

**STUDENT DETAILS**

**PERSONAL INFORMATION**

Surname .....  
Given Names .....  
Preferred Name .....  
Current School .....  
Date of Birth .....  
Religion .....

**MEDICAL / SPECIAL COMMENTS**

Allergies, disabilities, asthma, anaphylaxis, etc. about which the school should know:

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

**EMERGENCY CONTACT** (other than parents)

**This must be completed**

- 1. Name: .....  
Telephone: .....
- 2. Name: .....  
Telephone: .....

(Please gain consent of emergency contacts before supplying this information)

**FAMILY DOCTOR**

Name .....  
Telephone .....  
Ambulance Subscription .....  YES  NO  
Private Health .....  YES  NO  
If yes, which fund .....  
Medicare Number .....

**MEDIA CONSENT**

Photographs are regularly taken of students involved in various activities. I consent to this student's photo / image being used for publications and / or publicity purposes .....  YES  NO

**PARENT/GUARDIAN DETAILS**

**PARENT 1**

Name .....  
Address .....  
..... Postcode .....  
Postal Address (if different) .....  
..... Postcode .....  
Telephone (H)..... (W) .....  
Mobile .....  
Email .....  
Living with the student? .....  YES  NO  
Occupation .....

**PARENT 2**

Name .....  
Address .....  
..... Postcode .....  
Postal Address (if different) .....  
..... Postcode .....  
Telephone (H)..... (W) .....  
Mobile .....  
Email .....  
Living with the student? .....  YES  NO  
Occupation .....

**STEP PARENT / GUARDIAN**

Relationship to child .....  
Name .....  
Address .....  
..... Postcode .....  
Postal Address (if different) .....  
..... Postcode .....  
Telephone (H)..... (W) .....  
Mobile .....  
Email .....  
Living with the student? .....  YES  NO  
Occupation .....

**CHANGES TO FAMILY DETAILS**

Family arrangements which the school should be aware of:  
.....  
.....  
.....

**Please keep the School informed of any changes to these details which may occur throughout the year**

Please note that all information collected by Balcombe Grammar complies with the Privacy Amendment (Private Sector) Act 2000.



## INFORMATION REQUIRED FOR ASSESSMENT AND REPORTING PURPOSES

### NAME OF STUDENT

First Name

Last Name

### HOME ADDRESS OF STUDENT

Street Number and Name

Suburb

Postcode



### QUESTION 1

**What is the sex of the student?**

- Male  
 Female  
 Other, please specify

### QUESTION 2

**Is the student of Aboriginal or Torres Strait Islander origin?**

*(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)*

- No  
 Yes, Aboriginal  
 Yes, Torres Strait Islander  
 Yes, both Aboriginal and Torres Strait Islander

### QUESTION 3

**In which country was the student born?**

- Australia  
 New Zealand  
 England  
 China  
 Philippines  
 South Africa  
 Hong Kong  
 India  
 United States of America  
 South Korea  
 Other, please specify

.....

### QUESTION 4A

**What is the occupation group of the Parent 1 / Guardian 1?**

Group No. ....

### QUESTION 4B

**What is the occupation group of the Parent 2 / Guardian 2?**

Group No. ....

### QUESTION 5

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

*(If more than one language, indicate the one that is spoken most often)*

	Student	Parent 1 / Guardian 1	Parent 2 / Guardian 2
English Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Italian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cantonese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arabic (incl. Lebanese)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vietnamese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Greek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mandarin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tagalog (Filipino)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Macedonian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please specify .....

### QUESTION 6A

**What is the highest year of Primary or Secondary School the parents / guardians have completed?**

*(For persons who have never attended school, mark 'Year 9 or equivalent or below')*

Mark one box only in each column	Parent 1 / Guardian 1	Parent 2 / Guardian 2
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"/>

### QUESTION 6B

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

Mark one box only in each column	Parent 1 / Guardian 1	Parent 2 / Guardian 2
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"/>



## LIST OF PARENTAL OCCUPATION GROUPS (FOR QUESTION 4A & 4B)

- Please select the appropriate parental occupation group from the list below (please do not overstate the occupation group).
- If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.
- If the person has not been in paid work in the last 12 months, please use Group No. '8'

### 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]

### 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/services 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, proof reader, sportsman/woman, 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

### Group 3 Tradesmen/women, clerks and skilled office, sales and service staff

- Tradesmen/women generally have completed a four-year Trade Certificate, usually by apprenticeship (All tradesmen/women 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 adjuster, market researcher]
- Service [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

### 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, kitchenhand, 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/teacher's 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, greenkeeper, 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]

Please note that all information collected by Balcombe Grammar complies with the Privacy Amendment (Private Sector) Act 2000

# TERMS OF ENROLMENT PARENT/GUARDIAN AGREEMENT



BALCOMBE  
GRAMMAR SCHOOL

## School Rules/Code of Conduct

1. Students will respect teachers, parents, visitors and their fellow students.
2. Students will be on time for school, assemblies and classes.
3. Students will wear and maintain in good order their school uniform and comply with all uniform, hair and jewellery standards.
4. Students will care for the school property, building and gardens.
5. Students will stay inside the playground area set aside for them.
6. Religious education exploring the Christian faith is compulsory at Balcombe Grammar School.
7. Co-curricular activities and camps are non-negotiable.
8. The Principal, in consultation with the student and parents, will deal with constant breaches in school rules or serious misconduct which may include suspension or expulsion (refer to suspension and expulsion policy).

## By accepting enrolment at Balcombe Grammar School, I/we agree to:

1. Support the values and ethos of the School.
2. Abide by the School rules.
3. Support the school's philosophy that learning opportunities are offered within and beyond the classroom. These may include field trips, camps, sport training, lectures and classes during term break, classes before and after school. It is a condition of enrolment that students attend these learning opportunities to fully commit to Balcombe Grammar School.
4. Support and attend school events, particularly parent teacher interviews.
5. Advise the school if there are any changes in circumstances which may affect the child's ability to learn.
6. It being the responsibility of the parents to notify the school of any changes to email, contact addresses and telephone numbers. Failure to do so will result in the child's enrolment offer being withdrawn when undeliverable mail (including email) is returned to the school. In addition, enrolment offers will be withdrawn if no response is received by the due date of any correspondence, a confirmation deposit is not paid by the due date and the enrolment contract is not signed and returned to the school by the due date.
7. Pay school fees and all other charges as required by the due date as set out in the Financial Agreement.
8. Treat all members of the school community with respect as outlined in the Balcombe Grammar School Code of Conduct.
9. Support the pastoral programs and discipline of the School enabling my child to achieve his/her personal best.

The voluntary building fund donation is included on the fee statement each year with the total fees payable. The voluntary building fund donation is tax deductible and is non-refundable. Whilst this is a 'voluntary' donation, it forms an essential part of the School's capital income.

I understand that my child's enrolment may be cancelled at any time due to a serious breach of any of the above.

### PARENT / GUARDIAN AGREEMENT (both to sign)

In signing this document, I/we agree to the terms and conditions as set out above.

Where only one parent / guardian has signed the form they must satisfy the School that they are the sole parent or guardian and agree to the terms and conditions as set out above.

Signed: .....

Signed: .....

Name (printed): .....

Name (printed): .....

Relationship to student: .....

Relationship to student: .....

Date: .....

Date: .....