



WAHROONGA PREPARATORY SCHOOL
A Uniting Church School in Australia

Catering for Children from Pre-Kinder to Year 6

APPLICATION FOR ADMISSION

Updated February 2016

STUDENT INFORMATION

SURNAME (BLOCK LETTERS) _____ GIVEN NAMES _____ PREFERRED NAME _____

DATE OF BIRTH _____ SCHOOL OR PRE-SCHOOL CURRENTLY ATTENDING _____ YEAR LEVEL (If applicable) _____ GENDER (tick) M F

COUNTRY OF BIRTH _____ MAIN LANGUAGE SPOKEN AT HOME _____ RELIGIOUS DENOMINATION _____

NATIONALITY _____ OTHER LANGUAGE/S SPOKEN AT HOME _____

Student is (tick) Australian Citizen Permanent Resident (Please attach a copy) Temporary Resident (Please attach a copy)

Indigenous Status (tick) Aboriginal but not Torres Strait Islander Origin Torres Strait Islander but not Aboriginal Origin Both Aboriginal and Torres Strait Islander Origin Neither Aboriginal nor Torres Strait Islander Origin

PLACEMENT INFORMATION

Proposed entry level i.e. tick all boxes that your child will attend this school	<input type="checkbox"/> 3 DAY PRE-KINDER (Wed – Fri)	<input type="checkbox"/> 5 DAY PRE-KINDER (Mon – Fri)	<input type="checkbox"/> KINDERGARTEN	<input type="checkbox"/> YR1	<input type="checkbox"/> YR2	<input type="checkbox"/> YR3	<input type="checkbox"/> YR4	<input type="checkbox"/> YR5	<input type="checkbox"/> YR6
Year of entry e.g. 2017									

Which school will your child be attending after leaving Wahroonga Prep in Year 6? _____

Will your child need any special provisions to enable him/her to overcome any physical/intellectual/learning difficulties? Does your child have any health considerations? NO YES (Please elaborate and include recent specialist medical reports)



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PARENT INFORMATION

Contact Information	Mother / Guardian	Father / Guardian
Title (Mr/Mrs/Ms/Dr/other)		
Given Names		
Surname		
Home Address		
Suburb State Post Code		
Postal Address		
(if different from above)		
Telephone - Home		
Telephone - Work		
Telephone - Mobile		
Email Address NB. This email address will be used to send you any correspondence		

Student lives with: Both Parents Mother Father Other: _____

Please provide any further details relating to the child's family living situation that the school should be aware of: _____

Correspondence to be forwarded to: Both Parents Mother Father Other: _____

Court Order or Parenting Plan, if any, relevant to the student: NO YES (Please attach a copy)

SCHOOL CONNECTIONS

Student's relatives who are future, current or ex-students of the School:

	Full Name (include maiden name if ex-student)	Relationship to Applicant (e.g. brother, father, uncle)	Year (final year attended or class if current student)	House (Bradman, Elliott, Fraser or Freeman)
e.g.	Mary Smith (nee Jones) Kate Smith	Mother Sister	1980 4 Orange	Bradman Bradman
1				
2				
3				
4				



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ENROLMENT POLICY

Wahroonga Preparatory School is referred to as **the School** herein.

PRE-KINDER

Students attending Pre-Kinder are expected to continue their education at the School from Pre-Kinder to Year 6. If there are any vacancies left after these positions have been filled, the School will consider those who have indicated Pre-Kinder only.

The child must be turning 4 years of age by the 31st May to be considered for 3 or 5 Day Pre-Kinder.

Priority is given to children continuing their primary school education at the School. Enrolments are taken throughout the year when a vacancy occurs. Parents are contacted the year prior to entry, or earlier, to confirm their intention to enrol their child.

KINDERGARTEN

The child must be 5 years of age by the 31st May in the year commencing Kindergarten. This condition will only be varied following discussion with and special assessment by the Principal. Children attending Pre-Kinder are given first preference of Kindergarten positions.

YEARS 1 – 6

Where vacancies occur the School will accept children into these grades.

POLICY CHANGES

The School reserves the right to make changes in regard to any of its current policies. It is your responsibility to keep in touch with the School. Failure to advise the School of change of address could result in loss of a position.

CONDITIONS OF ENTRY

Students wishing to attend Wahroonga Preparatory School are expected to participate willingly in the school activities and to be supportive of the School's Christian ethos.

CURRENT FEE POLICIES

Administration Fee A non-refundable and non-transferable administration fee of \$200.00 must accompany this application form.

Tuition Fees Tuition fees are payable per term.

Excursion Fees There is an excursion fee payable per term which covers costs for excursions and visiting performances throughout the year. The amount varies for each class and is directly applicable to the number and type of excursions undertaken. All excursions are an integral part of the classroom learning experience and related to class themes current at the time. It is expected that each child will attend.

Textbook Fees There is a textbook fee for Pre-Kinder to Year 6 students payable in Term 1 which covers textbooks.

Acceptance Fee Upon acceptance of a place, you will be required to pay an acceptance fee of \$600.00 which is non-refundable and non-transferable. Please note that this fee is not credited towards tuition fees.

Withdrawal Ten term weeks notice in writing to the Principal must be given to the School when it is intended to withdraw a child (and the name of the school that the child will start at must be advised), e.g. Notification to withdraw at the end of Term 4 must be received prior to the commencement of Term 4. In default of such notice, one term's fees will be payable.

Payment of Fees Please refer to the School Fees and Policies, which can be found on the School website at www.wahroongaprep.nsw.edu.au

All fees and charges are reviewed annually. All fees, once paid, are non-refundable and non-transferable to other siblings.

INFORMATION COLLECTION NOTICE

The School is committed to protecting your privacy and the confidentiality and security of personal information provided to us by you.

The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your child.

You have the right to access any such information held by the School which relates to you or your child and to correct information that is inaccurate. Access and/or correction enquiries can be made in writing to the Principal, Wahroonga Preparatory School.

For more information on the School's Privacy Policy, visit www.wahroongaprep.nsw.edu.au



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DECLARATION

My signature below indicates that I have read and understood the terms under which this application is made and agree to abide by these and any regulations in force at the School. I agree to pay promptly all fees and take legal responsibility for payment of all fees and other money due to the School in respect of the child enrolled. If my child is transferring from another school I authorize the School to obtain from that school such credit or other information that may be required. I certify that the information given herein by me is true and correct.

I acknowledge that the current School Fees and Policies, the Annual Report and the Parent's Handbook can be found on the School's website.

This application requires the signature of both parents. If both signatures are not appended, the circumstances should be indicated.

SIGNATURE OF MOTHER

DATE

SIGNATURE OF FATHER

DATE

The School's Privacy Policy adheres to the Amendment to the Privacy Act 1988, effective 21 December 2001 and can be viewed on the School's website.

ADMINISTRATION FEE PAYMENT OPTIONS

I enclose CHEQUE Payable to **Knox Grammar School** for the amount of \$200.00

Or please charge my credit card \$200.00

AMEX

MasterCard

Visa

_____/_____/_____
CARD NUMBER

____/____
CARD EXPIRY DATE

NAME ON CARD

SIGNATURE

OTHER INFORMATION

There is no obligation to complete this section, however your answers will assist us in improving our service.

What brought Wahroonga Preparatory School to your attention? Please tick the appropriate boxes.

Excellent Reputation of the School

Entry Open to All, Regardless of Ability or Background

Wide Range of Choices & Opportunities

Co-Educational School

Small Class Sizes

Continuing Family Tradition

Other (please specify) _____

What prompted you to enrol your child at Wahroonga Preparatory School? Please tick the appropriate boxes.

Word of Mouth

Current Families

Ex Students

Website

Open Day / Tour

Facebook

Twitter

Other (please specify) _____

News Items / Advertisements(which publication did you see this in) _____

HOW TO APPLY

Please return:

- The completed Application for Admission form
- Copy of your child's Birth Certificate that will be retained with the enrolment application
- Copy of your child's Court Order or Parenting Plan relating to this child (if applicable)
- Copy of your child's residency/citizenship papers if your child was born overseas (if applicable)
- Copy of your child's most recent school report (if applicable)
- The administration fee (see payment options above)

Please send documents to:

Enrolments
Wahroonga Preparatory School
PO Box 135
Wahroonga NSW 2076

Fax +61 2 9489 3234

Email admin@wahroongaprep.nsw.edu.au

OFFICE USE ONLY

STUDENT ID

SYSTEM

ENTRY LEVEL

ENTRY YEAR

BC

ADMIN FEE

ABN 54 978 549 668
PO Box 135 Wahroonga NSW 2076
Phone +61 2 9489 3921
Fax + 612 9489 3234
Email admin@wahroongaprep.nsw.edu.au