



## APPLICATION FOR ENROLMENT

Pioneer Village School is a non-denominational private school that prides itself on providing an education that meets the needs of **all children**. Our goal is to have all our students fulfil their potential – regardless of their starting point. We thank you for your interest in our school and encourage all families to go to our website and read our Vision and Mission statement.

This package of information will guide you through the application process for students wishing to attend Pioneer Village School. To apply for a position at this school, please complete the enrolment form and return with the following documents attached.

- Enrolment form
- \$60 Non-refundable Application Fee
- Copy of your child's Birth Certificate
- Immunisation records (no older than 2 months) If not immunized - a copy of Australian Childhood Immunisation Register (ACIR) Exemption Form
- Latest NAPLAN Report (if applicable)
- Medical Plan(s)
- Latest School Report
- Copy of Court Orders (if applicable)
- Australian Citizenship Certificate or appropriate Visa Information, including sighting of current Passport (only for parents and children born outside of Australia).

Parents are advised that the completion of an Enrolment Application does not guarantee an immediate enrolment interview. 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.

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 of \$395 within 48 hours to hold the position.

I look forward to receiving your application.

Yours Sincerely,

*Louise Lont*

Mrs Louise Lont  
PRINCIPAL

# ENROLMENT APPLICATION RETURN SLIP

## *Parent Return Information*

**DATE OF APPLICATION** .....

**DATE OF ADMISSION REQUIRED** .....

**YEAR LEVEL REQUIRED** .....

FAMILY SURNAME .....

ADDRESS .....

SUBURB .....

POST CODE .....

HOME TELEPHONE/MOBILE .....

MARITAL STATUS .....

MAIN LANGUAGE SPOKEN AT HOME .....

SECOND LANGUAGE SPOKEN AT HOME .....

CAN PARENTS READ AND WRITE IN ENGLISH? YES/NO

<b>STUDENT'S DETAILS</b>	MALE/FEMALE
GIVEN NAMES AND SURNAME .....	
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)**

FULL NAME .....

ADDRESS .....

SUBURB .....

POSTCODE .....

CONTACT NO .....

MOBILE TEL .....

EMAIL ADDRESS.....

OCCUPATION .....

If self-employed please specify:

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OCCUPATIONAL SKILL/TRADE/OTHER

EMPLOYER .....

BUSINESS TEL .....

NATIONALITY .....

RELIGION .....

DATE OF BIRTH .....

ACCOUNT TO THIS PERSON Yes  No

SPLIT ACCOUNTS? Yes  No

**PARENT/GUARDIAN (2)**

FULL NAME .....

ADDRESS .....

SUBURB .....

POSTCODE .....

CONTACT NO .....

MOBILE TEL .....

EMAIL ADDRESS.....

OCCUPATION .....

If self-employed please specify:

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OCCUPATIONAL SKILL/TRADE/OTHER

EMPLOYER .....

BUSINESS TEL .....

NATIONALITY .....

RELIGION .....

DATE OF BIRTH .....

ACCOUNT TO THIS PERSON Yes  No

**EMERGENCY INFORMATION – OTHER THAN PARENT**

Emergency Contact ..... Ph .....

Relationship to child .....

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 Acc Number .....

**SIBLINGS AT PVS**

Sibling enrolments take priority over other enrolments. Please provide the name and year level of your child/children.

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

**KINDERGARTEN ONLY**

Do you have siblings currently at another school . Yes  No

Is this child currently enrolled at another school? Yes  No

If yes, please provide details .....

**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 labelled 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 management plan signed by the doctor. Parents must ensure medication is in date and readily available - *Additional Information should be attached to this document for school records.*

PVS recognizes that some parents do not wish their children, or there may be a medical reason as to why their child cannot be immunized. If a student has not been immunized, the parent should provide a copy of their 'Australian Childhood Register (ACIR Exemption Form' completed by an eligible health professional upon enrolment.

**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**

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

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.....  
.....

Please indicate any learning or developmental or behavioral 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.

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.....

*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.

# 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 committed to upholding all school policies of Pioneer Village School.*
- I/we understand that we are jointly and severally liable for all fees.
- I/we understand that I/we will be invoiced annually for school fees as per *school fee schedule* and will pay fees in a timely manner/ set up a payment plan if necessary.
- I/we will be liable for any fees incurred if I/we fail to pay our school fees in the school year.
- I/we acknowledge that notice of withdrawal must be forwarded in writing to the Principal at least one full term in advance (10 weeks in advance of term of leaving). 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.
- I/we understand that the school's enrolment practices comply with the School Education Act 1999, the Disability Discrimination Act 1992 and the Disability Standards for Education 2005.

## 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.
- I/we give permission for school staff to administer requested medication with written instructions.
- I/We will supply a Health Management Plan signed by my GP for diagnosed health conditions.
- I will inform the school of any changes to health management plans as soon as possible.

## 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.

## Privacy Notice

### Privacy Collection Notice

Under the Privacy Act (the Act) Pioneer Village School is required to provide you with certain information as to how we protect your privacy and how we comply with the requirements of the Act and the 13 Australian Privacy Principles (APP's). This information is set out in our Privacy Policy which is available on the school public website [www.pvs.wa.edu.au](http://www.pvs.wa.edu.au) and also available upon request in hard copy from the school office.

Our Privacy Policy describes;

- who we collect information from;
- the types of personal information collected and held by us;
- how this information is collected and held;
- the purposes for which your personal information is collected, held, used and disclosed;
- how you can gain access to your personal information and seek its correction;
- how you may complain or enquire out about our collection, handling, use or disclosure of your personal information and how that complaint or inquiry will be handled;
- whether we are likely to disclose your personal information to any overseas recipients; and
- permission to use VEVO to check Visa entitlements during period of enrolment.

We strongly recommend that you read our Privacy Policy and if you have any queries with respect to its content you should contact the school.

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

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

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

SPEICAL CIRCUMSTANCES

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# WHAT ATTRACTED YOU TO OUR SCHOOL?

Student Name:

Date:

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

Name of Family \_\_\_\_\_

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

\_\_\_\_\_

- Bill Boards

- 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.

- Casually walking through the school.

- Noticed the school when visiting Pioneer Village

- Recommended by member of staff.

- Recommended by children at the school.

- Television

- Radio

- Website

- Facebook

- Other: