



ENROLMENT APPLICATION

Please visit our website for further information www.pvs.wa.edu.au

Dear Parents/Guardians,

Thank you for your interest in enrolling your child at our school.

This is an important document and I request that you read this Application for Enrolment carefully as upon signing the *Enrolment Application* you agree to all that is outlined on our school policies, available on the school website www.pvs.wa.edu.au and/or have been given as hard copies from our reception. Please read all policies in conjunction with the Parent Handbook.

Pioneer Village School is a community school that focuses on developing each and every student's full potential. We recognise that parents are the most important teachers of their children, particularly with respect to the development of positive values that enable them to contribute proactively in our society. To further facilitate this vital work we provide educational programs that challenge and teach your children the skills required for lifelong learning. We also place importance on enabling children to develop an awareness and understanding of their own self-worth and the dignity of others, and see this as an important foundation for successful relationships and effective learning.

Parents please read this document fully prior to completing the "Application for Enrolment" form and be prepared and willing to:

- Abide by the School Constitution, policies and directions of the school
- Make a genuine commitment to support our school's educational program, acknowledging that PVS is a non-denominational private school
- Be positive role models for your children and for the other children who attend PVS
- Be collaborative and supportive toward all other families and students in the school
- Fully support the school and be actively involved in the life of the school community
- Work collaboratively and supportively with the Principal, staff, School Board

To make an application for enrolment, parents must supply a copy of the child's birth certificate, immunization certificate and all relevant application information as outlined. Upon unenrolment, confidential information will be disposed of within fourteen days.

I look forward to receiving your application.

Mrs Louise K Lont

Mrs Louise K Lont
Principal



ENROLMENT PROCEDURE

To apply for a position at this school, parents/guardians are required to complete and sign, the Enrolment Form. An application fee is payable by cash or cheque when lodging the application (refer to the current Fees, Charges and Arrangements letter).

Parents are advised that the completion of an Enrolment Application does not guarantee an immediate enrolment interview. Upon obtaining an interview, acceptance of a child into our school shall be subject to the family meeting school ideals and expectations and offered only where there is appropriate accommodation for the student.

If it can be demonstrated that you have withheld information relevant to the application or enrolment process, especially in relation to your child's individual needs, medical condition, health care requirements and/or Parenting Orders, then the enrolment may be refused or terminated.

When an interview with the Principal, or Principal nominee, has been arranged please bring your child to this meeting. Parents are also required to bring scholastic and legal documents including student reports, relevant specialist/consultant reports, parent access documents and restraining orders if applicable, birth certificates, health records, and relevant visas/passports.

During the interview and prior to offering a placement the Principal will consider the following:

- Date of application and existing class sizes
- Siblings of children already at PVS. Siblings, where possible, will be given first preference
- The nature of the child being considered in relation to the general nature of the class, and the general nature of the students as a whole at PVS
- The provision of professional and material resources required to respond to any specific needs of the student in order to assist the student as readily as possible upon entry into the school.
- The willingness of the family to support our school community, school board, Principal and staff
- The willingness of the family to support our ethos, philosophy, aims and strategic focus
- The willingness of the family to actively contribute wherever possible
- The willingness of the family to meet our school's ideals, policies, procedures, ethos and culture.

Family selection to our school, via the interview process, is at the discretion of the Principal who undertakes responsibility for the overall operations of the school on behalf of the school community. The Principal reserves the right to contact previous educational/other institutions the child may have attended.

Day-to-day enrolment decisions usually take up to a week, depending on the circumstances surrounding the application. Where large groups of students are being considered for enrolment (e.g. kindergarten), decisions may not be finalised until after all applicants have been interviewed.

Upon a successful interview, parents will be required to pay a non-refundable enrolment fee within 48 hours to hold the position plus one terms tuition fee. Families going on holidays during the year are expected to maintain full fee payments to ensure their child's position is held at the school.



ENROLMENT APPLICATION RETURN SLIP

Parent Return Information

DATE OF APPLICATION
DATE OF ADMISSION REQUIRED
YEAR LEVEL
FAMILY SURNAME
ADDRESS
POST CODE
HOME TELEPHONE
MARITAL STATUS
MAIN LANGUAGE SPOKEN AT HOME
SECOND LANGUAGE SPOKEN AT HOME
CAN PARENTS READ AND WRITE IN ENGLISH? YES/NO	

STUDENT'S DETAILS	MALE/FEMALE
GIVEN NAMES
PREFERRED NAME
DATE OF BIRTH
RELIGION
PREVIOUS SCHOOL
Year level (Current)
NATIONALITY
Country of Birth
Date of Arrival in Australia
Permanent Resident: Yes / No	
Type of Visa
Visa No
ABORIGINAL BUT NOT TORRES STRAIT ISLANDER ORIGIN	<input type="checkbox"/>
TORRES STRAIT ISLANDER BUT NOT ABORIGINAL ORIGIN	<input type="checkbox"/>
BOTH ABORIGINAL AND TORRES STRAIT ISLANDER ORIGIN	<input type="checkbox"/>
NEITHER ABORIGINAL NOR TORRES STRAIT ISLANDER ORIGIN	<input type="checkbox"/>

**PARENT GUARDIAN (1)**

NAME

ADDRESS

HOME PHONE.

MOBILE TEL

EMAIL ADDRESS.....

OCCUPATION

If self employed please specify:
.....

OCCUPATIONAL SKILL/TRADE/OTHER

EMPLOYER

BUSINESS TEL

NATIONALITY

RELIGION

PARENT GUARDIAN (2)

NAME

ADDRESS

HOME PHONE

MOBILE TEL

EMAIL ADDRESS.....

OCCUPATION

If self employed please specify:
.....

OCCUPATIONAL SKILL/TRADE/OTHER

EMPLOYER

BUSINESS TEL

NATIONALITY

RELIGION

SIBLINGS AT PVS

If so, please provide the name and year level of your child/children.

Name/s	Year level
Name/s	Year level
Name/s	Year level

KINDERGARTEN ONLY

Do you have children currently at another school Yes No

If successful in enrolling your child/children into our Kindergarten or Pre Primary programs do you intend for your child/children to continue at Pioneer Village School throughout the primary grades. Yes No

EMERGENCY INFORMATION

First Emergency Contact Ph

Relationship to child

Second Emergency Contact Ph

Relationship to child



Doctor
Name of Surgery Ph
Address of Surgery
.....
Medicare Number
Ambulance Cover YES/NO
Ambulance Cover Number
Private Health Fund YES/NO
Private Health Name and Acct Number

SPECIALIST MEDICAL REQUIREMENTS

This record is to be completed by parents/guardians in order that the school is equipped with all the information required relating to any specific health symptoms, triggers, medications and emergency treatments.

Child's Condition
Child's symptoms (E.g. cough)
.....
Triggers (E.g. pollens, exercise, bee stings)
.....

Drugs for administration should be delivered to the school Reception staff. The school will prepare a student medication record and store the drugs in a secure place. All drugs should be contained in properly labeled containers, showing the name of the drug, the name of the students and the appropriate dose and frequency.

NOTE: A written letter of authorisation from the parent to the school is required before any medication can be administered by a staff member.

Children with ASTHMA or ANAPHALAXIS must provide a medical plan signed off by the doctor. Parents must ensure medication is in date and readily available
Additional Information should be attached to this document for school records.

IMMUNISATION AND BIRTH CERTIFICATE

Fully completed copies of Immunisation Records and Birth Certificate must be attached to the application form.



BEHAVIOUR AND SOCIAL DEVELOPMENT

ACADEMIC ABILITY SUMMARY

- Well Above Average Above Average Average Below Average Struggling at School

What do you see as being your child's strengths (please include academic, creative, artistic, sporting, musical, theatrical and any other strengths).

.....
.....
.....

Please indicate any learning or developmental or behavioural difficulties that your child may be experiencing. Please include any special assistance your child may have received and/or is currently receiving as well as any professional advice you have been offered concerning your child's learning development.

.....
.....
.....

Please bring your child's latest school reports to the interview

PARENTAL COURT ORDERS

If Court Orders pertain to your child please bring this to the attention of the Principal upon initial interview. Any Court Orders pertaining to the children must be copied and placed on your child's school file.

ACCOUNT ADDRESS (Accounts should be sent to the following address)

Parent/Guardian
Address
Email Address
Contact Number



ENROLMENT AGREEMENT - SIGNATURE PAGE

Enrolment and Enrolment Application

I/We have read, understood and accept the full contents outlined in the attached document entitled *Enrolment Application and have read all school policies of Pioneer Village School.*

I/we agree to support and meet all non-optional extra curriculum costs and be jointly and severally liable for all fees.

I/we acknowledge that notice of withdrawal must be forwarded in writing to the Principal at least one full term in advance. Failure to provide such notice will result in an additional full term's tuition fee being charged. A Letter of Acknowledgement will be issued to confirm your Notice of Withdrawal.

I/we understand that our child is not legally permitted to partake in a Kindergarten Four-Year-Old program in more than one school/educational institution at the same time.

I/we acknowledge that Pioneer Village School may forward information to parents in a variety of ways including SMS, Skoolbag, Email, text, telephone, mobile and other forms of electronic and written communication.

I/we acknowledge that it is our responsibility to advise the school of any changes to contact details.

I/we have completed this application form fully and to the best of my/our knowledge.

I/we acknowledge and accept that if it can be demonstrated that I/we have withheld or falsified information relevant to the application/enrolment process, especially in relation to this student's individual needs, medical conditions, health care requirements or legal concerns, then the enrolment may be refused or terminated.

Health Agreement

I/we authorize school staff to seek medical treatment for my child should he/she require. I understand in an emergency an ambulance may be called to assist my child and the cost will be borne by the parent. I will comply with school policy in regard to addressing the medical needs of my child and will notify the school in writing if there are any changes to instructions.

Media Images Agreement

This Permission Slip extends for the full period your child is enrolled at Pioneer Village School. If you wish to change your preferences your instruction must be received in writing.

I/we give permission for my child's image to be used for school purposes, utilising communication mediums including but not limited to: School website, CD-ROMS, DVD's, videos, photographs, Skoolbag, apps, email, SMS or any other digital mediums. School newsletters, school magazines, Year Book, Articles for the "West Australian" and community newspapers or other commercial or community-based papers and magazines and other promotional or communication material associated with Pioneer Village School.

I/we acknowledge that as parents attending an excursion, incursion or any school event are to ensure that no photos, videos, or other images of students, or student names, are placed on any shared sites – electronic or otherwise – without the explicit agreement of all the parents of students in the photos/videos/images concerned.

I/we give permission for my child's first name only or initials (where deemed appropriate by the school) to be used for school purposes utilising commercial and community-based mediums including those listed above. The exceptions to this are commercial and community magazines, commercial and community newspapers and our school Year Book where full names are likely to be required.



Digital Media Agreement

I/we give permission for my child/children to access the internet, email, mobile phone, tablets or other digital media whilst in the presence of a supervising teacher or teacher assistant for educational purposes.

I/we acknowledge that unless permission is given by the supervising teacher or school administration a mobile phone is not to be used by my child/children between the hours of 8:10am and 3:15pm or at any other times and locations where my child is attending a school-related activity or function.

I/we acknowledge that student work that is authorised by the teacher or administration may be published with the student’s first name, within the school community or externally via hard copy, media, internet, email or other electronic medium.

I/we acknowledge and accept that Pioneer Village School and its agents and employees may use photographs and/or audio-visuals of the students and/or their work involved in school - based activities for use in any publication, on display boards, in any electronic form or media or for any school use whatsoever, and I/we fully understand the contents, meaning and impact of this release.

I/we hereby waive any right to inspect or approve the finished photographs, electronic images or final compositions that may be used in conjunction with them now or in the future, whether those uses are known to them or unknown, and waive any right to royalties or other compensation arising from or relating to the use of photographs or other audio-visual images.

I/we hereby agree to release, defend, and hold harmless Pioneer Village School and its agents or employees, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claims, damages or liability arising from or related to the use of the photographs, including but not limited to any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

Volunteer Agreement

I/we declare that I/we do not have any circumstances, reasons or convictions that might preclude my working with or near children. If our circumstances change that affects this declaration, I/we will inform you immediately.

I/we agree to be bound by the School’s Volunteering Policy and to act in accordance with the School’s values.

I/we have read all school policies and would like to give permissions for the school to implement the following programs and procedures, Enrolment Application, Health Agreement, Media Images Agreement, Digital Media Agreement and Volunteer Agreement, as outlined above.

I/we have itemised below any special circumstances that pertain to our child in which I/we do not endorse the implementation of specifics in the above agreements.

.....

Signature of Parents / Guardians (both parents must sign):

Parent or Guardian (1) Date.....

Parent or Guardian (2) Date.....



OFFICE USE ONLY

Student Name:

Date of Admission Year Level

Transfer Note Sent Date

Application Fee Paid Date

Enrolment Fee Paid Date

Birth Certificate Supplied Yes/No

Immunisation Certificate Supplied Yes/No

Most Recent School Report Supplied Yes/No

Parent Agreement Signature Page Complete Yes/No

Court Orders Supplied Yes/No or NA

Data Collection Form Yes/No



WHAT ATTRACTED YOU TO OUR SCHOOL

Student Name:

Date:

Recommended by a parent currently at our school. Please indicate the name of the family.

Name of Family _____

Recommended by a parent who has since left our school. Please indicate the name of the family:

Website _____

Posters. Please indicate location: _____

In the mail box _____

School Displays. Please indicate location: _____

School Performances or Activities.
Please indicate location: _____

Newspapers. If possible, please indicate:

Name of the newspaper _____

If a School advertisement?

If a feature article about the school?

If a combination of both?

School marketing tent at community and other functions.
Please indicate the function: _____

Magazines/Directories. Please indicate which magazine/directory: _____

Open Day Banner located at school entrances.

Noticed the school when visiting Pioneer Village

Recommended by member of staff.

Recommended by children at the school.

Other: