



WAHROONGA PREPARATORY SCHOOL  
A Uniting Church School in Australia

Catering for Children from Pre-Kindergarten to Year 6

# APPLICATION FOR ADMISSION

Updated August 2017

## 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)



# APPLICATION FOR ADMISSION

PAGE 2 of 4

## 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				



# APPLICATION FOR ADMISSION

## PAGE 3 of 4

### ENROLMENT POLICY

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

#### PRE-KINDERGARTEN

Students attending Pre-Kindergarten are expected to continue their education at the School from Pre-Kindergarten to Year 6. If there are any vacancies left after these positions have been filled, the School will consider those who have indicated Pre-Kindergarten only. The child must be turning 4 years of age by the 31<sup>st</sup> May to be considered for 3 or 5 Day Pre-Kindergarten. 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 31<sup>st</sup> March in the year commencing Kindergarten. This condition will only be varied following discussion with and special assessment by the Head of School. Children attending Pre-Kindergarten 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.

**Education Activity Levy** There is an education activity levy payable per term which covers the anticipated cost of specific expenses such as excursions, incursions, IT, insurance, music, sport and textbooks. The amount varies for each class and is directly applicable to the number and type of excursions and specialist programs 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.

**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 Head of School 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 by the end of Term 3. 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](http://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](http://www.wahroongaprep.nsw.edu.au)



# APPLICATION FOR ADMISSION

PAGE 4 of 4

## 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](mailto: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](mailto:admin@wahroongaprep.nsw.edu.au)