



Orange Christian School

Teaching Children - Growing Leaders

Enrolment Application Form

Application Checklist

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

Please return this form together with:

Mandatory Requirements

- ☐ \$200 non-refundable application fee (covers all the children in the family)
- ☐ Immunisation Statement*
- ☐ Certified Copy of birth certificate
- ☐ Parent declaration or consent letter required from both parents
- ☐ OCS Prep Information Request (Mandatory for Prep)

*Immunisations mandatory for Prep. Statements required for all students in case of emergency

Additional Documents as Relevant

- ☐ Copies of each child's latest 2 school reports (not applicable for Prep & Kindergarten applications)
- ☐ National Assessment Program Literacy and Numeracy results (NAPLAN)
- ☐ Legal documentation e.g. child welfare arrangements
- ☐ Reports from specialists and additional medical history
- ☐ Family court orders (If applicable)

Student's Name _____

Orange Christian Schools Ltd
500 Cecil Road ORANGE NSW 2800

ACN 002 302 776 | ABN 50 002 302 776

P 02 6362 7258 | F 02 6362 7441 | E ocs@ocs.nsw.edu.au

www.ocs.nsw.edu.au

Student Details

First Name _____ Middle Name(s) _____

Last Name _____

Preferred Name _____

Gender _____ Date of Birth _____

Country of birth _____ Nationality _____

Is the student of Aboriginal or Torres Strait Islander origin?

☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐ Yes, both

Residency: (please tick as appropriate)

☐ Australian Citizen ☐ Australian Permanent Resident - please provide proof of residency

☐ Other - please provide copy of passport and visa showing residency status

Visa Number _____

Child's position in family: (please tick as appropriate) ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Language/s spoken at home _____

Which church does your child regularly attend (if any) _____

Do you have other children currently attending Orange Christian School? ☐ Yes ☐ No

We/I give permission for Orange Christian Schools Ltd to seek any relevant records from previous schools to assist in assessment of child's needs. ☐ Yes ☐ No

Anticipated grade on entry to Orange Christian School _____

Anticipated calendar year of entry to Orange Christian School (please tick as appropriate)

☐ 2023 ☐ 2024 ☐ 2025 ☐ 2026 ☐ 2027 ☐ 2028

Is there any further information about your child's needs or aptitudes which we should know? (eg. sporting interests, creative talents, learning difficulties, academic strengths, physical/medical needs, special interests). This also includes disclosure of any incidents/reports regarding any disciplinary issue, suspension or expulsion. Please attach any information that will assist us.

PREP APPLICATIONS ONLY

Select days per week requested: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri

Do you expect your child to attend Kindergarten at Orange Christian School? ☐ Yes ☐ No

If yes, which calendar year do you anticipate your child will commence Kindergarten? _____

Is your child toilet trained? ☐ Yes ☐ No

Authorised Nominee:

Name _____ Phone _____

(person who has been given permission by a parent or family member to collect the child from Prep)

Please complete for legal parents, as per birth certificate.

Parent 1

Title: _____ First Name: _____ Last Name: _____

Address: _____ Post Code: _____

Postal Address: _____

Home Phone: _____ Mobile: _____

Email: _____ Work Phone: _____

Occupation: _____

Employer (not compulsory) _____

Does the child reside with Parent 1? ☐ Yes ☐ No

Languages spoken by Parent 1 at home: _____

Which church do you regularly attend (if any): _____

Denomination: _____ Name of Pastor/Minister: _____

Do you have any skills or experience that you could offer the school?

Parent 2

Title: _____ First Name: _____ Last Name: _____

Address: _____ Post Code: _____

Postal Address: _____

Home Phone: _____ Mobile: _____

Email: _____ Work Phone: _____

Occupation: _____

Employer (not compulsory) _____

Does the child reside with Parent 2? ☐ Yes ☐ No

Languages spoken by Parent 2 at home: _____

Which church do you regularly attend (if any): _____

Denomination: _____ Name of Pastor/Minister: _____

Do you have any skills or experience that you could offer the school?

Sibling Details

Name	Gender	Date of Birth	Year Level	Current School (if applicable)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please complete if parents are living in separate situations.

(This information is important to help avoid confusion and embarrassment)

- | | | |
|---|---|--|
| <input type="checkbox"/> Parents separated | <input type="checkbox"/> Parents divorced | <input type="checkbox"/> Student living in a shared arrangement between parents
<i>Please provide details of family structure</i> |
| <input type="checkbox"/> Father deceased | <input type="checkbox"/> Mother deceased | _____ |
| <input type="checkbox"/> Father remarried | <input type="checkbox"/> Mother remarried | _____ |
| <input type="checkbox"/> Student living with Father | <input type="checkbox"/> Student living with Mother | <input type="checkbox"/> Student living with Guardians |

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 (eg. court orders, parenting agreements or arrangements, guardianship orders in relation to the child or apprehended violence orders). (Please attach copies.)

Directions for Correspondence

The following information is needed to ensure that correspondence is forwarded to the appropriate person/s. Please provide the child's school reports to (You may tick more than one box):

- ☐ Parent 1 and Parent 2 jointly
- ☐ Parent 1 and Parent 2 separately
- ☐ Parent 1
- ☐ Parent 2
- ☐ Other (please provide details)

Do you consent to receiving your child's reports via email?

☐ Yes. If yes, please provide best email address/es _____

☐ No, I prefer a printed copy instead.

Please indicate phone number to receive SMS notification for student absences:

Fee Arrangements

Please indicate who will be responsible for payment of fees:

- ☐ Parent 1 and Parent 2 jointly
- ☐ Parent 1 and Parent 2 separately
- ☐ Parent 1
- ☐ Parent 2

Emergency Contacts

The school will always try to contact parents at home/work or mobile phone in case of an emergency. However, in the event that they cannot be contacted, please provide the details of a friend or relative who would be able to pick your child up from the school if necessary, preferably someone who lives locally (please ensure they are aware that you have given the school this information).

Emergency Contact 1

Name: _____

Home Phone: _____ Work: _____

Mobile: _____

Relationship to child/ren: _____

Emergency Contact 2

Name: _____

Home Phone: _____ Work: _____

Mobile: _____

Relationship to child/ren: _____

If in time of an accident or serious illness I cannot be contacted, I give permission for the school staff to seek medical attention as required.

Signed _____ ☐ Parent 1 ☐ Parent 2

Date _____

Special Needs

Do you have concerns about and/or has your child been assessed for:

	Y/N	Details
Autism		
Behaviour disorders		
A hearing impairment		
An intellectual disability		
A language disorder		
Mental health issues		
A physical disability		
Vision impairment		
ADD/ADHD		
Giftedness		
Difficulties in basic areas of learning		
Acquired brain injury		
Other (please specify)		

What accommodation and/or learning adjustments, if any, were provided for your child in his/her previous school?

	Y/N	Details
Alternative teaching and learning strategies		
Access to technology		
Modifications to equipment, furniture and learning spaces		
Aide time		
Personal carer support		
A reader or scribe		
Signing		
Braille		

Behaviour Management

In the past 2 years, has your child been the subject of:

	Y/N	Details
School suspension		
School termination of enrolment		
Behaviour plan		

Special Interests

Music

Does your child play a musical instrument?

If yes, please provide details _____

Is your child interested in participating in any of the following?

- ☐ School band
- ☐ School production (musical)

Sport

Please list your child's sporting interests:

Other Details

What prompted you to enrol at Orange Christian School?

- ☐ General reputation of the school
- ☐ Recommendation by family member / friend
- ☐ Continuing the family tradition and links to the school
- ☐ School promotional material eg: website, prospectus, information session
- ☐ Kindergarten program

Other (please specify) _____

Why do you want Christian education for your child?

Why are you changing schools, if applicable?

How did you hear about Orange Christian School? (You may tick more than one box)

- | | | |
|--|--|--|
| <input type="checkbox"/> Word of mouth – family | <input type="checkbox"/> Word of mouth – other | <input type="checkbox"/> White Pages |
| <input type="checkbox"/> Word of mouth – church | <input type="checkbox"/> Central Western Daily | <input type="checkbox"/> Yellow Pages |
| <input type="checkbox"/> Word of mouth – friends | <input type="checkbox"/> OCS website | <input type="checkbox"/> Live in area |
| <input type="checkbox"/> Word of mouth - OCS student | <input type="checkbox"/> CEN Website | <input type="checkbox"/> Drive past school |
| <input type="checkbox"/> Word of mouth - OCS teacher | <input type="checkbox"/> 1035FM | <input type="checkbox"/> Other _____ |

Photo/Video/Voice Recording Consent

At Orange Christian School, photos/videos/voice recordings are frequently taken of events for community connection and promotion of the school. These photos/videos/voice recordings may be used in publications including news items for newspapers, television, Facebook, website and in other school promotions. These photos/videos/voice recordings are often accompanied by captions recording the 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 the Orange Christian School's privacy policy, the school seeks your permission to photograph/video/voice record for this purpose and permission to publish these photos/videos/voice recordings. In the Prep classroom we may take photos/videos/voice recordings of the children every day. Children are photographed/videoed/voice recorded in groups as evidence of their social interactions. These photos/videos/voice recordings are used to accompany developmental observations, portfolios and daily slideshows. Do you give permission for your child to be photographed/video/voice recorded with other children?

I give permission for my child to be photographed/videoed/voice recorded in accordance with the statement above during the period of my child's enrolment at Orange Christian School.

☐ Yes ☐ No

Student name: _____

Parent Name: _____

Signature of Parent: _____ Date: _____

Contact Details to Class Parents

I give permission for Orange Christian School to pass my contact details on to 'Class Parents'

☐ Yes ☐ No

Parent name: _____

Signature of Parent: _____ Date: _____

I/we understand that if I/we do not proceed with enrolment at this time, the school will keep this information until the end of the current year, at which time it will be destroyed unless we have made contact with the school.

Privacy Statement

Orange Christian School is subject to the Privacy and Personal Information Protection Act 1998. The information that you provide will be stored for the purpose of the education and well-being of your child enrolled at the school. It will only be used or disclosed for the following purposes.

- General student administration relating to the education and welfare of the student
- Communication with students and parents
- To ensure the health, safety and welfare of students, staff and visitors to the school
- State and National reporting purposes
- For any other purpose required by law.

The information will be stored securely. For more information, see the school's Privacy Policy, and Standard Collection Notice, available on the school's website. If you have a concern or complaint about the way your personal information has been collected, used, or disclosed, please contact the school.

Data Collection

Information required for Dept of Education reporting purposes

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 below.)

	Parent 1	Parent 2
Year 12 or equivalent		
Year 11 or equivalent		
Year 10 or equivalent		
Year 9 or equivalent		

What is the highest qualification the parents/guardians have completed?

	Parent 1	Parent 2
Bachelor degree or above		
Advanced diploma/Diploma		
Certificate I to IV (including trade certificate)		

What is the occupation group of Parent 1? ☐

What is the occupation group of Parent 2? ☐

Please select the appropriate parental occupation from the list below.

- 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, enter '8' in the box above.

List of Parental Occupation Groups

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 4 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]

Enrolment Agreement This is to be signed by both Parents

Orange Christian School was established to provide a high standard of education, believing that Jesus Christ is the Lord of every aspect of life including education. It is therefore a school where Christ is honoured and children are encouraged to commit their lives to the Lord and live in a way honouring to Him. It is our belief that a Christian life view should be an integral part of the teaching provided at the school.

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.

I/we acknowledge that acceptance into Kindergarten from Prep is subject to the School offering a place, and the child meeting the normal readiness criteria of the School.

If our/my child is accepted into a school administered by Orange Christian Schools Ltd we/I agree to:

1. Accept and be bound by the rules governing the School and the authority of the Board and Principal including fulfilling our responsibilities to the school as parents.
2. Allow our/my child to share fully in all activities of the School, including sporting events, devotions, excursions and other activities (that will not necessarily involve a separate permission note for local offsite activities) integral to the curriculum of the School.
3. Abide by the School's Uniform Code 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 and right to administer appropriate disciplinary measures in accordance with the School Policy on Discipline, including the authority of the Principal and the Board to suspend and/or terminate enrolment for failure to comply with the Policies of the School.
5. Any electronic devices (eg mobile phones, ipods, cameras) belonging to our/my child being handed in at the front office on arrival at school and collected again at the end of the day.
6. Executive teachers having the right to search our/my child's belongings if deemed necessary.
7. Pay all fees as and when they fall due and to notify the Business Manager if unable to honour this agreement.
8. That non payment of fees may result in the enrolment position of our/my child/ren being suspended. In the event that the normal avenues for the collection of outstanding fees have been exhausted and legal proceedings/debt collection are deemed necessary, all recovery costs incurred will be added to the total amount outstanding.
9. Allow the school authorities to seek qualified medical help in the event of an apparently serious accident or illness.
10. Pay one term's fees if we leave the school and fail to give a minimum of one term's notice. The school may make allowances for special circumstances.
11. Attend a 'Parents in Partnership' morning for four hours each year as part of our commitment to the school community (excepting Prep unless alternate arrangements are made).
12. Allow my children to appear in photographs/videos/voice recordings that might be used in general school promotion and/or advertising material (please discuss this matter with the Principal if you have any concerns).
13. Allow the release of appropriate personal details to Authorised State and Federal Govt. Depts.

Name & Signature of Parents

Parent 1 _____ Date _____

Parent 2 _____ Date _____

OFFICE USE ONLY

Date of Application	Application fee received	House allocated
Amount received	Receipt no.	Entered by