COLLEGE ENROLMENT APPLICATION

NT CHRISTIAN SCHOOLS

ARALUEN CHRISTIAN COLLEGE | GÄWA CHRISTIAN SCHOOL | MARRARA CHRISTIAN COLLEGE | NHULUNBUY CHRISTIAN COLLEGE | NT CHRISTIAN COLLEGE | PALMERSTON CHRISTIAN COLLEGE | SATTLER CHRISTIAN COLLEGE

For clarity of our enrolment terms and requirements, please review the following information on our website.

Who is NT Christian Schools
Why Christian Education
Our Curriculum Approach
Fee Policy and College Fee Schedule
Privacy Protection Policy
Behaviour and Culture Management Policy
Student Code of Conduct
Parent, Visitor, Volunteer and Contractor Code of Conduct

Select the College campus you are applying to attend:

☐ **ARALUEN** (Alice Springs) ☐ **MARRARA** (Darwin) ☐ **NHULUNBUY** (Nhulunbuy) ☐ **PALMERSTON** (Darwin/Palmerston) ☐ **SATTLER** (Rural Darwin)

Preferred Enrolment Commencement:

Date: **Year / Grade:**

Part A: Student's Details	
First/Given Name: (as on Birth Certificate)	**Last/Surname:** (as per Birth Certificate)
Preferred Name:	**Biological Sex:** Select from menu
Date of Birth:	**Country of Birth:**
Place of Birth:	**Australian Citizen:** ☐ Yes ☐ No
If not an Australian Citizen, what is the student's nationality:	
Does the student identify as Aboriginal or Torres Strait Islander: ☐ No ☐ Aboriginal ☐ TSI	
If Aboriginal or TSI, name of home community:	
• The College will need to sight the student's Birth Certificate (or certified copy) at the Enrolment interview. • If the student applicant is over 18 years of age, they must provide a National Policy Check with their application. Apply via SAFE NT Online Applications - National Police Check, select for Volunteer option. Some criminal charges may exclude an applicant from enrolment.	
• If student is not an Australian Citizen, please provide Passport and Visa details. These must be sighted at the Enrolment interview and anytime they are updated or changed. If visa is a bridging visa, the original subclass must be provided. Some visa types may prevent enrolment with NT Christian Schools.	
Passport #: **Country Issued:**	**Issue Date:** **Expiry Date:**
Visa type / Subclass number:	**Issue Date:** **Expiry Date:**
Language(s) other than English spoken at home:	
The student lives with: ☐ **Both parents** ☐ **Mother** ☐ **Father** ☐ **Other:**	
Student's Primary Residence:	
(If relevant) **Student's Secondary Residence:**	
(If different to primary residence) **Student's Postal Address:**	

Is there a court order or parenting plan in relation to this student? ☐ Yes ☐ No *If yes, please provide a copy*

Current or previously attended school or ELC:

Current or previous school /ELC address:

Period of Enrolment at this school or ELC:

Please provide a copy of last two (2) school semester reports and NAPLAN reports (where relevant).

If your current school uses Compass *school management system, if you are offered enrolment, advise your school, your child will be attending* ***NT Christian Schools*** *(the name of our compass platform) so records can be digitally transferred.*

Immunisation:

Proof of immunisation records are required for Transition to Year 6 enrolment.

In the absence of proof of immunisation records, the student will be recorded as 'immunisation not complete' and may be excluded from school in the situation of disease / illness breakout.

Support Needs

Please indicate if the student is currently receiving, or you believe they may require support for any of the following:

☐ Autism	☐ Behaviour challenges	☐ Development delays	☐ English as an additional language or dialect
☐ English language support	☐ Fine-motor challenges	☐ Gross-motor challenges	☐ Hearing impairment
☐ High Potential / Gifted	☐ Intellectual impairment	☐ Learning difficulties	☐ Literacy support
☐ Mental Health	☐ Numeracy support	☐ Physical disability	☐ School refusal
☐ Social/emotional support	☐ Visual impairment	☐ Other:	

Please provide details. (if the student has or previously had a support or learning plan, please provide a copy).

Health

Please indicate if the student has any of the following development or health concerns.

Please provide copies of medical or diagnostic reports, support plans or action plans.

☐ Acquired brain injury	☐ ADHD	☐ Allergies *(see Allergy section)*	☐ Asthma
☐ Diabetes	☐ Eczema	☐ Epilepsy	☐ Fetal Alcohol Syndrome
☐ Genefic Disorder	☐ Heart conditions	☐ IBS or similar	☐ Mental health condition
☐ Frequent ear / sinus/ tonsil / throat infections		☐ Other:	

Please advise the following:

Has a doctor diagnosed this condition?	☐ **Yes**	☐ **No**	
Has the student been hospitalised due to this condition?	☐ **Yes**	☐ **No**	
Does the student have an action or medical care plan?	☐ **Yes**	☐ **No**	*If yes, please provide a copy*
Does the student receive NDIS funding?	☐ **Yes**	☐ **No**	*If yes, please provide details below*
Does the student require prescribed medication for this condition?	☐ **Yes**	☐ **No**	*If yes, please provide details below*

Please provide details and any health information to assist the College in managing the health care of your student:

Please note; Prescription Medication can only be administered by the College when required documents have been submitted and prescription medication is provided in their original packaging with a dispensing label showing student name.

Allergies – *if your student does not have allergies, please proceed to next question.*

Name student's allergies (these can include insect stings, food, medications, other).

Please indicate the following:

Has a Doctor diagnosed this allergy? ☐ **Yes** ☐ **No**

Has the student been hospitalized due to this allergy? ☐ **Yes** ☐ **No**

Is this a sever allergy? *ie: Anaphylaxis is a severe, potentially life-threatening allergic reaction.* ☐ **Yes** ☐ **No**

Is there an action plan for Anaphylaxis or allergy reaction? ☐ **Yes** ☐ **No** *If yes, please provide a copy*

Has student been prescribed an adrenaline auto injector? ☐ **Yes** ☐ **No** *If yes, injector & action plan must be supplied*

Does student require other medication for this allergy? ☐ **Yes** ☐ **No** *If yes, please provide details below*

Please provide details:

Media Permissions

Images and recordings of students and their work are protected by law and NT Christian Schools **Privacy Protections Policy**, (please see sections 4.5 and 4.6 in particular). In summary:

- The College uses photos and recordings of students and their work for essential operational, duty of care, educational, reporting and record-keeping purposes.
- Student's surnames are not included in internal or external publications (except in the yearbook and class photo).
- Parents / Guardians can provide permission for photos and recordings of their child and their work to be used in:
  - *Internal publications* shared only within the campus community, this may include SeeSaw app, campus newsletters, yearbook and class photo.
  - *External publications* such as social media, local newspapers, annual reports, and public displays.
- Parents/Guardians may change permissions if needed by writing to the College administration team.
- Photos and recordings of students and their work will only be used in promotional resources when parent/guardian permission is granted.

Please indicate the following:

I give permission for images and recordings of my child and their work to be published in:

- **Internal publications** *(see above for explanation)*: ☐ **Yes** ☐ **No**
- **External publications** *(see above for explanation)*: ☐ **Yes** ☐ **No**

Siblings (under 18 years old)

Name	**Age** (Yrs)	**School** (if preschool age or older)	**Grade**

Do you wish to enrol any siblings with NT Christian Schools in the future? **Yes** **No**

Tell us about the student:

Does the student have favourite subjects, topics of interest, special talents, hobbies or skills? Can they speak multiple languages, do they play sport, learn a musical instrument, belong to a club? What are they looking forward to or nervous about in regard to school?

Why are you applying for enrolment at this College?

Was your awareness of the College because of:

- ☐ **Student's parent is a past student**
- ☐ **Family member was a past student**
- ☐ **Social media promotion**
- ☐ **Connection with other families**
- ☐ **College's connection with church**
- ☐ **Attended a College event**
- ☐ **Connection with a staff member**
- ☐ **Newspaper / radio / tv promotion**
- ☐ **College's local reputation**
- ☐ **Attended other Christian schools**
- ☐ **Internet search for local school**
- ☐ **College is in my local area**

An independent student is a student over 16 years of age who can prove they:

- **Have been assessed as independent by Centrelink; or**
- **Are not living at home or being supported by parents, Guardians or a suitable adult.**

If you are recognised as an independent student, please provide supporting documentation.

Part B: Parent / Guardian Details

The information requested in this section is used by NT Christian Schools for supporting the education and wellbeing of the student. Some information is required to be collected and provided to government agencies for several purposes, including allocation of school funding, performance bench marking and national reporting. Please complete all details as reasonably able. All information provided is used and protected in accordance with NT Christian Schools Privacy Protection Policy

In regard to occupation – if you have stopped work within in the past 12 months, use the information, provide title of previous role.

Part B: Parent / Guardian Details - Family 'A'		
Details	**Parent / Guardian 1**	**Parent / Guardian 2**
First/Given Name:		
Last/Surname:		
Preferred Title:		
Mobile:		
Home phone:		
Work phone:		
Email Address:		
(If different to student) **Residential Address:**		
(If different to student) **Postal Address:**		
Relationship to Student:		
Australian Citizen:	☐ Yes ☐ No	☐ Yes ☐ No
Country of Birth:		
Nationality:		
Do you identify as:	☐ Aboriginal ☐ Torres Strait Islander	☐ Aboriginal ☐ Torres Strait Islander
Language(s) spoken:		
Preferred language:		
Occupation:		
Employer:		
Highest school grade completed:	Select from menu	Select from menu
Highest tertiary studies completed:	Secect from menu	Secect from menu
Currently /formerly served Australian Defence Force:	☐ Yes ☐ No	☐ Yes ☐ No
This Parent / Guardian would like to receive or be contacted regarding the following:	☐ Late/unexplained absence notice	☐ Late/unexplained absence notice
	☐ Student semester reports	☐ Student semester reports
	☐ General College communications	☐ General College communications
	☐ Giving permission for excursions / camps	☐ Giving permission for excursions / camps
	☐ Notices regarding student wellbeing and behaviour	☐ Notices regarding student wellbeing and behaviour
	☐ If the student becomes unwell at school	☐ If the student becomes unwell at school
This Parent / Guardian will be responsible for paying school fees.	☐ Yes ☐ No %	☐ Yes ☐ No %
	Parents/Guardians responsible for fees must sign the *Agreement to Enrolment Terms* section.	

Part B: Parent / Guardian Details - Family 'B' *(were relevant)*		
Details	**Parent / Guardian 1**	**Parent / Guardian 2**
First/Given Name:		
Last/Surname:		
Preferred Title:		
Mobile:		
Home phone:		
Work phone:		
Email Address:		
(If different to student) **Residential Address:**		
(If different to student) **Postal Address:**		
Relationship to Student:		
Australian Citizen:	☐ Yes ☐ No	☐ Yes ☐ No
Country of Birth:		
Nationality:		
Do you identify as:	☐ Aboriginal ☐ Torres Strait Islander	☐ Aboriginal ☐ Torres Strait Islander
Language(s) spoken:		
Preferred language:		
Occupation:		
Employer:		
Highest school grade completed:	Select from menu	Select from menu
Highest tertiary studies completed:	Secect from menu	Secect from menu
Currently /formerly served Australian Defence Force:	☐ Yes ☐ No	☐ Yes ☐ No
This Parent / Guardian would like to receive or be contacted regarding the following:	☐ Late/unexplained absence notice	☐ Late/unexplained absence notice
	☐ Student semester reports	☐ Student semester reports
	☐ General College communications	☐ General College communications
	☐ Giving permission for excursions / camps	☐ Giving permission for excursions / camps
	☐ Notices regarding student wellbeing and behaviour	☐ Notices regarding student wellbeing and behaviour
	☐ If the student becomes unwell at school	☐ If the student becomes unwell at school
This Parent / Guardian will be responsible for paying school fees.	☐ Yes ☐ No %	☐ Yes ☐ No %
	Parents/Guardians responsible for fees must sign the *Agreement to Enrolment Terms* section.	

If the student is under the care of Territory Families, please advising fee billing arrangement:

PART C: Emergency Contracts

Emergency contacts are adults that may be contacted in an emergency, when the parents/ Guardians listed above cannot be contacted. Please provide details in contact priority ie: who should be contacted first in the event of an emergency.

First/Given Name:	**Last/Surname:**
Relationship to Student:	**Mobile:**
First/Given Name:	**Last/Surname:**
Relationship to Student:	**Mobile:**
First/Given Name:	**Last/Surname:**
Relationship to Student:	**Mobile:**
First/Given Name:	**Last/Surname:**
Relationship to Student:	**Mobile:**

Application Completed by:

Name: **Date:**

Parent Check List	Required Documents	College Check List
☐	Birth Certificate * *to be sighted – office record last 3 digits of certificate number.*	☐
☐	Passport * *to be sighted only if no Birth Cert OR student is not Australian citizen or perm resident. Ensure details match those recorded in Part A. Office record passport number, country issued, start & expiry date*	☐
☐	Visa * *copy required – office record visa subclass, issue & expiry date.*	☐
☐	Student's National Policy Check *(if over 18)*	☐
☐	Last 2 semester school reports *(where relevant)*	☐
☐	NAPLAN reports *(where relevant)*	☐
☐	Court order / parenting plan *(where relevant)*	☐
☐	Immunisation Records or exemption	☐
☐	Current or existing Support Plans *(where relevant)*	☐
☐	Medical or diagnostic reports *(where relevant)*	☐
☐	Action Plans for Asthma/Allergies or medical conditions *(where relevant)* **up-to-date plans must be provided before enrolment commences and every January or sooner if updated.*	☐
☐	Documentation to evidence student recognised as Independent *(where relevant)*	☐
	If enrolment is offered, Enrolment Acceptance Deposit paid	☐

Enrolment Agreement – Terms and Conditions

Enrolment at a College governed by NT Christian Schools is subject to the parents / Guardians and student agreeing to support the following terms and conditions.

1. Parents / Guardians and students are to support the ethos, vision, mission and policies of the College and NT Christian Schools through words and actions.
2. Parents / Guardians are to inform the College office in writing as soon as reasonably able of any change to:
   - 2.1. their or the student's contact details;
   - 2.2. any circumstances that may be relevant to the College providing appropriate care to support the student's learning, or overall wellbeing while at school or when attending College excursions or events;
   - 2.3. any changes to the information provided in this form.
3. Your personal information is protected by law and NT Christian Schools' Privacy Protection Policy. NT Christian Schools may use or disclose personal and / or sensitive information collected in this form including government agencies authorised to receive information or data for the following purposes:
   - 3.1. the education and welfare of the student;
   - 3.2. communication with students, parents and guardians;
   - 3.3. the health, safety and welfare of students and staff;
   - 3.4. provision and management of IT services including student administration services;
   - 3.5. Northern Territory and national assessment and reporting purposes;
   - 3.6. quality assurance activities, such as high-quality education data assessment;
   - 3.7. any purpose required by law or authorised under legislation.
4. If enrolment is offered, an Enrolment Acceptance Deposit of $150 for each primary student enrolment and $300 for each secondary student enrolment is to be paid to confirm acceptance of the enrolment by the date advised. The deposit will be credited against Tuition fees at the commencement of attendance. Deposits are not refundable if the student does not start their enrolment. Fee Policy
5. I understand that schools governed by NT Christian Schools teach a biblical world view and integrates Christian doctrine in all subject areas. It is a requirement for all students to participate in Christian religious observance and activities included in the College program regardless of their own faith background.
6. Parents / Guardians are to allow and encourage their student to participate in the life and programs of the College, including faith based and extracurricular activities including excursions and camps.
7. Parents / Guardians are to undertake to provide their child with the correct uniform and meet personal presentation requirements as communicated in the College's Uniform Code and relevant guidelines.
8. Parents / Guardians are to undertake to provide their student with the necessary equipment required and not otherwise provided by the College, to enable their child to benefit from the education opportunities offered.
9. Parents / Guardians are to partner with the College by:
   - 9.1. abiding by the Parent, Volunteer, Visitor, Contractor Code of Conduct.
   - 9.2. encouraging, supporting and helping equip your child to comply with the behaviour expectations set by the College and as articulated in the Student Code of Conduct Policy,
   - 9.3. interacting positively and respectfully with College staff and leadership, respecting their authority especially when the conduct of the student needs to be addressed, in accordance with the Behaviour and Culture Management Policy.
   - 9.4. register for and actively engage with the College's designated digital platforms for data management, financial administration, learning and communication as part of the enrolment process and ongoing participation in College life.
   - 9.5. read and when required, respond to communications sent by the College or NT Christian Schools in a timely manner.
   - 9.6. provide all information and data as requested for NT Christian Schools to meet proper administration, duty of care, child safe, government and regulator obligations.
10. Students are expected to:

10.1. behave in a way that reflects the values of NT Christian Schools, and to follow the Student Code of Conduct Policy and other policies and guidelines communicated by the College.

10.2. value their own learning and respect the right of others to learn in a supportive and focused environment.

11. Parents / Guardians are to follow the terms outlined in the Fee Policy, making payments of fees by due dates or in accordance with approved payment plans. Failure to fulfil financial responsibilities will lead to the cancellation of enrolment.

    11.1. Fees are budgeted to be inclusive of all educational and pre-planned extracurricular activities for the cohort in the calendar year. Fees will not be itemised, or portions refunded because of student non-engagement with a particular educational or pre-planned extra-curricular activity, or when a student is absent from school or departs mid-year unless fees are paid beyond the required 10 weeks in advance.

12. Parents / Guardians are to provide 10 weeks' written notice if their child will not be continuing their enrolment, except when graduating from Year 12.

13. Parents / Guardians will be liable for repair or replacement costs of property or resources owned by NT Christian Schools, a staff member, contractor, volunteer, or another student that is willfully or due to carelessness damaged by the student.

14. Parents / Guardians acknowledge that a Principal may request records and information from a student's previous school and may provide records and information to a school the student subsequently attend, where reasonable necessary to facilitate the student's transition and to support the safety, wellbeing and educational needs of the student or other students[1].

15. Parents / Guardians are to disclose all relevant information regarding their child's health, psychological and academic background and inform the College of any changes or updates to assist the College meet its duty of care and provision of appropriate supports to the student.

16. Students are not permitted to self-administer medications at the College unless part of a medical plan agreed to by the College. Parents / Guardians are to complete the required forms and provide the College with a sufficient supply of medications in original packaging with prescription labelling. College administration staff may seek clarity or further guidance, including training to support obligations to care for student's medical needs.

17. Parents / Guardians are to promptly collect their child when requested by staff and to ensure their child does not attend the College or College activities when they are injured, unwell, or considered contagious in accordance with the Infectious Diseases and Illness Policy.

18. Parents / Guardians consent to College staff administering first aid to their child if they are injured or become unwell at the College or while attending College activities and excursions. Where considered necessary by the first aid officer or another authorised staff member, this may include arranging ambulance transportation or seeking further medical assistance. Any associated medical, ambulance or treatment costs are the responsibility of the Parents / Guardians.

19. Parents / Guardians are to communicate with the College through Compass or by contacting the College administration staff when their child will be late or absent from school. If the child is likely to be absence for more than 2 days, parents should communicate with the child's teachers as well.

    19.1. If a student arrives late or is required to leave early, a parent or guardian must attend the campus reception to sign the student in or out.

    19.2. Parents / Guardians should endeavour, where possible, to minimise disruption to a student's learning by scheduling medical and other appointments outside of class times, and travel during holidays.

    19.3. Parents / Guardians acknowledge the College has obligations to report significant levels of non-attendance in certain circumstances.

20. From time to time, the Conditions of Enrolment may be reviewed and updated. Any such amendments will apply and remain in effect for the duration of the student's enrolment.

[1] NT Education Act 2015 section 170A

Enrolment Agreement –Acknowledgement

This section is signed at the Enrolment Interview, with signing to be witnessed by interviewer.

Parents / Guardians responsible for fees must sign the agreement.

Signing the Agreement does not indicate enrolment is being offered. This will be advised in writing within 2 weeks of the Enrolment Interview or after receiving receipt of all requested documentation and information.

By signing below:

- I acknowledge I understand and agree to the conditions of enrolment as stated in the Enrolment Agreement – Terms and Conditions.

Name	
Signature	**Date**

Name	
Signature	**Date**

Name	
Signature	**Date**

Name	
Signature	**Date**

The Enrolment Interview was conducted by and the signatures above witnessed by:

Name	**Role**
Signature	**Date**

Office Use:

Further information or assessment is required to progress:				
Unable to offer enrolment, add to waiting list:				
Offer of enrolment recommended YES / NO for grade:		commencing:		
	Offer of enrolment and information re Enrolment Acceptance Deposit, FACTS and commencement sent.			
	Enrolment Form, including Enrolment Agreement – Acknowledgement saved to Student Document Chronicle, select visible to Parent / Student.			