



Saint Stephen's College

# Application for Enrolment

Prep to Year 12

Developing character,  
inspiring hope



## APPLICATION FOR ENROLMENT

### STUDENT APPLICANT'S DETAILS

Surname: \_\_\_\_\_

First name: \_\_\_\_\_

Other name(s): \_\_\_\_\_

Preferred name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Gender (male/female/other): \_\_\_\_\_

Country of birth: \_\_\_\_\_

Date of arrival if born overseas: \_\_\_\_\_

Religion: \_\_\_\_\_

Residential address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

State: \_\_\_\_\_ Post code: \_\_\_\_\_

Postal address (if different from above): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

State: \_\_\_\_\_ Post code: \_\_\_\_\_

Is your child of Aboriginal or Torres Strait Islander  Yes  No  
origin?

\*Please specify:

Yes, Aboriginal and Torres Strait Islander  Yes, Aboriginal  
 Yes, Torres Strait Islander

### RESIDENCY STATUS

Yes  No

Is your child an Australian Citizen? \_\_\_\_\_

\*If your child is not an Australian Citizen, does he/she have Permanent Residency status?  Yes  No

\*If No, is your child in Australia on a temporary visa?  Yes  No

\*Please specify and attach the type of visa and country stated in Passport: \_\_\_\_\_

### To be completed by international students or students on subclass visas

Agent or on-shore representative of family: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile number: \_\_\_\_\_

Further information on international students, click [here](#)

### CURRENT SCHOOL, PREVIOUS SCHOOL, PRESCHOOL, EARLY LEARNING CENTRE

Has your child attended any previous school, preschool, child care or early learning centre?  Yes  No

\*Please provide details of current school and past educational institutions:

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

Attendance and dates: \_\_\_\_\_

### ENROLMENT

Present year level: \_\_\_\_\_

Proposed year level of entry into Saint Stephen's College: \_\_\_\_\_

Proposed term and year of entry into the College: \_\_\_\_\_

### STUDENT PROFILE

The information sought in this section will assist the College to make an informed decision with respect to our ability to meet your child's needs, including the feasibility of any reasonable adjustments that may be required. Your responses to these questions will be treated in accordance with our Privacy Policy, which can be found on the College website in the Resources section, click [here](#)

Does your child speak a language other than English at home?  Yes  No

\*Please specify: \_\_\_\_\_

For the purpose of assessing possible English Other Language (EOL) support, please indicate your child's proficiency in English:

Fluent  Good  Satisfactory  Poor

Please advise of any educational support which may be required for your child: \_\_\_\_\_

Does your child have any identified learning needs?  Yes  No

\*Please specify: \_\_\_\_\_

Intellectual (e.g. learning disorder, speech/language delays)  
 Behavioural (e.g. ADHD, Autism Spectrum Disorder)  
 Physical (e.g. Asthma, Diabetes, Epilepsy, speech impediment)  
 Social/Emotional

\*Has your child ever received learning support assistance?  Yes  No

*(Ongoing assistance for the child and/or teacher provided by a specialist teacher, psychologist or other suitably trained professional practitioner)*

Do you have a report from a practitioner or specialist?  Yes  No  
If so, please upload [here](#)

Has your child ever undertaken a 'Verification/EAP' process?  Yes  No

*(Verification/EAP process is based on an educational need arising from an identified learning difficulty. It is a collaborative decision-making process used to recommend the level of adjustments needed by students with learning difficulties. The education support is provided by or accessed through specialist teaching personnel).*

\*Please specify: \_\_\_\_\_

Has your child ever been on an Individual Education Plan (IEP). If so, please upload [here](#)  Yes  No

Has your child been involved in any social or behaviour management programs?  Yes  No

\*Please specify: \_\_\_\_\_

Has your child ever been accelerated (skipped a year)?  Yes  No  
\*Which year? \_\_\_\_\_

Has your child ever repeated a year? If yes, which year?  Yes  No  
\*Which year? \_\_\_\_\_

Has your child participated in a learning enrichment program? (e.g. Gifted and Talented or accelerated program).  Yes  No

\*Please specify: \_\_\_\_\_

Does your child have a medical, congenital or developmental condition that could affect our duty of care?  Yes  No

\*Please provide details including diagnosis and date: \_\_\_\_\_

## APPLICATION FOR ENROLMENT

All relevant documentation about the student's needs are to be included in the application and assessed by the Principal or relevant learning enhancement support staff, before the finalisation of the enrolment process.

Does your child have any allergies?  Yes  No

\*Please specify:

### ASSOCIATION WITH SAINT STEPHEN'S COLLEGE

Does your child have siblings who currently attend our College?  Yes  No

\*Please identify the name of the current sibling and year level:

Name of sibling – current student Year level

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Does your child have siblings who attended in the past?  Yes  No

\*Please identify the name of the past sibling and the year they left:

Name of sibling – past student Year left

1. \_\_\_\_\_

2. \_\_\_\_\_

Does your child have siblings who will apply to attend Saint Stephen's College in the future?  Yes  No

\*Please identify the name of the sibling and the year they will commence:

Name of sibling to attend Year level and year of entry

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Does your child have any other association with Saint Stephen's College? (for example, cousins, grandparents)  Yes  No

Please provide details:

\_\_\_\_\_

\_\_\_\_\_

### PARENT/LEGAL GUARDIAN DETAILS

#### Parent 1/Legal Guardian – Relationship to the student:

Title: \_\_\_\_\_ Name in full: \_\_\_\_\_

Best contact number: \_\_\_\_\_

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

Residential address: \_\_\_\_\_

\_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Postal address (if different from above): \_\_\_\_\_

\_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Do you speak a language other than English at home?  Yes  No

What is the highest school year you have completed?

Year 12 or equivalent  Year 10 or equivalent

Year 11 or equivalent  Year 9 or equivalent or below

\_\_\_\_\_

What is the level of the highest qualification you have completed?

Bachelor degree or above  Certificate I to IV (including trade cert)

\_\_\_\_\_

Diploma or advanced diploma  No non-school qualifications

\_\_\_\_\_

Please select a profession which best describes your current occupation from the occupation group list (*an expanded list can be found on the College website in the Enrolments section*) click [here](#)

\_\_\_\_\_

**Group 1/Code 1** elected officials, senior executives/manager, management in large business organisations, government administration and defence, and qualified professionals

\_\_\_\_\_

**Group 2/Code 2** other business managers/professionals and associate professionals

\_\_\_\_\_

**Group 3/Code 3** trades people and advanced/intermediate clerical, office, sales, carer and service staff

\_\_\_\_\_

**Group 4/Code 4** machine operators, sales/office/ service/hospitality staff, assistants, labourers and related workers

\_\_\_\_\_

If you are **not** currently in paid work, but have had a job or retired in the last twelve months, please use your last occupation.

\_\_\_\_\_

**Code 8** you have **not** been in paid work in the last twelve months

\_\_\_\_\_

#### Parent 2/Legal Guardian – Relationship to the student

Title: \_\_\_\_\_ Name in full: \_\_\_\_\_

Best contact number: \_\_\_\_\_

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

Residential address: \_\_\_\_\_

\_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Postal address (if different from above): \_\_\_\_\_

\_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Do you speak a language other than English at home?  Yes  No

\*Please specify:

\_\_\_\_\_

What is the highest school year you have completed?

Year 12 or equivalent  Year 10 or equivalent

Year 11 or equivalent  Year 9 or equivalent or below

\_\_\_\_\_

What is the level of the highest qualification you have completed?

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Please select a profession which best describes your current occupation from the occupation group list (*an expanded list can be found on the College website in the Enrolments section*) click [here](#):

\_\_\_\_\_

**Group 1/Code 1** elected officials, senior executives/manager, management in large business organisations, government administration and defence, and qualified professionals

\_\_\_\_\_

**Group 2/Code 2** other business managers/professionals and associate professionals

\_\_\_\_\_

**Group 3/Code 3** trades people and advanced/intermediate clerical, office, sales, carer and service staff

\_\_\_\_\_

**Group 4/Code 4** machine operators, sales/office/service /hospitality staff, assistants, labourers and related workers

\_\_\_\_\_

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If you are **not** currently in paid work, but have had a job or retired in the last twelve months, please use your last occupation.

**Code 8** you have **not** been in paid work in the last twelve months  
With whom does the College communicate regarding this application?

- Parent 1/Legal Guardian
- Parent 2/Legal Guardian
- Both

(Please tick one box only)

### COLLEGE POLICIES

College policies are available in the Resources section of the College's website click [here](#)

### HOW DID YOU HEAR ABOUT US?

- Media ad
- Local knowledge
- Word of mouth
- Website/email
- Social media
- Agent
- Current parent
- Staff
- School guides
- Internet advertising

When considering your child's education, what are your top three reasons for applying to Saint Stephen's College:

- Academic results
- Education program
- School culture
- Sporting facilities and opportunities
- Music facilities and opportunities
- Quality of teachers
- Wellbeing program
- Family connections
- Scholarship
- Location
- Faith

### CERTIFICATION

As parents(s)/legal guardian(s) of my/our child applying to enrol at Saint Stephen's College, I/we certify that all information given in this Application for Enrolment form is correct and complete and that I/we will notify the College immediately of any changes.

Signed:

Parent 1/Legal Guardian:

\_\_\_\_\_

Date:

\_\_\_\_\_

Signed:

Parent 2/Legal Guardian:

\_\_\_\_\_

Date:

\_\_\_\_\_

### FINAL CHECKLIST

#### Supporting Documentation

The following documentation **MUST** accompany this Application for Enrolment. If documents are not in English, they need to be translated and notarised by an appropriate authority:

- Copy of your child's birth certificate, Permanent Residency Visa, Certificate of Australian Citizenship, or Passport (whichever applies)
- Copies of school reports for two years and NAPLAN results (where applicable)
- Supporting documentation (practitioners and specialists reports, Parenting Plans, Specific Issues Orders, Consent Orders (relating to residence/contact) or Care and Protection Orders in place that may affect your child's application (where applicable)
- Principal's reference
- If English is your second language, evidence of English proficiency
- Non-refundable application fee of \$50

### PAYMENT DETAILS

#### Credit Card:

For credit card payment, please contact the Accounts Department direct on +61755738686.

#### Direct Deposit:

BSB: 084917  
Account Number: 538719615  
Account Name: Saint Stephen's College Limited  
Bank: NAB

#### International Transfers:

For international transfers, please use the SWIFT Code: NATAAU3303M

**Reference: when making payment, please state your child's full name**

| Office use only         |
|-------------------------|
| Parent Code:            |
| Student Code:           |
| Date paid:              |
| Amount:                 |
| Receipt number:         |
| Initial of SSC Officer: |