

ESSINGTON



THE ESSINGTON INTERNATIONAL SCHOOL DARWIN

To Strive • To Seek • To Find

Creating the Difference

Preschool to Year 9

INTERNATIONAL APPLICATION FOR ENROLMENT



Street Address:

19 Crisp Street
Nightcliff NT 0810
Australia

Postal:

PO Box 42321
Casuarina NT 0811
Australia

Tel:

+61 8 8985 0100

Fax:

+61 8 8948 1910

Email:

enrolments@essington.nt.edu.au

Website:

www.essington.nt.edu.au

CRICOS No: 02041G

ESSINGTON



Cambridge Assessment International Education

Cambridge International School



COUNCIL OF INTERNATIONAL SCHOOLS

TRINITY COLLEGE LONDON

Proud to deliver

THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD



AMERICAN MONTESSORI SOCIETY* education that transforms lives Member School

OFFICE USE ONLY

Birth Certificate sighted YES NO
Fully Immunised for School Entry YES NO
Immunisation Record copied YES NO
Computer Use Policy attached YES NO
Company Membership Form attached YES NO

Date Entered – Synergetic ____ / ____ / ____
Date Sighted ____ / ____ / ____
Date Sighted ____ / ____ / ____
Date Copied ____ / ____ / ____

STUDENT NUMBER:

FAMILY NUMBER:

STUDENT INFORMATION

Please attach a copy of the students most recent School Report and NAPLAN Data Testing to this Application (if available)

PLEASE PRINT CLEARLY USING BLACK OR BLUE PEN ONLY

Proposed Date of Entry:	Age at Entry:	Years	Months
Expected Level of Entry: (Example Year 2)			
Surname:		Given Names:	
Preferred Name:		Gender: M F (please circle)	
Residential Address:			
Postal Address:			
Country of Birth: (please tick) <input type="checkbox"/> Australia <input type="checkbox"/> England <input type="checkbox"/> New Zealand <input type="checkbox"/> Scotland <input type="checkbox"/> Indonesia <input type="checkbox"/> Singapore If not Australia, please provide Australian Visa documentation. <input type="checkbox"/> South Africa <input type="checkbox"/> Malaysia <input type="checkbox"/> USA <input type="checkbox"/> India <input type="checkbox"/> Other: _____			
Date of Birth:		Nationality:	Religion:
Is the student a permanent Australian resident? No Yes		If no, student's date of arrival in Australia: ____/____/____	
Current School:		State / Territory:	
Country (if not Australia):		Current Level:	
Passport Country of Issue:		Passport Number:	Expiry Date: ____/____/____
VISA Country of Issue:		VISA Subclass Title:	Expiry Date: ____/____/____
Is the child of Aboriginal or Torres Strait Island background? (please circle)		No	Yes
Is the child of Non English Speaking background? (please circle)		No	Yes (please specify):
Does the child have any religious special considerations? (please circle)		No	Yes (please specify):
Does the child have any dietary requirements or restrictions? (please circle)		No	Yes (please specify):
Please list the cultural background of the child:			
Please list the cultural background of each parent/guardian:			
Does the child have any cultural special considerations? (please circle)		No	Yes (please specify):
Previous Education Details (e.g. Special Talents, Previous Music Tuition, etc):			
Emergency Contacts:			
1)	Name:		
	Phone:	Relationship:	
2)	Name:		
	Phone:	Relationship:	
Name and year level of siblings currently or previously enrolled at The Essington International School Darwin or The Essington Early Childhood Centre or The Essington International Senior College, Charles Darwin University:			
1) Year Level: Name:			
(please circle) Currently / Previously – Year of Completion: / /			
2) Year Level: Name:			
(please circle) Currently / Previously – Year of Completion: / /			

GUARDIAN INFORMATION

Mother / Guardian 1 Information

Title:	Surname:	Given Names:	
Country of Birth:		Nationality:	
Home Phone:		Business Phone:	
Mobile:		Preferred Email:	
Home Address:			
Postal Address:			
Employer:		Occupation:	

Father / Guardian 2 Information

Title:	Surname:	Given Names:	
Country of Birth:		Nationality:	
Home Phone:		Business Phone:	
Mobile:		Preferred Email:	
Home Address:			
Postal Address:			
Employer:		Occupation:	

Information as required under the Australian Government Schools Assistance Act 2004

~ Please mark one box per column in each section ~

Does the student or their mother/guardian or their father/guardian speak a language other than English at home?

	Student	Mother/Parent1/ Guardian1	Father/Parent2/ Guardian2
No, English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What is the highest year of primary or secondary school the parents/guardians have completed?

	Mother/Parent1/ Guardian1	Father/Parent2/ Guardian2
(For persons who have never attended school, mark 'Year 9 or equivalent or below.)		
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>

What is the level of the **highest** qualification the parents/guardians have completed?

	Mother/Parent1/ Guardian1	Father/Parent2/ Guardian2
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV (including trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>

What is the Occupation Group of the Mother/Parent1/Guardian1 and Father/Parent2/Guardian2 (please refer to the Occupation Group listings on Page 6)

	Mother/Parent1/ Guardian1	Father/Parent2/ Guardian2
If not currently in <u>paid</u> work but has had a job or retired in the last 12 months, please use the person's last occupation. If the person has not been in <u>paid</u> work in the last 12 months, enter '8' in the box	<div style="border: 1px solid black; width: 60px; height: 30px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 60px; height: 30px; margin: 0 auto;"></div>

NON PARENT EMERGENCY CONTACT INFORMATION

You must provide **TWO** persons authorised to be contacted in an emergency or approved to pick up your child, other than the parent/guardian (MUST be 18 years +).

1) Full Name	Relationship to Child
Home Address	
Mobile	Daytime Phone
Is this person authorised to sign in and/or sign out your child from school? Yes <input type="checkbox"/> No <input type="checkbox"/>	
2) Full Name	Relationship to Child
Home Address	
Mobile	Daytime Phone
Is this person authorised to sign in and/or sign out your child from school? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please list any Persons NOT Authorised to Pick up your Child:	

ADDITIONAL INFORMATION

School fees to be paid by: <i>(please circle)</i>	Mother	Father	Both	Guardian	Other: _____
Billing Address <i>(if different to postal address):</i>					
Are you eligible for any Government Student Assistance Funding? Yes <input type="checkbox"/> No <input type="checkbox"/>					
If yes, what funding do you receive?					

What factors influenced your decision to register your child at The Essington International School Darwin?

Is there any other information you would like to provide?

Family circumstances e.g. single parent, dual custody, foster care, access restrictions, guardianship (give details):

Is the child you are enrolling involved in any Court Orders, Parenting Orders, or Parenting Plans relating to custody? If so, please supply a copy of the orders/plans for our records. Yes No

Who has legal custody of the child? *(please circle)* Both Mother Father Other *(please specify):*

Birth Certificate / Passport / School Report

A copy of the student's Birth Certificate, Passport (and Visa if applicable), and the student's most recent School Report must accompany this application for Registration of Enrolment.

AUTHORISATIONS AND CONSENTS

Please list any person who is authorised to consent to medical treatment for your child by a medical practitioner, hospital and/or ambulance service, and to authorise administration of medication.

Full Name	Relationship to Child
Home Address	
Mobile	Daytime Phone

Do you consent to the transportation of your child by an ambulance service in the event of an emergency? Yes No

Full Name	Signature
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Please list any person who is authorised to permit an educator to allow another adult to take your child outside the education premises:

Full Name	Relationship to Child
Home Address	
Mobile	Daytime Phone

FEES

International Enrolment Registration Fee (for New Students)

New students to The Essington International School Darwin need to pay a non-refundable Registration fee of \$100.

Acceptance Fee

Upon the offer of a place for the student, parents will be required to pay a non-refundable acceptance fee of \$225.

I/We apply for registration of this application for enrolment of the student whose name and particulars are noted within, and I/We undertake to be bound by the Business Regulations of The Essington International School Darwin and to pay all accounts rendered within the terms of those Regulations, as amended from time to time.

Mother / Guardian 1 Signature: _____ Date: _____

Father / Guardian 2 Signature: _____ Date: _____

If any of the family's personal details alter (especially phone numbers), please notify the School as soon as possible.

OCCUPATION GROUPS

Please utilise this list for inserting occupation in 'Guardian Information'

<p>Group 1 Senior Management in Large Business Organisation, Government Administration and Defence, and Qualified Professionals Senior Executive/Manager/Department Head in Industry, Commerce, Media or other Large Organisation Public Service Manager (Section head or above), Regional Director, Health/Education/Police/Fire Services Administrator Other Administrator (School Principal, Faculty Head/Dean, Library/Museum/Gallery Director, Research Facility Director) Defence Forces Commissioned Officer Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others. Health, Education, Law, Social Welfare, Engineering, Science, Computing professional Business (Management Consultant, Business Analyst, Accountant, Auditor, Policy Analyst, Actuary, Valuer) Air/Sea Transport (Aircraft/Ship's Captain/Officer/Pilot, Flight Officer, Flying Instructor, Air Traffic Controller)</p>
<p>Group 2: Other Business Managers, Arts / Media / Sportspersons and Associate Professionals Owner/Manager of Farm, Construction, Import/Export, Wholesale, Manufacturing, Transport, Real Estate Business Specialist Manager (Finance, Engineering, Production, Personnel, Industrial Relations, Sales, Marketing) Financial Services Manager (Bank Branch Manager, Finance/Investment/Insurance Broker, Credit/Loans Officer) Retail Sales/Sales Manager (Shop, Petrol Station, Restaurant, Club, Hotel/Motel, Cinema, Theatre, Agency) Arts/Media/Sports (Musician, Actor, Dancer, Painter, Potter, Sculptor, Journalist, Author, Media Presenter, Photographer, Designer, Illustrator, Proofreader, Sportsperson, Coach, Trainer, Sports Official) Associate Professionals generally have diploma/technical qualifications and support managers and professionals Health, Education, Law, Social Welfare, Engineering, Science, Computing Technician/Associate Professional Business/Administration (Recruitment/Employment/Industrial Relations Training Officer, Marketing/ Advertising Specialist, Market Research Analyst, Technical Sales Representative, Retail Buyer, Office/Project Manager) Defence Forces senior Non-Commissioned Officer</p>
<p>Group 3: Tradespersons, Clerks and Skilled Office, Sales and Service Staff Tradespersons generally have completed a 4 year Trade Certificate, usually by apprenticeship. All trades people are included in this group. Clerks (Bookkeeper, Bank/PO Clerk, Statistical/Actuarial Clerk, Accounting/Claims/Audit Clerk, Payroll Clerk, Recording/Registry/Filing Clerk, Betting Clerk, Stores/Inventory Clerk, Purchasing/Order Clerk, Freight/Transport/Shipping Clerk, Bond Clerk, Customs Agent, Customer Services Clerk, Admissions Clerk) Skilled Office, Sales and Service Staff Office (Secretary, Personal Assistant, Desktop Publishing Operator, Switchboard Operator) Sales (Company Sales Representative, Auctioneer, Insurance Agent/Assessor/Loss Adjustor/ Market Researcher) Service (Aged/Disabled/Refuge/Child Care Worker, Nanny, Meter Reader, Parking Inspector, Postal Worker, Courier, Travel Agent, Tour Guide, Flight Attendant, Fitness Instructor, Casino Dealer/Supervisor)</p>
<p>Group 4: Machine Operators, Hospitality Staff, Assistants, Labourers and Related Workers Drivers, Mobile Plant, Production/Processing Machinery and Other Machinery Operators Hospitality Staff (Hotel Service Supervisor, Receptionist, Waiter, Bar Attendant, Kitchen hand, Porter, Housekeeper) Office Assistants, Sales Assistants, and Other Assistants Office Typist, Word Processing/Data Entry/Business Machine Operator, Receptionist, Office Assistant) Sales (Sales Assistant, Motor Vehicle/Caravan/Parts Salesperson, Checkout Operator, Cashier, Bus/Train Conductor, Ticket Seller, Service Station Attendant, Car Rental Desk Staff, Street Vendor, Telemarketer, Shelf Stacker) Assistant/Aide (Trades' Assistant, School/Teachers Aide, Dental Assistant, Veterinary Nurse, Nursing Assistant, Museum Gallery Attendant, Usher, Home Helper, Salon Assistant, Animal Attendant) Labourers and Related Workers Defence Forces ranks below Senior NCO not included above Agriculture, Horticulture, Forestry, Fishing, Mining Worker (Farm Overseer, Shearer, Wool/Hide Classer, Farm Hand, Horse Trainer, Nurseryman, Green Keeper, Gardener, Tree Surgeon, Forestry/Logging Worker, Miner, Seafarer/Fishing Hand) Other Worker (Labourer, Factory Hand, Storeman, Guard, Cleaner, Caretaker, Laundry Worker, Trolley Collector, Car Park Attendant, Crossing Supervisor)</p>

The Essington International School Darwin
General Terms and Conditions of Enrolment

1. Definitions

For the purpose of this agreement, unless any contrary intention appears:

- a) "Senior College" shall mean The Essington International Senior College Charles Darwin University and its respective teachers, officers, employees, agents and contractors.
- b) "School" shall mean The Essington International School Darwin.
- c) "Parent" shall mean the person or persons who have legal custody or guardianship of the Student, or any person authorised to act on behalf of the parent.
- d) "Student" shall mean any child currently enrolled at the school.
- e) "Term" shall mean a School Term as specified by the School.
- f) "School Fees" shall mean all Fees charged to the parent(s) by The Essington International School Darwin in exchange for the services it performs, subject to Section 4 of this agreement.
- g) "Services" shall mean all Services supplied by The Essington International School Darwin as outlined in clause 3 of this agreement.
- h) "Contract" includes the Enrolment Application, Payment of Fees Schedule, and the Terms and Conditions, contained herein.

2. Offer and Acceptance

- a) The Parent's signature on the Enrolment Contract and or Payment of fees Schedule shall constitute acceptance of the Terms and Conditions contained herein.
- b) Acceptance of the enrolment application is subject to an interview at The Essington International School Darwin with all Applicants and Students involved.
- c) I / We agree to support the ethos of the School in accordance with The Essington International School Darwin Mission Statement.
- d) I / We hereby agree to support the School and its Staff in facilitating all School policies, as amended from time to time, and to cooperate with the School concerning School activities.
- e) If more than one Party enters into this agreement, each Party shall be jointly and severally liable for all payments of the School Fees as outlined on the Payment of Fees Schedule.
- f) Once accepted, these terms are binding, and this agreement can only be altered or revoked, with the written approval of the School.

3. Services

- a) Services include all Services performed by the School in relation to providing an education to the Student, and shall include, but not be limited to, extra curricular activities such as camps, excursions, sports carnivals and private musical lessons.
- b) Services will be provided by the School to the Student for the period of the Terms as outlined by the School.
- c) In the case of a medical emergency, I / We authorise the School to take whatever action it deems necessary to provide the Student with appropriate medical care, and we indemnify the School against any costs incurred by doing so.

4. School Fees

- a) The School Fees will be set by the School Board from year to year, and outlined in the 'Schedule of Fees' provided to the Parent by the School.
- b) Additional fees may be charged to cover the cost of extra curricular activities or services or levies as arranged from time to time by the School, or as requested by the Parent, and are subject to section 5(f) of this agreement.

5. Payment

- a) A non refundable, upfront Application for Registration Fee as per the fee schedule is required to cover the costs associated with processing the application.

- b) A deposit, which shall be refundable at the sole discretion of The Essington International School Darwin.
- c) Unless otherwise agreed, all payments will be due and payable as outlined in the Payment of Fees Schedule supplied to the parent(s) by the School.
- d) The parent(s) hereby agrees to pay the School, in accordance with the Payment of Fees Schedule.
- e) The parent(s) agree to notify the School immediately should there be a change to the circumstances which will affect their ability to fulfil their financial obligations to the School.
- f) Additional payments to cover the costs of any extra curricular activities will be due and payable before commencement of the activity.
- g) The School reserves the right to withhold provision of Services until payment as per the Payment of Fees Schedule, has been received from the Parent.
- h) Payment will be made by cash, cheque, credit card, direct debit or any other method in agreement between the Parent(s) and the School.

6. Cancellation

- a) At its sole discretion, the School reserves the right to suspend a Student temporarily or permanently for any breach of School policy.
- b) The School shall not be liable for any direct, indirect, special, or consequential loss or damage, arising from the School exercising their rights under this agreement.
- c) The parent may cancel the enrolment of the Student by giving one Term's written notice in advance. Failure to do so will incur a fee equal to the School fees payable for one Term enrolment.

7. Privacy Act 1998

- a) By signing this agreement we acknowledge that we have read, and fully understand the Privacy Policy of The Essington International School Darwin, which is available on the school's website.

8. Default

- a) If the parent(s) should fail to pay the School Fees to the School when they become due, the Parent will be responsible for any additional costs associated with recovery of the outstanding amounts, including but not limited to the cost of the solicitor, and any cost incurred by the School's nominated debt collection agency.
- b) Overdue accounts will be subject to a monthly administration fee as set by the School from the date when they were due for payment, and shall accrue each month until payment in full is received from the Parent(s).
- c) Should a payment remain in arrears for a period greater than one Term, the School;
 - i. Reserves the right to suspend or terminate the ongoing enrolment of the student(s).
 - ii. The School will not be liable to the parent for any loss or damage incurred, either directly, or indirectly arising from the School exercising their rights under this clause.

9. Limitation of Liability

- a) The School will not be liable for any loss or damage to the personal property of the Parent or Student arising as a result of the School performing the Services in part, or at all.

10. General Terms

- a) The School assumes no responsibility for changes in State or Commonwealth legislation which may affect the supply of Services under this agreement.
- b) The School reserves the right to review these terms and conditions at any time, and notify the Parent of any changes.
- c) If any Terms or Conditions contained in this document are found to be unenforceable for reasons of validity or legality, the remaining provisions shall not be affected in any way whatsoever.

VISION AND STRUCTURE

Our vision is to be identified as a world-class, parent-owned school where parents, students and teachers work closely together in partnership to give individual children a quality education where all potentialities are realised.

A holistic view of each student is taken to plan an effective and challenging educational program developing within each individual the diverse skills necessary to function as a member of a rapidly changing society.

PARENT / GUARDIAN / CARE GIVER

As parent / guardian of the student enrolling at The Essington International School Darwin I/We jointly and severally:

1. Agree to abide by the General Terms and Conditions of Enrolment.
2. Agree to abide by the School's Education Policy and other regulations that may be made from time to time.
3. Agree to notify the School in writing immediately of any changes to the students' guardianship or of any changes to the student/ parent/ caregiver's, or emergency contact details i.e. telephone number / address.
4. Agree to endeavour to help in the various school support activities including, canteen, sports, library, camps and excursions, fundraising, Parents and Friends Associations, Development Office or other official school committees.
5. Agree to endeavour to ensure my son/daughter will be punctual and will bring all the necessary resources for all classes.
6. Give permission for the Principal to sign on my behalf for a medical emergency if I am not contactable.
7. Give permission for my son/daughter to leave the School grounds for any minor excursions that will be held during the course of each year.
8. Give permission for my son/daughter's photograph to be taken while at school or on any school activity and further give my permission for that photograph to be used by The Essington International School Darwin in its promotional collateral i.e. newsletters, magazines, prospectus.
9. Exonerate the School, its staff and agents from any legal responsibility for personal accident, loss of personal effects, including money belonging to the student.

STUDENT

As a student accepting enrolment at The Essington International School Darwin, I agree at all times I will:

1. Work towards achieving the School's Vision in everything I do.
2. Represent the School through my conduct and behaviour in a way that will bring credit to me, my family and the School community.
3. Make an honest effort to achieve my personal best in all courses of study.
4. Act at all times with respect towards the School staff, other students, parents and visitors to the School.
5. Follow all School rules, expectations and policies (as outlined in the School student planners).
6. Wear the full school uniform
7. Be punctual and bring all the necessary resources for all classes.
8. Participate fully in activities arranged by the School such as excursions, camps, sporting carnivals and other school activities.

As a student accepting enrolment at The Essington International School Darwin, I understand that:

1. Behaviour that disrupts my learning, the learning of others or is in conflict with the School's Vision is unacceptable for a student enrolled at the School.
2. Behaviour that is illegal or socially unacceptable (eg. Bullying, abuse, possession and/or use of alcohol or illicit drugs, vandalism, violence, racism, intimidation, offensive language, possession of offensive literature), may lead to the loss of my place at The Essington International School Darwin.
3. The School requires students to actively participate in programmes that will restore broken relationships caused by unacceptable behaviour.

I/We hereby accept and take full responsibility for all fees and charges relating to this enrolment and further agree to the above conditions of enrolment:

Parent(s)/Guardian(s) signatures:

Please print names:

Student signature:

Please print name:

Dated: day of in the year of