



**Heritage**  
CHRISTIAN SCHOOL

*Partnering with Parents – Together Stronger*

# Enrolment Application Form

## Family Information

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Enrolling your child at Heritage Christian School is the beginning of a partnership between your family and our school community.

In partnering with you, we undertake to guide your child through the education process as they discover their unique strengths, build relationships and learn about their place in God’s world.

We’d like to thank you for your interest in partnering with us as a family here at Heritage.

*If you require any assistance in filling out the application and associated forms, please see our Enrolment Officer.*

### Enrolment Application for:

*Please list the first and last name for each child covered in this application*

- 1.....
- 2.....
- 3.....
- 4.....

Family name.....

**Heritage Christian School 33 Mumford Street PORT MACQUARIE NSW 2444**

Ph: 02 6583 8277 email: [admin@heritage.nsw.edu.au](mailto:admin@heritage.nsw.edu.au)

Web: [www.heritage.nsw.edu.au](http://www.heritage.nsw.edu.au)

## APPLICATION PROCESS

This application form will cover the parent (s) and/or guardian (s) and all children in the family.

The non-refundable \$50 application fee covers all the children in the family.

An application to enrol does not guarantee a place at the school

Please return this form together with:

### **Mandatory Requirements Checklist**

- Copy of Birth Certificate
- Australian Immunisation Register (AIR) Immunisation History Statement (required for all students enrolling in NSW schools)
- Student Code of Conduct signed –for Year 5 to Year 12
- Signed Declaration of Accuracy and Consent
- \$50 non-refundable application fee. This fee covers all children in the family

### **Mandatory Documents Checklist as Relevant**

- Copies of each child's latest 2 school reports
- National Assessment Program – Literacy and Numeracy results (**NAPLAN**)
- Legal Documentation e.g. child welfare arrangements, court orders etc
- Reports from specialists and additional Medical history
- Documentation for permanent residency for Non – Australian Citizens or Reports outlining additional learning needs including any diagnosis of a disability
- Include any Personalised Learning Plans from previous school

**Before proceeding, please acknowledge that you have read the Standard Data Collection**

**Notice enclosed and sign below.**

- Yes, I have read the Standard Data Collection Notice.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Parent/ Carer 1 with whom this student normally resides

*The school is required to disclose personal information of parents/carers to State and Federal government departments, as required by law.*

*If applicable, copies of any relevant family law or other court orders must be provided.*

Title: (eg Mr/Ms/Mrs/Dr) .....

Gender:  Male  Female

Relationship to Student (eg mother/father/carer) .....

Family Name: .....

Given Name: .....

Address: ..... Postcode: .....

Phone: ..... Mobile: .....

Email: .....

Country of Birth: .....

Aboriginality  No  Aboriginal  Torres Strait Islander  Both Aboriginal and Torres Strait Islander

#### OCCUPATION GROUP

**Please choose the group that best describes your occupation. (Please refer to MCEETYA Data Collection - Occupation Information Sheet)**

*Mark one box only. If you have retired or stopped work in the last 12 months, choose the group in which you used to work. (See page 16 for more information and examples).*

- Group 8 Have not been in paid work in the last 12 months
- Group 4 Machine operators, hospitality staff, assistants, labourers and related workers
- Group 3 Tradesmen/women, clerks and skilled office, sales and service staff
- Group 2 Other business managers, arts/media/sportspersons and associate professionals
- Group 1 Senior management in large business organisation, government administration and defence and qualified professionals

Occupation

#### SCHOOL EDUCATION

**What is the highest level of schooling completed?**

*For persons who never attended school, mark 'Year 9 or equivalent or below' (mark one box only).*

- Year 12 or equivalent  Year 11 or equivalent  Year 10 or equivalent  Year 9 or equivalent or below

#### EDUCATIONAL QUALIFICATIONS

**What is the highest qualification completed?**

- Non-school qualification  Certificate I to IV (including trade certificate)  Advanced diploma/diploma  Bachelor degree or above

#### LANGUAGES OTHER THAN ENGLISH SPOKEN AT HOME

**Does this parent/carer speak a language other than English at home?**  No, English only  Yes

If yes, what language(s) other than English are spoken at home?\_

*Please write actual language(s) used, for example, Swahili (not African), Punjabi (not Indian), Auslan, Aboriginal English, Torres Strait Creole*

**FAMILY DETAILS: PARENT/CARER 2**

Parent/ Carer 2 with whom this student normally resides

*The school is required to disclose personal information of parents/carers to State and Federal government departments, as required by law. If applicable, copies of any relevant family law or other court orders must also be provided.*

Title: (eg Mr/Ms/Mrs/Dr) ..... Gender:  Male  Female

Relationship to Student (eg mother/father/carer) .....

Family Name: .....

Given Name: .....

Address: ..... Postcode: .....

Phone: ..... Mobile: .....

Email: .....

Country of Birth: .....

Aboriginality  No  Aboriginal  Torres Strait Islander  Both Aboriginal and Torres Strait Islander

**OCCUPATION GROUP**

*Please choose the group that best describes your occupation. (Please refer to MCEETYA Data Collection - Occupation Information Sheet)*

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*Does this parent/carer speak a language other than English at home?*  No, English only  Yes

If yes, what language(s) other than English are spoken at home?

*Please write actual language(s) used, for example, Swahili (not African), Punjabi (not Indian), Auslan, Aboriginal English, Torres Strait Creole*

**FAMILY DETAILS: Parents/carers with whom this student normally resides**

If the school needs to contact a parent/carer, please specify, in order of preference, who to contact including additional emergency contacts.

*If there are any special conditions of times relevant to any contact number, please include this in the comment box next to the number (eg Mondays and Tuesdays only)*

**NAME OF PARENT/CARER TO CONTACT FIRST**

Phone numbers below:

Mobile ..... Comments.....

Work ..... Comments.....

Home ..... Comments.....

Contact email address

**NAME OF PARENT/CARER TO CONTACT SECOND**

Phone numbers below:

Mobile ..... Comments.....

Work ..... Comments.....

Home ..... Comments.....

Contact email address

**ADDITIONAL EMERGENCY CONTACTS**

*Please nominate two people over the age of 18 years who may be contacted in the event of an emergency if the school is unable to contact the parents/carers listed above. Ideally each contact should be someone who lives near the school. Please ensure you have discussed with these people their willingness to be emergency contacts.*

**CONTACT DETAILS (First Preference)**

Surname Name:..... Given Name:.....

Relationship to student (eg neighbour, aunt, grandmother) .....

Phone numbers:

Mobile ..... Comments.....

Work ..... Comments.....

Home..... Comments.....

**FAMILY DETAILS: Parents/carers with whom this student normally resides**

**CONTACT DETAILS** (*Second Preference*)

Surname Name:..... Given Name:.....

Relationship to student (eg neighbour, aunt, grandmother) .....

Phone numbers:

Mobile ..... Comments.....

Work ..... Comments.....

Home ..... Comments .....

## FAMILY DETAILS: Parent/Carer not living with this student

Complete only if applicable: The school is required to disclose personal information of parents/carers to State and Federal government departments, as required by law. If applicable, copies of any relevant family law or other court orders must be provided.

Title: (eg Mr/Ms/Mrs/Dr) ..... Gender:  Male  Female  
Relationship to Student (eg mother/father/carer) .....

Family Name: .....

Given Name: .....

Address: ..... Postcode: .....

Does the student sometimes reside at this address?  Yes  No

### Correspondence address

If you have a correspondence address that is different to your residential address please write it below (eg PO Box 51, Sydney, NSW, 2001)

.....

Phone: ..... Mobile: .....

Email: .....

Country of Birth: .....

Aboriginality  No  Aboriginal  Torres Strait Islander  Both Aboriginal and Torres Strait Islander

### OCCUPATION GROUP

Please choose the group that best describes your occupation. (Please refer to MCEETYA Data Collection - Occupation Information Sheet)

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### EDUCATIONAL QUALIFICATIONS

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**FAMILY DETAILS – Details of other children in the family**

**NAME**                      **M/F**                      **DATE OF BIRTH**                      **CURRENT SCHOOL** (if applicable)

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

Why do you want a Christian Education for your child?

.....  
.....

Which church do you regularly attend (optional) .....

**Details of Other Parenting / Child Welfare Arrangements**

Please provide details of any orders, agreements, documents or special arrangements in force in relation to the custody, schooling and safety of the child or which may affect the enrolment and education of the child (e.g. court orders, parenting agreements or arrangements, guardianship orders in relation to the child or apprehended violence orders). **(Please attach copies)**.

.....  
.....

**DIRECTIONS FOR SCHOOL CORRESPONDENCE**

**Name to be used for all correspondence (eg Mr and Mrs Black, Ms B Green)**

.....

Residential address (eg 1 High Street, Sydney, NSW 2000)

.....

.....

Is this the residential address of the student to be enrolled?                       Yes                       No

Correspondence address: *If you have a correspondence address that is different to your residential address please write it below (eg PO Box 51, Sydney, NSW, 2001)*

.....

.....



FAMILY DETAILS – FEE ARRANGEMENTS

Name and Address to where school fees invoice and statements are to be sent

Title: ..... First Name: ..... Last Name.....

Postal Address: .....

Phone: ..... Mobile: .....

Email: .....

## PHOTO CONSENT

### Information for the Parent

*What is the reason for this consent form?*

At Heritage Christian School, photos are frequently taken of events such as school sport days, drama productions, socials and camps. These photos may be used in publications including news items for newspapers and in promotional materials. These photos are often accompanied by captions recording students' names and year level. Students usually like to see their photos in these publications, especially when associated with their achievements at school or as a record of special events.

In keeping with Heritage Christian School's Privacy Policy, the School seeks permission of parents to publish photos taken of students at school events.

Student name: .....

Student name: .....

Student name: .....

Student name: .....

As the parent or guardian of the above named student/students, I have read the information on this sheet and give permission for Heritage Christian School to publish photos of my child during the period of my child's enrolment.

Parent name: .....

Signature of Parent: ..... Date: .....

## SUMMARY OF STATEMENTS OF BELIEFS

### 1. **The Being of God**

There is one Holy God, infinite, eternal and unchangeable in whom are three inseparable Persons, Father, Son and Holy Spirit. This One God is revealed in the Scriptures as Sovereign Creator and Redeemer.

### 2. **The Holy Bible**

The Bible, also known as the Scriptures and made up of the Old and New Testaments, is the divinely inspired written word of God and is without error. God, through His Spirit, uses the Bible to draw us to the Truth, the Lord Jesus Christ, who is the eternal and living Word of God. The Bible is essential and complete for our knowledge of God, of ourselves and the rest of creation and for our complete education.

### 3. **Creation**

God created all things in six days and all of it was good. Man was created in God's image. It is by God's action, power and care, that all created things are preserved and controlled.

### 4. **Man**

Man was made in the image of God to glorify God and have fellowship with Him. By breaking God's command, man fell out of fellowship with Him and his nature became corrupt. As a consequence, all men are spiritually dead, ie naturally out of fellowship with God.

### 5. **Redemption Through Jesus Christ**

God so loved the World that He sent His only Son, Jesus Christ, conceived by the Holy Spirit and born of the virgin Mary, to live, suffer and die on this Earth. Jesus, Himself, was without sin but, by His death on the Cross He gave up His life as a sin sacrifice for God's people. He made a full and sufficient atonement for the sins of all who believe in Him, pardoning them without regard to their works or merit. Through this action, Jesus became the only mediator between God and man.

### 6. **The Work of the Holy Spirit**

The Holy Spirit, the third person of the Trinity, is the source of faith in Jesus Christ, of true spiritual knowledge and of a new sanctified life in obedience to God's will. God's Spirit in our hearts daily convicts us of sin, empowers us to live in obedience to Him and reveals more of God's grace to us.

### 7. **God's Covenant Relationship with Man**

God has covenanted to be a Father to all those who truly repent of their sins and receive Jesus Christ as their Lord and Saviour. We thus become His children. Being in close fellowship with God, the Christian is required to be obedient to Him in a bond of loving care for, and service to, other Christians. This leads them to teach, encourage and correct one another in all wisdom. We have Christ's comforting assurance that He will bless our children when we bring them to Him and obey His commandment to bring them up in the discipline and instruction of the Lord. Hence we have the responsibility for their education, both inside and outside our homes.

### 8. **Christian Education**

God's grace in the heart of man is the indispensable foundation of all knowledge and wisdom. Christian education is therefore only really possible where there is proper recognition of, and respect for, God.

Heritage Christian School has been established to assist in the work of Christian nurture and education, this being our duty and privilege. HCS is a place where children are educated from God-honoring, God-centered curricula so we might cater for the spiritual, ethical and practical needs of our children. The School is an extension of the Christian home and the teachers at the School stand in the parents' place (in locum parentis). The School both supports and reinforces the Christian upbringing in the home - it is not intended to be a substitute for it.

We declare that we support the Statement of Beliefs of Heritage Christian School as outlined above and understand that our child/ren's education will be within these biblical principles.

Father's Signature

Date

Mother's Signature

Date

I/we the undersigned parents/guardians of the child/ren on this application declare that the information given herein is full and correct to the best of my/our knowledge.

**If our/my child/ren is accepted into Heritage Christian School, we/I agree to the following:**

1. Accept and be bound by the rules governing the school and the authority of the Board and Principal.
2. Allow our/my child to share fully in all activities of the School, including sporting events, devotions, excursions including camps, and other activities integral to the curriculum of the School.
3. Abide by the School's Uniform Policy by providing our/my child with the correct School Uniform and ensure that our/my child is sent to school dressed as described in the Uniform Code.
4. Uphold in every way possible the School's authority to administer discipline in accordance with the Discipline Policy.
5. Electronic devices must be turned off and be kept securely in the student's bag during school hours or on school activities whether onsite or not. (Students who fail to comply with this requirement will have their device confiscated and stored in the front office to be picked up by the student's parent/carer).
6. Executive teachers may search my child/ren's belongings if deemed necessary. (In the event that a student refuses to allow executive staff to search their belongings the school reserves the right to call police to search student's belongings).
7. All fees will be paid as and when they fall due. (Parents/Carers are to notify the Bursar if unable to honour this agreement made with the School.)
8. Non—payment of fees may result in a student's enrolment being suspended. (The school may pursue collection of outstanding fees).
9. One term's notice shall be given of withdrawal of a student; or the school may charge fees in lieu of notice.
10. Understand that the school will disclose personal information to State and Federal government departments or a person, or agency acting on their behalf, as required by law.

Declaration of Accuracy of Information Provided and Signatures

I declare that the information provided in Part1 (Family Application) and Part 2 (Student Application) is to the best of my knowledge and belief, accurate and complete.

I have read and understand the information in this application including the collection of personal information, publishing student information, online services and consent.

Where I have given personal information about people other than myself or my child/ren I have done so with their authorisation.

I have read and agree to the Enrolment Agreement.

I am aware that if information I have given is false, incomplete or misleading, any decision made as a result of this application may be changed.

I have provided all information about:

- learning and support needs
- health condition(s)
- additional special need(s) and classroom adjustments
- behavioural history

relevant to a risk assessment, related to the student(s) listed in this application form.

I consent to the school seeking information from previous schools, other NSW government departments public hospitals, health professionals and other organisations that may also hold information related to this assessment for the student(s) named on this application.

I consent to the health professional(s) treating any medical or health condition identified in this application, to provide the school with information about any condition that has been identified in this application. This may include any other aspects of the student’s health that may impact on the condition or on the health and safety of this student or other students at school or on staff at the school.

Parent 1 (print): .....

Signature: .....Date: .....

Parent 2 (print): .....

Signature: .....Date: .....

OFFICE USE ONLY		
.....		
Date of Application		House Allocated
.....		
Application Fee Received	Receipt No.	Entered by