school service e.g. the NSW Department of Education’s Transition to School Statement

**The School:**

* + Ability to meet the special needs or abilities of the student

**Other considerations:**

* + Order of receipt – when the application to enrol is received by the school

1. The School may/will meet with parent/carer(s) of the student before offering a place.
2. The School has an absolute discretion in determining the weight of each of the factors it takes into account in determining whether to offer a place for the student.
3. Continued enrolment at the School is dependent upon the student making satisfactory academic progress, attending consistently and the student and parent/carer(s) observing all behavioural codes of conduct and other requirements of the School, which are applicable from time to time.

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# Parental Code of Conduct

The human person is created according to God’s image and likeness (Gen 1:27) and consequently, inherently possesses value and worth. The provision of a safe and caring environment which encourages lifelong learning demonstrates how St Euphemia College acknowledges the dignity of all people.

In order to promote mutual respect and to ensure positive interactions and cooperation between all stakeholders – parents/caregivers, students and staff, this Code of Conduct clearly defines the school community’s expectations for all parents, caregivers and visitors to the school.

St Euphemia College recognises that parents and caregivers desire what they feel is best for their children. Parents and caregivers must also recognise that the school strives for the same outcome for all students. The school community (parish, staff and students) expects that parents recognise that the school must balance the interests of all the school’s stakeholders.

This Code of Conduct is to be read together with the school’s other policies and procedures and will be varied from time to time by the school.

**School Values**

St Euphemia College was founded under the auspices of the Greek Orthodox Archdiocese of Australia and as such, adheres to Christian Orthodox values.

Our motto is: BECOME PERFECT - ΤΕΛΕΙΟΙ ΓΙΝΕΣΘΕ

ΤΕΛΕΙΟΙ ΓΙΝΕΣΘΕ is the Greek for Jesus’ words, “Become perfect” from the Gospel of Matthew. It is both an invitation and a challenge to continually “*Strive for Excellence*”.

**Our Mission**

That within a dynamic Orthodox Christian framework, a student may strive to achieve academic excellence, a love for learning, social responsibility, spiritual growth and respect for a healthy mind and body.

**Parents and caregivers as role models**

The school community expects that parents and caregivers actively promote and support the Christian Orthodox values and educational ethos of the School by modelling respectful behaviours for their children to learn from. Parents and caregivers ought to work with the school with regards to their children’s developmental, academic, spiritual, social and emotional progress.

The school’s expectations of parents and caregivers as role models for their children include, but are not limited to:

1. Respect for all members of the school community
2. Recognition of the professionalism and training of all school staff
3. Compliance with school policies, procedures and directions, and ensure their children do

the same

1. Appreciation of the comprehensive nature of St Euphemia College as catering to all

students, regardless of cultural or religious background, socio-economic status or learning

needs

1. Communicate honestly and in a timely manner with regards to requests for information
2. Inform the school about a child’s behavioural and/or educational needs by

providing updated medical information

1. Inform the school about changes to parenting arrangements. The provision of Court Orders

is necessary if they are in place. The school will not mediate between parties

1. Encourage their children to actively participate in their learning
2. Encourage their children to participate in the extra-curricular sporting and cultural

activities organised by the school

1. Appreciate and respond to concerns raised by the school about their child’s progress and

cooperate in restorative processes.

**Behaving respectfully towards all members of the school community**

A condition of enrolment into St Euphemia College is that students, and by extension their parents and caregivers, behave in a respectful way.

The following behaviours, whether in person, written communication or via social media, will not be tolerated and may affect a child’s continued enrolment at St Euphemia College.

1. Bullying, intimidation, discrimination, sexual harassment, victimisation and child abuse
2. Actual or threatened aggression or violence
3. Disclosure of confidential information
4. Defamatory or disrespectful comments including the circulation of rumours
5. Communicating inappropriately with children or adults.

**Attending school events**

The school expects parents and caregivers to behave respectfully and comply with all OHS and risk-management policies and procedures when attending any school event.

At any school event, parents and caregivers must be dressed appropriately.

Parents and caregivers who are intoxicated, or under the influence of any substances, will be refused entry and reported to the relevant authorities in order to ensure the safety of their, and other children.

School events include, but are not limited to:

1. Attending the school or church
2. Meetings with staff
3. Parent forums, Open Days and Assemblies
4. Attending the uniform shop
5. Attending excursions or carnivals.

When attending the school for any other business, parents and caregivers must enter through the Administration Office accessed via Stacey Street.

Parents and caregivers are not to enter school grounds unless invited by a staff member.

Parents who wish to speak with the Principal, Deputy or any other teacher, must make an appointment to do so and clearly state the purpose of any such meeting.

Parents and caregivers are not to engage in any way with children other than their own.

When attending school events off campus (eg. sporting events, swimming and athletics carnivals), parents and caregivers are expected to demonstrate respectful behaviours.

This includes, but is not limited to:

1. Demonstrating good sporting conduct and fair play
2. Celebrating all students’ achievements
3. Complying with applicable occupational health and safety and risk-management procedures
4. Complying with any reasonable directions given by school (or centre) staff.

**Use of technology and social media**

Respectful behaviour is expected of parents and caregivers in any public forum, including the use of social media and in group forums which relate to school business. Parents and caregivers should:

1. Respect a staff member’s professional and personal boundaries, by not using online platforms to raise school matters (or otherwise engage in disrespectful behaviour). Parents and caregivers have access to school contact details and are encouraged to communicate professionally through this medium.
2. Understand the legal implications concerning recording (visual or audio) people (staff and/or students) without their prior knowledge and consent and publishing any such recordings. This is especially important with regards to children whose parents must provide written consent.
3. Abstain from sharing confidential information, or information which may bring the name of the school into disrepute. This includes the publishing of any image or recording which shows a student/students in school uniform, or otherwise, behaving inappropriately.
4. Not establish, or participate in, any online platforms in the name of the school, or any that purport to be endorsed by, or operate, in the name of the school.

**Drop off/pick up**

St Euphemia College is situated in the heart of Bankstown CBD. Access to the school via personal transportation is difficult as the school access points are on an arterial road and in a heavily populated and congested residential street.

Parents and caregivers are expected to obey all traffic rules, thus ensuring the safety of all members of the school community.

When using the ‘Kiss and Drop’ lane, parents and caregivers are expected to behave responsibly in order to ensure a safe flow of traffic.

**Grievances Procedures**

St Euphemia College is committed to the education and wellbeing of each student. Genuine grievances ought to be raised in a constructive manner. The St Euphemia College Grievances and Complaints Policy outlines how concerns ought to be raised with the school.

**Communication**

Effective communication is a critical component of any undertaking. It is imperative that the right procedures are followed in order to ensure appropriate outcomes.

The first contact for any concern is a child’s classroom teacher. It is best that this is done either in person, or via telephone. If a matter cannot be resolved at this level, the Stage Coordinator/Faculty Coordinator/Year Coordinator will be invited to mediate. Should there still be no resolution, the Primary Deputy Principal or High School Welfare Coordinator will provide the resolution.

Parents with concerns and grievances should consult the St Euphemia College Grievances and Complaints Policy. However, in general:

1. The school takes all matters raised very seriously and ensures procedural fairness when dealing with every individual case. After an incident occurs, students are required to complete an incident report. Students may either be directly involved in the incident or they may be a witness to the incident. Incident reports are then collected and the interview process is carried out
2. Parents and caregivers are not part of the investigation process, unless they are witnesses. The school does not endorse parents and caregivers becoming involved in the investigation process. Parents and caregivers should not communicate with other students about an issue concerning their own child and must not attempt to discipline a student who is not their child. Parents and caregivers have no right to raise their voice or be aggressive or hostile when communicating (verbally or non-verbally) with another family’s child
3. Parents and caregivers should respect that the School employs experienced educators and other professionals who are well-trained in making academic, disciplinary, extracurricular, pastoral and wellbeing decisions every day. Understand that while the school will always take into account the interests of the particular parent or caregiver’s child, the school must ultimately make decisions that take into account the interests of all students (and others who may be affected by the school’s decisions)
4. Parents should recognise that the school treats every incident confidentially. The school will not share information about other children to parents and caregivers. This does not mean that an issue is not considered serious. Discussions relating to what disciplinary measures the school has put into place regarding a particular incident will not be discussed with other parents
5. Parents and caregivers may not be satisfied with a particular outcome. This does not mean that the school’s investigation is biased or flawed. If there is scope for an internal review based on school policy, parents and caregivers may request a review overseen by the Principal’s delegate
6. Parents and caregivers may appeal to an external agency, court or tribunal if the aforementioned process has been followed and is found to be flawed
7. Parents and caregivers who act in a belligerent way during any such process, or who choose to publicly air their grievances about the school (staff or students) in any public forum, will be considered in breach of this code and will jeopardise the continued enrolment of their children in the school.

**Consequences for the breach of this Code of Conduct**

The Board of Directors will have absolute discretion for deciding how to best respond to concerns about compliance with this Code of Conduct.

Where the Principal considers that a parent or caregiver has breached this Code of Conduct, the Principal may implement one or more of the following consequences (and not necessarily in any particular order):

1. A request that the relevant conduct immediately cease
2. A written warning
3. A Parent or caregiver (or another relevant person) being banned from the School grounds or school activities, either for a particular period of time or indefinitely
4. A requirement that a parent or caregiver (or another relevant person) only communicate

with a nominated school representative

1. Termination of the enrolment of the parent or caregiver’s child.

Staff and volunteers are empowered to take steps to protect their own health and wellbeing. If they feel that a parent or caregiver is being inappropriate, they are encouraged to indicate this and ask that it stop. If it does not, or if a staff member feels that a parent or caregiver’s actions are posing a risk to their or someone else’s health and wellbeing, they are empowered to remove themselves from the situation. This may include by immediately concluding a meeting or phone call, or by demanding that a parent or caregiver immediately leave the school grounds (activity or event).

# Terms and Conditions of Enrolment

## 1 Acceptance of Offer of Enrolment

1.1 An offer of enrolment must be accepted by both Parent/Carer(s) where appropriate unless the School agrees to waive this requirement. Upon acceptance, all signatories to the terms and conditions will be jointly and severally liable in respect of the obligations contained in these terms and conditions.

1.2 The acceptance of the offer must be accompanied by a non-refundable administration fee of $250.

1.3 If Parent/Carer(s) wish to defer the entry of a student to a different calendar year to the initial request, the School will advise whether it is able to agree to this. If it is unable to agree, the Student will be placed on a waiting list for the requested year but enrolment will not be guaranteed.

## 2 Conditional Enrolment

2.1 All enrolments are conditional upon the School being satisfied, at its discretion, that the student’s needs can be met by the School. The School may cancel the enrolment if it determines prior to the start of the enrolment that the student’s needs cannot be met.

2.2 The School may require Parent/carer(s) to provide reports and assessments necessary to determine the particular needs of the student.

2.3 Competence in English is a prerequisite for enrolment. If the School considers that the English language

capabilities of the Student are not sufficient it may require the Student to undergo an intensive English language course. If the required language level is not reached the School may decide that the enrolment should be cancelled.

## 3 Progress of Student

3.1 If the School considers that the progress of a Student is unsatisfactory and that it can no longer meet the Student’s needs, it may cancel the enrolment of the Student by giving not less than one term’s notice.

## 4 Fees and Charges

4.1 The School Board determines the fees and charges that will be payable, which are set out in a Schedule of Fees. The fees are revised regularly and may be amended each year.

4.2 The School may also incur expenditure for the Student’s needs on behalf of the Parent/carer(s) as it reasonably considers necessary, which may be added to the Parent/carer(s)’s school account.

4.3 Parent/carer(s) will be liable for medical expenses incurred as a result of a Student’s negligence.

4.4 All Fees and Charges must be paid on or before the due date set out in the fees notice.

4.5 Fees continue to be due and payable if the Student is absent due to illness, leave or suspension.

4.6 Parent/carer(s) of new students enrolled at the School, (as of January 2022) must enter into a direct debit agreement with the School in respect of payment of all Fees and Charges.

**Terms and Conditions of Enrolment continued**

## 5 Withdrawal of Students

5.1 Where students leave to enrol at another school, the NSW Education Standards Authority (NESA) requires that parent/carer(s) advise the School in writing of the name of the school the Student will be attending and the grade the Student will be entering at the new school.

5.2 If parents/carer(s) wish to withdraw a Student from the School, not less than one full term’s notice must be given with notice to expire at the end of a term.

5.3 If the required notice of withdrawal of a Student is not given the Parent/carer(s) must pay fees in lieu of notice.

## 6 Obligation of Students

Students are required to have high standards of behaviour and:

6.1 abide by the School Rules and Codes of Conduct as they apply from time-to-time.

6.2 behave courteously and considerately to each other and to staff at all times.

6.3 not do anything which may bring the School into disrepute, including in print and electronic media

6.4 support the goals and values of the School.

6.5 attend and, if required, participate in assemblies, the School sports program, Chapel services, important school events such as Presentation Day, camps and excursions or other events that are an integral part of the School curriculum as determined by the Principal.

6.6 wear the School uniform as prescribed including when travelling to and from school and follow conventional standards of appearance while at school in accordance with the School’s guidelines and the expectation of the School community.

6.7 attend the School during school hours, except in the case of sickness or where leave has been given or an exemption from attendance has been granted.

## 7 Obligation of Parent/Carer(s)

The Parent/carer(s):

7.1 must accept and abide by the requirements and directions of the School Board and the Principal relating to the Student or students generally and not interfere in any way with conduct, management or administration of the School,

7.2 are required to support the goals, values and activities of the School, and

7.3 should view the School’s Parent Portal and app on a regular basis and read the Newsletter.

The Parent/carer(s) must promptly advise the School:

7.1 in writing of any change of home, mailing, email address or contact details or other information on the Application for Enrolment Form. Offers of enrolment may be cancelled if the School loses contact with the parent or mail is returned.

7.2 if the Student is absent from the School due to ill health or other reason.

7.3 in writing of any orders or arrangements that affect the Student concerning custody or access, any change to them or any other orders or arrangements which are relevant to the Student’s education and welfare and provide copies of any orders to the School.

### Terms and Conditions of Enrolment continued

The Parent/carer(s) also:

7.1 must ensure the Student has each item of officially required uniform, clean and in good repair, and all other requirements such as textbooks and stationery.

7.2 should communicate with students, Parent/carer(s), visitors and staff members in a courteous manner, and follow the communication guidelines laid down by the School from time-to-time and observe the Parent Code of Conduct.

7.3 should use their reasonable endeavours to attend parent-teacher interviews and parent forums and participate in courses offered by the School which are relevant to the Student’s education.

7.4 must not denigrate the School, staff, students or other members of the School community in any way or any forum (in person, via email, social media or any other platform).

## 8 Health and Safety

8.1 Parent/carer(s) must advise the School immediately if they become aware of any special needs that the Student may have including, but not limited to, any medical, physical, psychological needs, or any changes to these needs.

8.2 Parent/carer(s) must complete and return to the School the required medical and general information form for the Student prior to the Student commencing at the School and provide updates if circumstances change or as required by the School from time to time.

8.3 If the Student is ill or injured, requiring urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and Parent/carer(s) are not readily available to authorise such treatment, the Principal or, in the Principal’s absence, a senior staff member of the School, may give the necessary authority for such treatment. The Parent/carer(s) indemnifies the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.

8.4 Parent/carer(s) must observe School security procedures for the protection of students.

8.5 Students are responsible for their personal property and the School does not accept any responsibility or liability for the loss of their belongings.

8.6 The Principal or the Principal’s nominee may search the Student’s bag, locker or other possessions where there are reasonable grounds to do so, in order to maintain a safe environment for all students.

## 9 Programs and Activities

9.1 The School determines the educational and other programs and activities conducted at the School at its absolute discretion.

9.2 The School may change its programs and activities and the content of these programs and activities without notice.

9.3 The Student will be required to participate in all compulsory activities including excursions, Chapel services, camps and outdoor education unless the Principal agrees otherwise. Charges may be levied for these activities and will be payable if the Student is unable to attend, unless the Student is unable to attend due to ill health or for a reason which renders attendance impossible and the reason is pre-approved by the Principal.

## 10 Reports

10.1 Academic reports are made available on the Parent Portal. Parents will be informed when reports are uploaded.

**Terms and Conditions of Enrolment continued**

## 11 Leave

11.1 If the Parent/carer(s) wish to seek leave for the Student not to attend any School academic or co-curricular program or activity during a term, they must apply to the Principal. Leave will usually only be granted in most extreme circumstances.

## 12 Suspension & Termination of Enrolment

12.1 The School may suspend or terminate the enrolment of a student, either temporarily or permanently at any time for reasons which may include, but are not limited to:

1. a serious breach of the School’s rules or Code of Conduct.
2. conduct prejudicial to the reputation of the School or the well-being of its students or staff, and;
3. where the Principal or School Board believes that a mutually beneficial relationship of co-operation and trust between the School and the Parent/carer(s) has broken down to the extent that it adversely impacts on that relationship.
   1. The School will only exercise its powers under this clause to expel a student if it has provided the Student and

their parent/guardian(s) with details of the conduct which may result in a decision to expel the Student and provided them with a reasonable opportunity to respond and where there has been procedural fairness

* 1. The School may terminate the enrolment of the Student without notice if, either before or after the commencement of enrolment, the School finds the relevant particulars of the special needs of the Student have not been provided to the School or the particulars provided are materially incorrect or misleading.

1. **Privacy**

13.1 The Parent/guardian(s) acknowledge that they have read the School’s privacy policy.

## 14 Amendment of Terms and Conditions

14.1 The School may alter the terms and conditions of enrolment at any time by giving not less than two (2) terms’ notice to the Parent/guardian(s) in writing which shall apply to both current and future students and parent/guardian(s) from the date specified in the notice.

## 15 Definitions

15.1 In the terms and conditions:

**Parent** means the Parent/carer(s) who entered into the contract of enrolment with the School

**School** means St Euphemia College

**Student** means the student who is named in the Enrolment Application

## APPLICATION DECLARATION

I/We request that this student be admitted to St Euphemia College.

I/We understand that photos and/or videos may be taken at School of my child and give permission for photos to be used by the School for promotional/publication/educational purposes.

I/We certify that the information given herein by me is complete, true and correct, and agree to update the school changes to the information provided.

I/We understand that the school may request my/our consent to collect information about my/our child from a third party and that the school may not be able to proceed with the enrolment process if such consent is not provided.

I/We understand I/we are to abide by the Parental Code of Conduct, Terms and Conditions of Enrolment and all other relevant policies and rules of the School.

I/We understand in the event of St Euphemia College being required to engage a Debt Collection Agency to recover outstanding monies, all recovery costs incurred will be passed on to the families involved via their fee account.   
Non-payment of fees may result in the enrolment position of your child/ren being suspended until fees are brought up to date, or a suitable arrangement is made with the School.

**Signature of both Parents/Guardians**

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**Print Name Relationship to Student Signature Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print Name Relationship to Student Signature Date**

Please note: This application requires the signature of BOTH parents or the guardian. If both parents’ signatures are not present, please indicate the circumstances.

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**IMPORTANT NOTE: If an absentee parent or other person is paying the school fees, a letter must be received by the School stating this and signed by the person paying the fees BEFORE this Application can be processed. If this arrangement changes during the child’s enrolment at the School, notification to the Business Manager is required immediately in writing signed by all the parties concerned. Final responsibility for the payment of fees rests with the person/s who sign/s this Application Form; therefore if an arrangement has been made with another person to pay the fees and they default, the School has no alternative than to pass the account back to the original applicant/s.**

**Checklist (please ensure the following are completed before submitting your child’s application)**Checklist for all applicants:

|  |  |
| --- | --- |
|  | Complete and sign the Enrolment Application Form |
|  | Attach a copy of the student’s last two (2) school reports if it is for entry within the next 2 years except for  Kindergarten enrolment, and copies of any NAPLAN reports |
|  | Attach a copy of student’s Birth Certificate or Passport |
|  | Attach a copy of Baptismal Certificate |
|  | Attach a copy of residency visa if applicable |
|  | Attach a current passport size photo of your child |
|  | Attach a copy of your child’s current immunisation record |
|  | If both parents are born overseas, please provide a copy of VISA, Australian Citizenship or Australian Passport |
|  | A $100.00 **non-refundable** application fee **must** accompany this form. |

ALL CORRESPONDENCE

St Euphemia College

P.O. Box 747, Bankstown, NSW 1885

[office@steuphemia.nsw.edu.au](mailto:office@steuphemia.nsw.edu.au)