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APPLICATION FOR ENROLMENT

Manning Adventist School is a co-educational Pre-Kindy to Year 6 School that operates within the policies of the Board of Studies (NSW) while providing an education underpinned by Christian values and principles. The School is owned and operated by Seventh-day Adventist Schools (NNSW) Limited.

In this application for enrolment, "School" means Manning Adventist School and where the context permits, "our child" means the child referred to on the application under the heading "Student Details" being the child in whom this application is made.

Enrolling at Manning Adventist School

Enrolment at the School is open to families of all faiths and religious backgrounds who have regard for Adventist Christian faith and wish for their children to fully participate in all aspects of the school program. Fees are competitively structured to provide affordable access to private Christian education.

Parents/guardians are advised to submit an Application for Enrolment as soon as possible to ensure a smooth enrolment process. On receipt of an application, arrangements will be made for an interview with the Principal where parents/guardians will have the opportunity to discuss their educational goals for their child and how the home and school can work together to achieve these goals.

Enrolment Policy

Each application will be processed in accordance with the School's Enrolment Guidelines with due consideration being given to applicants' support for the ethos of the School. A copy of the School's enrolment policy is available from the School office. Students enrolling in Kindy must have their 5th birthday by 30th April.

Enrolment Process for New Applicants

All applications are processed in the following way:

1. A completed Application for Enrolment, accompanied by supporting documentation (see below), is submitted.
2. An interview takes place with the MAS Principal. This will include the student to be enrolled and his/her parents/carers.
3. School Administration will consult with the current and/or previous schools, teachers and referees, as applicable.
4. A decision will be made by the School's Enrolment Committee, who will communicate this with the Applicant.

Enrolment Checklist

When submitting an Application for Enrolment, please ensure that it is accompanied by the following:

1. Copies of school reports from the previous two years, if applicable.
2. Birth certificate.
3. Immunisation certificate.
4. Any relevant medical records, where applicable.
5. Any relevant Family Court or other order, where applicable.

APPLICATION FOR ENROLMENT

STUDENT DETAILS

Please complete a separate **student details form** for each child enrolling.

Student Family name Student First /Given name

Student Second name Preferred name

Student email Student mobile

Please list the year and grade that you wish your child to be enrolled in (e.g. Year 2 / 2016) /

Previous schools attended

Gender Male Female Date of birth / /

Place of birth Country of birth

Residential address Street

Town State Postcode

Residential Status

Citizen – please progress to next question

Permanent resident Overseas student Arrival date Passport number.....

Visa number Visa subclass Visa expiry

Is the student of Aboriginal or Torres Strait Islander origin?

(If both Aboriginal and Torres Strait Islander origin, please tick both boxes)

No Aboriginal Torres Strait Other

Language spoken at home

Sibling Details

1. Sibling name Age

Enrolled at MAS? Yes No

Applying for admission to MAS? Yes No Current School

2. Sibling name Age

Enrolled at MAS? Yes No

Applying for admission to MAS? Yes No Current School

Behavioural information

Had discipline difficulties? Yes No

If yes, give details

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Medical Information

Medicare Number													
Number on card		Expiry Date											

Does the student have ambulance cover? Yes No

Private Health Fund provider Yes No If yes, name of fund

Doctor's name Doctor's telephone

Emergency Contact (other than parent)

Name

Home phone Mobile

Relationship to student

Does the student suffer from

Asthma ADHD Epilepsy Other

Allergies (please list) e.g. peanuts, milk allergies

Is this allergy life threatening? Yes No

Does the student have a disability*? Yes No Please explain

*Please supply a copy of all reports on the student's condition and management requirements

Are there any other medical issues that the School should be aware of?

Does the student wear glasses or contact lenses? Yes No

Immunisation details (please tick)

- | | | |
|---|--|------------------------------------|
| <input type="checkbox"/> Tetanus and Pertussis | <input type="checkbox"/> Diphtheria | <input type="checkbox"/> Polio |
| <input type="checkbox"/> Pertussis (Whooping Cough) | <input type="checkbox"/> Chicken Pox | |
| <input type="checkbox"/> Rubella | <input type="checkbox"/> Meningococcal C | <input type="checkbox"/> HIB |
| <input type="checkbox"/> Hepatitis B | <input type="checkbox"/> Measles | <input type="checkbox"/> Rotavirus |
| <input type="checkbox"/> Pneumococcal | <input type="checkbox"/> Mumps | |
| <input type="checkbox"/> Tetanus | | |

FAMILY DETAILS

Father's Family name Title **Mother's** Family name Title

First/Given name First/Given name

Occupation Occupation

Nationality Nationality

Country of birth Country of birth

First language First language

Employer Employer

Religion Religion

Place of worship Place of worship

Home phone Home phone

Business phone Business phone

Mobile Mobile

Address Address

Town/State/PC Town/State/PC

Email Email

Primary Care (if not mother or father) Guardian Stepmother Stepfather Other

Surname Title First/Given name

Occupation Nationality

Country of birth First language

Employer Religion

Place of worship Home phone

Business phone Mobile

Address Address

Town/State/PC Email

Tick whichever applies Parents separated Parents divorced Father deceased

Mother deceased Father remarried Mother remarried

Where relevant, please attach copies of Family Court or other court orders

FEE INFORMATION

Person/s responsible for payment of fees (If a bill is split between two parties, please indicate what percentage each party is responsible to pay)

Name Signature.....

% of fee if applicable Relationship to applicant.....

Email Address.....

Billing address

If different to parent/guardian on page 3, please provide the following

Residential Address Street

Town State Postcode

Contact phone..... Mobile

COMMONWEALTH GOVERNMENT COLLECTION INFORMATION

The following information is required by for the collection and reporting of information on student background characteristics in all government and non-government schools by all Education Ministers.

The State, Territory and Commonwealth Education Ministers have made decisions that now require all government and non-government schools to comply with new data collection and reporting arrangements. For more information, please go to <http://www.mceecdya.edu.au/mceecdya/>

All information which could identify or would reasonably identify individuals to whom particular background characteristics is removed from national reporting so that no personal information is reported publically. Information collected from this form will be covered by Manning Adventist School's privacy policy.

If you have already completed a form for another student in your family at Manning Adventist School then you do not need to complete the following questions.

What is the highest level of primary or secondary school the parent/guardians have completed?

(For people who have never attended school, mark 'Year 9 or equivalent or below')

(Mark one box only in each column)

	Father / Parent 1 / Guardian 1	Mother / Parent 2 / Guardian
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>

What is the level of the highest qualification the parents/guardians have completed?

(Mark one box only in each column)

	Father / Parent 1 / Guardian 1	Mother / Parent 2 / Guardian
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>
Diploma/Advanced Diploma	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I, II, III or IV (or trade cert)	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>

Language spoken at home

Does the student's mother/guardian or father/guardian speak English and/or another language other than English at home? If more than one language spoken at home, indicate the one spoken most often.

	Student	Mother/guardian	Father/guardian
English	Y / N	Y / N	Y / N
Other language
Most often spoken

What is the occupation of the parent/guardian?

(Please select the appropriate occupation group from attached list)

- If a person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation
- If the person has not been in paid work for the past 12 months, enter '8' above

<input type="checkbox"/>	<input type="checkbox"/>
<i>Father/Parent 1/ Guardian 1</i>	<i>Mother/Parent 1/ Guardian 1</i>

In which country was the parent/guardian born?

	Father / Parent 1 / Guardian	Mother/ Parent 2 / Guardian
Australia	<input type="checkbox"/>	<input type="checkbox"/>
New Zealand	<input type="checkbox"/>	<input type="checkbox"/>
Other

GENERAL INFORMATION

I am happy for my child to participate in the spiritual life of the School? Yes No

I am willing for my child to have his/her photo

- Used on the School website Used in School publications (e.g. newsletters)
 Used for PR/Marketing purposes (e.g. on a flyer)

How did you hear about Manning Adventist School?

- Newspaper Friends Church Radio Drive-by
 Flyer Bus sign Church promotion Other

Where did you get your information about Manning Adventist School?

- Expo School website Friends Prospectus
 Flyer Open Day Google Other

Why did you choose Manning Adventist School?

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PARENT AGREEMENT

1. We/I understand that our child will be welcome at the School as long as the Manning Adventist School Council is satisfied that he/she upholds the standards of moral and behavioural conduct expected of students.
2. We will support the Christian ethos of the School in every way.
3. We understand and agree that our child must abide by the School rules in force from time to time as interpreted by the School and the continued attendance at the School is at the absolute discretion of the School Council and Administration.
4. We/I agree to be jointly and severally liable for the payment of all fees and charges levied by the School (namely the Seventh-day Adventist Schools (NNSW) Limited trading as Manning Adventist School) and agree that all amounts not paid by the due date may incur interest.
5. To the best of our knowledge, all the information provided on this application is true and correct.

All parents/carers must sign

Father's name Father's signature Date

Mother's name Mother's signature Date

Guardian's name Guardian's signature Date

List of Parental Occupation Groups

(for Commonwealth Government Collection Information – Parent Occupation, page 6)

- Group 1** Senior management in large business organisation, government administration and defence, and qualified professionals.
Senior executive/manager/department head in industry, commerce, media or other large organisation.
Public service manager (Section head or above), regional director, health/education/police/fire services administrator.
Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director].
Defence Forces Commissioned Officer.
Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.
Health, Education, Law, Social Welfare, Engineering, Science, Computing professional.
Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller].
- Group 2** Other business managers, arts/media/sportspersons and associate professionals.
Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.
Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing].
Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer].
Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency].
Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official].
Associate professionals generally have diploma/technical qualifications and support managers and professionals.
Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional.
Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager].
Defence Forces senior Non-Commissioned Officer.
- Group 3** Tradesmen/women, clerks and skilled office, sales and service staff.
Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.
Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]
Skilled office, sales and service staff.
Office [secretary, personal assistant, desktop publishing operator, switchboard operator].
Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher].
Service [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor].
- Group 4** Machine operators, hospitality staff, assistants, labourers and related workers.
Drivers, mobile plant, production/processing machinery and other machinery operators.
Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen-hand, porter, housekeeper].
Office assistants, sales assistants and other assistants.
Office [typist, word processing/data entry/business machine operator, receptionist, office assistant].
Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker].
Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant].
Labourers and related workers.
Defence Forces ranks below senior NCO not included above.
Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand].
Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].