Welcome to St Andrew’s School.

We look forward to meeting you!

We believe in the significance of our community to nurture compassion, empathy and friendship in a safe, caring and respectful environment. We look forward to a happy association with your family.

Enrolment Procedures

This page provides you with information about the enrolment procedures:

- Becoming familiar with the School
- Making an enrolment application
- Confirming your child’s enrolment at St Andrew’s
- School orientation

Becoming familiar with the School by joining a Principal’s Tour

Experience St Andrew’s School first hand on a Principal’s Tour which offers an opportunity to see the School at work.

Making an Application for Enrolment

If you have made the decision to enrol your child at St Andrew’s School, please follow these steps:

- Complete the Application Form
- Attach a copy of your child’s birth certificate
- Attach a copy of your child’s latest school report (if applicable)
- Attach a copy of your child’s NAPLAN Test results (if applicable)
- Attach copies of educational and/or medical assessment reports (if applicable)
- Attach copies of any Family Court Orders (if applicable)
- Attach Concession/Health Care Card/Visa/Passport (if applicable)
- Include payment of the non-refundable Application Fee payable to St Andrew’s School

*Please note that an Application for Enrolment does not guarantee that a place will be offered to your child.

Offers of Enrolment at St Andrew’s School

Following consideration of your application and required documentation formal offers of a place at St Andrew’s School will be made in writing. A confirmation fee is payable on acceptance of a place.

Welcome to the Family

Orientation for new students and their families joining St Andrew’s School is an important part of the enrolment process. Children who are enrolled in the Early Learning Centre and Reception will be invited to Orientation Days prior to starting school. Children who are joining St Andrew’s in Year 1 to Year 7 will also have the opportunity to meet with their new teacher and classmates by spending a day at School.

Parents and Caregivers have the opportunity to meet with members of staff and other members of the St Andrew’s community on Orientation Days, New Parents’ Morning Tea and Welcome Drinks. St Andrew’s is a very special community. We place value on our parents’ connections with the School and we look forward to sharing in the excitement of every student’s learning journey and their family’s involvement in the School.
Enrolment Entry Levels and Procedures

Procedures for Entry in ELC

Students can join the Early Learning Centre at 3 years of age. The Early Learning Centre takes children in each School term.

The ELC programming consists of a three, four and five day attendance; three days minimum, five days maximum.

Preferred days cannot be guaranteed. Places for specific days are allocated by date of confirmation.

While preference will be given to children enrolled in the Early Learning Centre for admission to Reception, a position in Reception is not guaranteed. Once a place has been offered other enrolment conditions and procedures apply.

Procedures for Entry between Reception and Year 7

Enrolment procedures as set out previously are to be followed.

Regular point of entry for Reception in Term 1: students will turn 5 years by 30 April.

Regular point of entry for Reception in Term 3: students will turn 5 years after 30 April but before 31 October.

Early entry to to all year levels will be subject to readiness assessment.

Prior to your child's proposed entry, you will be invited to attend a meeting with the Principal to discuss all aspects of your child's education at St Andrew's School.

Once the Registrar has received the Application, and following consideration, successful applications will receive a Letter of Offer which will be deemed to be accepted when payment of the Confirmation Fee has been received by the School.

Enrolments are allocated in order of receipt of the Confirmation Fee. Subject to availability and special circumstances, priority will be given to:

- Current School families
- Children confirmed to continue their primary education at St Andrew's School

Once a place has been offered other enrolment conditions and procedures apply.

Enrolments

Parents and caregivers agree that students are enrolled at St Andrew's School on the following conditions:

- The Application Form and attachments have been completed, in full, and submitted
- Non refundable Application and Confirmation Fees have been paid.
- Refundable Tuition Bond has been paid.
- Student Profile Form has been completed and submitted
- The regulations, policies and procedures of the School are satisfactorily observed in all respects
- The student conforms to the disciplinary authority of the Principal and those to whom authority may be delegated
- The parents and caregivers agree to be bound by the School's Schedule of Fees and Charges, which are subject to change from time to time, including Terms of Payment

If the Principal considers that a student is in serious breach of the rules, or has otherwise engaged in conduct which is prejudicial to St Andrew's School or its students or staff, the Principal may exclude the student permanently or temporarily at her absolute discretion. No refund of fees will be granted.

If the Principal believes that a mutually beneficial relationship of trust and cooperation between a parent and the School has broken down, to the extent that it adversely impacts on that relationship, then the Principal may require the parent to remove the student from the School. No refund of fees will be granted.

Terms & Conditions

It must be noted that the terms and conditions set out in the prospectus documents, the Application Form, and all associated documents, may be altered or amended from time to time by St Andrew's School and any provisions subject to such amendments shall continue to apply (in amended form) during the whole period that a student continues to attend St Andrew's School.

Policies & Procedures

Once enrolled, the School will provide parents with access to the Parent Lounge which contains the School's main Policies and Procedures.

It must be noted that the Policies and Procedures, and any documents, may be altered or amended from time to time by St Andrew's School and any provisions subject to such amendments shall continue to apply (in amended form) during the whole period that a student continues to attend St Andrew's School.
Financial Arrangements

- A place reserved for a student may be offered to another applicant if the enrolment procedure and fee payments are not observed.

- Agree to pay promptly all tuition and other fees as required by the School as per the Schedule of Fees and Charges.

Early Learning Centre

- Early Learning Centre Tuition fees are invoiced fortnightly.

- Fees are due and payable 14 days from the date of the statement

Reception to Year 7

- A full Term’s notice, in writing, to the Principal is required for any withdrawal from the School.

- Places for new students and those students starting in Reception are secured by payment of a refundable Tuition Bond payable on invoice prior to the student commencing.

- The Tuition Bond will be deducted from the Year 7, Term 4 fees or refunded after one Term’s notice being given of the student leaving the School. (If notice is not received, the Tuition Bond will be forfeited)

- Reception to Year 7 Tuition fees are invoiced term-by-term and available through the Parent Lounge. Fees are due and Payable:
  > In full by the end of Week 2 of each Term, or
  > By 10 equal instalments (subject to prior arrangement only) payable on the first working day in each month, commencing February through to November each year.

- Payments not received by the due date, without prior arrangement, may be subject to loss of Sibling Discount or a 10% surcharge being applied to outstanding Fees and Charges.

- A student cannot commence a new term whilst fees and charges from the previous term remain unpaid, unless a satisfactory explanation is given and approved, in writing, from the Principal or Business Manager.

- The School requires 4 weeks notice of any changes to enrolments in co-curricular activities for the coming term/semester by the end of Week 8 of the prior term/semester. The applicable fee for a full term/semester will be payable if such notice is not given.*

- Parents and caregivers agree that in the event that they do not comply with the School’s fee policies, the School can take steps to recover monies owed, including professional debt collection action, and agree to pay the School’s costs or expenses incurred in the collection of overdue amounts.

- Parents and caregivers understand that no remission of fees, either whole or in part, will be made should the student be absent from School due to illness, leave or suspension.

- Payment methods, and other important information, are detailed on the Schedule of Fees and Charges provided.

- Fees and Charges are subject to alteration.

- Parents and caregivers agree that, in the event of illness or injury to the student necessitating urgent hospital and/or medical treatment, including injections, blood transfusions, surgery and the like, and if the parent or guardian is not readily available to authorise such treatment, the Principal or in her absence a responsible member of the School staff will give the necessary authority for such treatment without the School or such person incurring any legal liability to the parent or guardian or student in so doing.

- Parents and caregivers indemnify the School, its staff and agents from any legal responsibility for personal accident, loss of personal effects, including money belonging to the student.

- Parents and caregivers acknowledge that records will be held and used by St Andrew's School and any other organisations which function under the auspices of the School for any lawful activity.

- Parents and caregivers acknowledge that information may be provided to education authorities if required by law.

- Parents and caregivers authorise the School to obtain any information that may be necessary to achieve the purpose of educating the student.

* ‘Term’ as defined as a School Term of not less than 8 weeks duration within set dates as determined by the Association of Independent Schools South Australia (AISSA) guidelines. * ‘Semester’ is defined as two school terms, whereby Semester 1 represents Terms 1 & 2 and Semester 2 represents Terms 3 & 4 in a school year.

We thank you in advance for your commitment to our business arrangements which allows St Andrew's School to provide a stable and predictable educational future for our students.
# Application Form

## Student Details

<table>
<thead>
<tr>
<th>Surname</th>
<th>Given Names</th>
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<table>
<thead>
<tr>
<th>Preferred Name</th>
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<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>Country of Birth</th>
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<thead>
<tr>
<th>Gender</th>
<th>Male</th>
<th>Female</th>
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<tr>
<th>Language(s) Spoken at Home</th>
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Is the student of Aboriginal or Torres Strait Islander Origin?

- [ ] No
- [ ] Yes, Aboriginal
- [ ] Yes, Torres Straight Islander
- [ ] Yes, Both

<table>
<thead>
<tr>
<th>Proposed Academic Level of Entry</th>
<th>Proposed Year of Entry</th>
<th>Present Academic Year of Schooling</th>
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<table>
<thead>
<tr>
<th>Present School</th>
<th>Previous School</th>
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Religious Denomination

<table>
<thead>
<tr>
<th>Residency Status</th>
<th>Australian Citizen</th>
<th>Permanent Residency</th>
<th>Overseas</th>
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</thead>
<tbody>
<tr>
<td></td>
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</table>

Overseas and Permanent Residents to complete:

<table>
<thead>
<tr>
<th>Arrival Date</th>
<th>Passport number</th>
<th>Passport Expiry Date</th>
<th>Visa Code</th>
<th>Visa Expiry Date</th>
<th>English Proficiency</th>
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Please provide details of any special circumstances/special needs that may need to be taken into account by St Andrew's School when considering your child's application. This information is used to better assist your child. *(Should any information be highly confidential, please enclose the information in an envelope marked *Confidential – Principal only* and attach to this form).*

Please tick those items applicable & provide details:

### Has your child had any of the following assessments:

- [ ] Psychological
- [ ] Other assessment relating to learning

### Has your child received any of the following:

- [ ] Speech therapy
- [ ] Occupational therapy
- [ ] Development physiotherapy
- [ ] English as a second language
- [ ] Vision impairment support
- [ ] Individual teacher aid support
- [ ] Hearing impairment support
- [ ] Other support? Please detail

### Does your child have, or been diagnosed with:

- [ ] Special Dietary requirements
- [ ] Allergies
- [ ] Asthma
- [ ] Attention Deficit Hyperactivity Disorder
- [ ] Depression/Anxiety
- [ ] Diabetes
- [ ] Epilepsy
- [ ] Ear/hearing/auditory processing difficulties
- [ ] Gross or fine motor skill difficulties
- [ ] Heart Condition
- [ ] Respiratory problems

Other conditions/requirements/accidents/disabilities that the School should be aware of?

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<table>
<thead>
<tr>
<th>Parent/Caregiver 1</th>
<th></th>
<th>Parent/Caregiver 2</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Dr</td>
<td>Mr</td>
<td>Mrs</td>
<td>Ms</td>
</tr>
<tr>
<td>Given Names</td>
<td>Surname</td>
<td>Given Names</td>
<td>Surname</td>
</tr>
<tr>
<td>Nationality</td>
<td>Country of Birth</td>
<td>Nationality</td>
<td>Country of Birth</td>
</tr>
<tr>
<td>Address (home)</td>
<td></td>
<td>Address (home)</td>
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<tr>
<td>Telephone (home)</td>
<td>Telephone (mobile)</td>
<td>Email</td>
<td>Occupation</td>
</tr>
<tr>
<td>Employer</td>
<td>Telephone (business)</td>
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</tbody>
</table>

<table>
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<tr>
<th>Parent/Caregiver 1</th>
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<th></th>
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<tbody>
<tr>
<td>Dr</td>
<td>Mr</td>
<td>Mrs</td>
<td>Ms</td>
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<tr>
<td>Given Names</td>
<td>Surname</td>
<td>Given Names</td>
<td>Surname</td>
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<tr>
<td>Nationality</td>
<td>Country of Birth</td>
<td>Nationality</td>
<td>Country of Birth</td>
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<tr>
<td>Address (home)</td>
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<td>Address (home)</td>
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<td>Telephone (home)</td>
<td>Telephone (mobile)</td>
<td>Email</td>
<td>Occupation</td>
</tr>
<tr>
<td>Employer</td>
<td>Telephone (business)</td>
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</tr>
</tbody>
</table>

**Applicant lives with:**

- [ ] Both Parents
- [ ] Mother Only
- [ ] Father Only
- [ ] Caregiver
- [ ] Grandparents
- [ ] Other

**Applicant siblings who are currently or will be in the future, attending St Andrew's School**

<table>
<thead>
<tr>
<th>Name</th>
<th>Year</th>
<th>Level of Entry</th>
</tr>
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<tbody>
<tr>
<td>Name 1</td>
<td></td>
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<tr>
<td>Name 2</td>
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<tr>
<td>Name 3</td>
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</tbody>
</table>

**Applicant's relatives who are former St Andrew's School students**

<table>
<thead>
<tr>
<th>Name</th>
<th>Maiden Name/Name at School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name 1</td>
<td></td>
</tr>
<tr>
<td>Dates attended school</td>
<td>to</td>
</tr>
<tr>
<td>House</td>
<td></td>
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<tr>
<td>Name 2</td>
<td></td>
</tr>
<tr>
<td>Dates attended school</td>
<td>to</td>
</tr>
<tr>
<td>House</td>
<td></td>
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</tbody>
</table>
Early Learning Centre

Please indicate the preferred programme for your child

5 days [ ] Monday - Friday  
4 days [ ] Monday [ ] Tuesday [ ] Wednesday [ ] Thursday [ ] Friday  
3 days [ ] Monday [ ] Tuesday [ ] Wednesday [ ] Thursday [ ] Friday  

Note: ELC operates during school terms only

I/We hereby attach the following:

☐ A copy of our child's birth certificate
☐ A photocopy of our child's latest school report (if applicable)
☐ A copy of our Child's NAPLAN Test results (if applicable)
☐ Copy of educational and/or medical assessment report where relevant

☐ Copy of any Family Court Orders (if applicable)
☐ A copy of Concession/Health Care Card (if applicable)
☐ Copy of Visa (if applicable)
☐ Copy of Passport (if applicable)

I/We attach a cheque, money order or credit card details covering the application fee

Paying By [ ] Cheque/money order made payable to St Andrew's School [ ] Cash [ ] Amex [ ] Mastercard [ ] Visa

Card Number

Expire

Name on Card

Amount $

Signed

Date

Please Tick

☐ We hereby apply to St Andrew's School for the enrolment of our child.
☐ We understand that acceptance of this form by St Andrew's School does not constitute admission of the student, a place must be offered and accepted.
☐ We have read and understood all information contained within this document and agree to be bound by this, including the School's Regulations, Policies and Procedures as amended from time to time.
☐ We enclose our Application Fee. This fee is to cover administration costs and is non-refundable.
☐ We hereby declare that the information provided by us is true and correct.

Signature of Mother/Caregiver

Date

Name

Signature of Father/Caregiver

Date

Name

Information provided on this form will be used in accordance with the St Andrew's School Privacy Policy which can be found at standrews.sa.edu.au or requested from the School Office.

Please return this form to the Director of Enrolments & Marketing:
St Andrew's School
PO Box 87
Walkerville SA 5081

Office use only

<table>
<thead>
<tr>
<th>Application Fee</th>
<th>Confirmation Fee</th>
<th>Tuition Bond</th>
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<tbody>
<tr>
<td>$</td>
<td>$</td>
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<tr>
<td>Date: / / /</td>
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<tr>
<td>Receipt No:</td>
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</tbody>
</table>

Student Code

Family Code