



HIGHVIEW COLLEGE ENROLMENT APPLICATION

Affordable Excellence at Highview College

Highview College strives for academic excellence and development of the whole person. As the first ecumenical school in the world, Highview College focuses on the common Christian values shared between Christian denominations.

The College's connection to the founding Christian churches of the school - Uniting Church of Australia, Anglican and Roman Catholic - means students are encouraged to question and have a broad and generous understanding of the Christian faith. The College community considers faith a gift and a journey, which students are encouraged to embark upon with thankfulness and a sense of adventure and wonder.

It is our quest to nurture student potential, foster sound personal values, and facilitate the mental, physical, and spiritual growth of the individual.

We believe that to achieve our vision and mission we need to teach, foster and live the GRACE values of Highview College:

Growth

Respect

Aspiration

Compassion

Excellence

As part of developing values of generosity and compassion, students are encouraged to engage in service to others within the local and global community and care for the environment and each other.

The College motto, 'Education Through Wholeness' encourages all those in the Highview community to grow in harmony and co-operate with their brothers and sisters from all denominations, and in the spirit of Christian unity.





Application for Enrolment

Please complete this 'Application for Enrolment' (**Application**) and return to the Registrar with:

- a non-refundable application fee of \$100.00, together with
- a copy of a Full or Extract of Birth Certificate

Upon receipt of the completed Application in relation to your child (the **Applicant**), your child's name will be added to our waiting list for the required year of entry.

Receipt of the Application will be acknowledged in writing. The completion of the Application will not necessarily result in the Applicant being offered enrolment at Highview College.

Enrolment

All Applicants are required to have an enrolment interview before any offer of enrolment can be made.

If Highview College (the **College**) makes an offer of enrolment to the Applicant after the enrolment interview, the offer will be conditional on the College receiving:

- a duly executed 'Declaration and Commitment' (executed by the Applicant's Parent/Guardian/s - Page 11)
- Documentation as appropriate

The Applicant's enrolment will not be considered official until all required paperwork has been received.



Applicant's Details

Proposed student's details

Surname _____

First Name _____

Middle Name _____

Preferred Name _____

Gender _____

Date of Birth _____

VSN Student Number _____

Student's Religion _____

Residential Address

Is the applicant:

- ☐ An Australian Citizen
☐ A Temporary Resident of Australia
☐ A Permanent Resident of Australia
☐ Indigenous / Torres Strait Islander

(All Temporary and Permanent Resident applicants must provide a copy of a current Passport and proof of Visa)

Commencement

Commencement Year _____

Expected Year Level _____

Applicant resides with:

- ☐ Both Parents
☐ Parent 1
☐ Parent 2
☐ Guardian/s
☐ Other (Please provide details)

Is there a court order or parent plan in relation to the applicant?

- ☐ Yes ☐ No

If yes, please attach a copy

Census Information

Schools are required to collect student background information from parents as agreed by State and Territory Education Ministers.

This is to enable nationally comparable reporting of students' outcomes against the National Goals for Schools in the 21st Century.

All information collected will be subject to the provisions of the Highview College Privacy Guidelines.

In which country was the student born?

- ☐ Australia ☐ Other

(If 'Other', please specify)

Is the student of Aboriginal or Torres Strait Islander origin?

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

Applicant Support

Does the applicant have a diagnosed disability?

- ☐ Yes (Please provide details) ☐ No

Does the applicant suffer anxiety, depression or any other symptom, other than a diagnosed disability?

- ☐ Yes (Please provide details) ☐ No

Does the applicant's behaviour require specific strategies of intervention, other than for a diagnosed disability?

- ☐ Yes (Please provide details) ☐ No

Does the applicant experience gender dysphoria?

- ☐ Yes (Please provide details) ☐ No

Applicant's Medical Needs

Highview College aims to ensure the safety of every child. **Parents are required to complete and submit a medical form before the commencement of every academic year.** Students are not permitted to attend Highview College without current medical information.

If the Applicant has a Medical Emergency Action Plan in relation to any of the following, a Medical Emergency Action Plan must be **provided at the commencement of each academic year** in relation to each medical issue. Medical Emergency Action Plans must have a minimum of 11 months currency.

- ☐ Anaphylaxis
- ☐ Asthma
- ☐ Diabetes
- ☐ Other

(If 'other', please provide details)

Applicant's Educational Needs

Highview College aims to identify students with individual learning needs as soon as possible.

The information you provide will ease the transition of your child and in some circumstances avoid unnecessary delay in providing appropriate classroom support, should your child be offered a place at the College.

Does the applicant have any special educational needs of which the College should be aware in order to comply with legislation? If yes, you must provide details* and attach copies of any relevant medical diagnoses and provide copies of any relevant medical reports.

*Please note: any medical conditions or special educational needs must be known to the Principal prior to enrolment in order to ensure that an appropriate program can be offered.

- ☐ Learning Difficulties
- ☐ Speech Difficulties
- ☐ Physical Difficulties
- ☐ Hearing Impairment
- ☐ Vision Impairment
- ☐ Social Disturbance
- ☐ Emotional Disturbance
- ☐ Assessed as Gifted
- ☐ Autism Spectrum Disorder
- ☐ Oppositional Defiance Disorder
- ☐ Obsessive Compulsive Disorder
- ☐ Other

(If 'Other', please specify)

Applicant's Schooling History

Present School

Previous School/s Attended & Year levels

Siblings who may enrol in the future

Name _____

Expected start year _____

Name _____

Expected start year _____

Name _____

Expected start year _____



Parent/Guardian 1 Census Information

Title _____

Surname _____

First Name _____

Middle Name _____

Residential Address _____

Postal Address _____

Mobile Phone _____

Business Phone _____

Email _____

Please note that accounts and correspondence will be delivered electronically

Relationship to Applicant _____

Languages spoken _____

☐ English only

☐ Other

(If 'Other', please indicate)

Parent/Guardian 1 Education

What is the highest level of primary or secondary school completed? (For persons who have never attended school, mark 'Year 9 or equivalent or below')

Secondary Education

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

Further Education

What is the level of the highest qualification completed?

- ☐ Bachelor Degree or above
- ☐ Advanced Diploma/Diploma
- ☐ Certificate I to IV (inc Trade Certs)
- ☐ No post-school qualifications

What is your occupation and occupation group?

(Please refer to the information on Page 8-9 of this document)



Parent/Guardian 2 Census Information

Title _____

Surname _____

First Name _____

Middle Name _____

Residential Address _____

Postal Address _____

Mobile Phone _____

Business Phone _____

Email _____

Please note that accounts and correspondence will be delivered electronically

Relationship to Applicant _____

Languages spoken _____

☐ English only

☐ Other

(If 'Other', please indicate)

Parent/Guardian 2 Education

What is the highest level of primary or secondary school completed? (For persons who have never attended school, mark 'Year 9 or equivalent or below')

Secondary Education

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

Further Education

What is the level of the highest qualification completed?

- ☐ Bachelor Degree or above
- ☐ Advanced Diploma/Diploma
- ☐ Certificate I to IV (inc Trade Certs)
- ☐ No post-school qualifications

What is your occupation and occupation group?

(Please refer to the information on Page 8-9 of this document)



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 a 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, proofreader, sportsman/woman, coach, trainer, sports official

Associate professionals

generally have a 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/refuge/childcare 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, farmhand, 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





Payment of \$100.00 Application Fee

- Cash at Reception
- Cheque/Money Order made payable to Highview College (please attach)
- Direct Deposit

ANZ

013-720

2895 42619

(Remittance must be sent to accounts@highview.vic.edu.au)

- Credit Card details below

To pay by credit card please complete the following

Please charge my: ☐ Mastercard ☐ Visa

Card Number _____

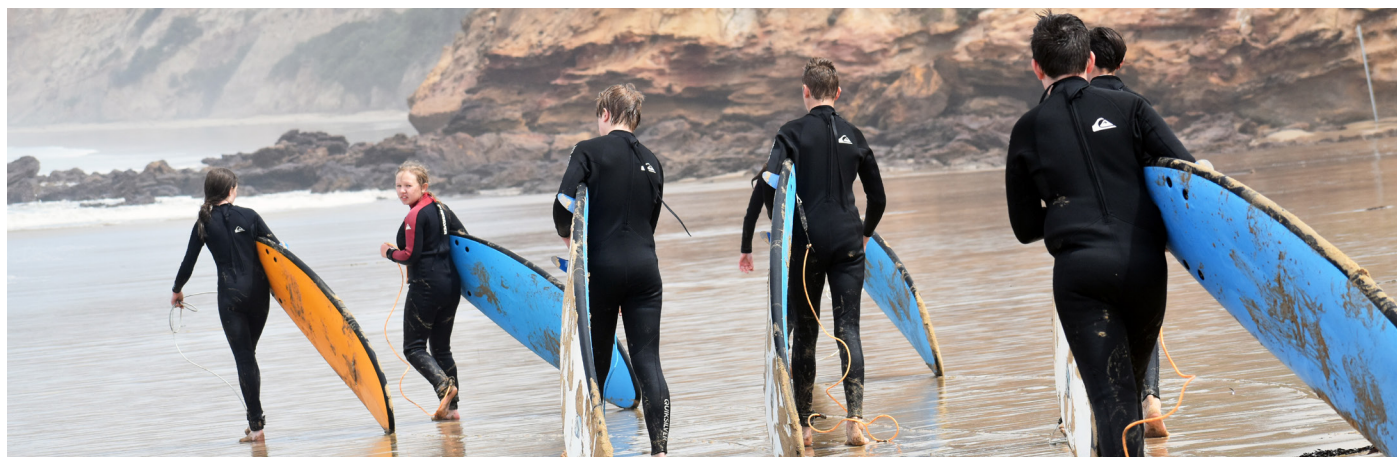
Expiry Date _____

CCV No. _____

Amount \$ _____

Card Holder's Name _____

Card Holder's Signature _____



Declaration & Commitment

As the Parent/s/Guardian/s of the named child (the Applicant), I/we request that the Applicant be registered for admission to the College.

In signing this declaration, I/we understand and accept responsibility for the following:

- I/we have read, understood and agreed to the information provided in the Highview College Prospectus including, but not limited to, the Enrolment Policy, including Conditions of Enrolment and the Code of Conduct Policy.
- that as a part of the communication process between the College and home, I/we must provide a current email address;
- that I/we are willing to access online communication - eg. Accounts, Permission forms, Progress Reports etc;
- that I/we are responsible for any medical, hospital, ambulance or other expenses incurred as a result of any illness or accident involving the Applicant;
- that the College may vary or rescind policies, procedures or guidelines at any time in its absolute discretion;
- that I/we jointly and severally accept responsibility for the payment of all fees due to the College in relation to this Applicant's attendance at the College;

- I/we will advise the College in writing of any changes to contact details or other information in this Application;

- it is my/our joint and separate responsibility to inform the College in writing of any changes to the Applicant's enrolment status. I/we are aware the College requires one term's notice if the Applicant is to be withdrawn once enrolled. I/we understand that I/we will be responsible for one term's fees if I/we do not provide the required notice;

- I/we have read and understood the Privacy Policy available on the College website and, in making this Application, consent to the collection, use and disclosure of personal information and sensitive information as provided for by the Privacy Policy; and

- I/we understand that submitting this Application does not guarantee the Applicant's enrolment at the College.

This application requires the signature of both Parent/s/Guardian/s.

Please advise circumstances if only one of the Parents or Guardians is signing.

Signatories should be aware that by signing this form they agree to be jointly and severally responsible for all of the College's fees and charges.

Signed Parent/Guardian 1

Signature

Print Full Name

Date

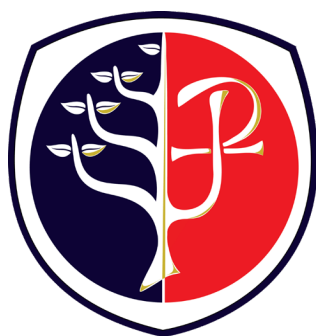
Signed Parent/Guardian 2

Signature

Print Full Name

Date





HIGHVIEW COLLEGE

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