

Enrolment and Fees Policy and Procedure

Policy Owner:	The Sycamore School Governing Board		
Version:	1.4	Supersedes:	1.3
Status:	Approved	Updated by:	Sonya Marshall
Approved by:	The Sycamore Governing Body	Date of Approval:	March 2021
Review Period:	Every 2 years	Scheduled Review Date:	March 2023

Purpose:	To assist the School to develop and implement an application and enrolment policy and process which provides a transparent and consistent reference point to both those seeking enrolment and those responsible for enrolment at the School.
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Scope:	The policy applies to employees, parents/guardians and students, and prospective families who wish to enrol their children at the School.
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References:	<p>The Sycamore School Privacy Policy</p> <p>The Sycamore School Disability Discrimination Policy</p> <p>Education (Accreditation of Non-State Schools) Act 2017 (Qld)</p> <p>Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)</p> <p>Education (General Provisions) Act 2006 (Qld)</p> <p>Education (General Provisions) Regulation 2006 (Qld)</p> <p>Education Services for Overseas Students (ESOS) Act 2000 (Cth)</p> <p>Education (Overseas Students) Regulation 2018 (Qld)</p> <p><i>Australian Education Act 2013 s77(2)(f)</i></p> <p><i>Australian Education Regulation 2013 s59</i></p>
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Policy Statement:	<p>Enrolment at The Sycamore School involves an application and an enrolment process. The purpose of this document is to assist the School to develop and implement an application and enrolment policy and process which provides a transparent and consistent reference point to both those seeking enrolment and those responsible for enrolment at the School. It will facilitate a consistent approach and process for The Sycamore School and assist the School to meet their legal obligations where enrolment policy and procedures are implemented or challenged. Furthermore, this enrolment policy will provide an opportunity for young people to meet and learn in an inclusive community.</p>
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Definitions:	N/A
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Responsibilities:	<p>School Responsibilities</p> <p>The Sycamore School acknowledges that its responsibilities are:</p> <ul style="list-style-type: none"> • To follow the Application for Enrolment Process outlined in Appendix A • To confirm students have been diagnosed with Autism Spectrum Disorder prior to admission • To monitor the capacity of the School and its ability to provide an adequate education experience for the student • To ensure adequate enrolment documentation is kept for each student as outlined below • The Sycamore School will educate the student with due care and skill
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	<ul style="list-style-type: none"> • The Sycamore School will ensure that a student has meaningful access to curriculum, and that their wellbeing, needs, and goals are at the forefront of decision making. • The Sycamore School will act in the best interests of the student and the School. This may mean we may not always act in accordance with parent/guardian requests. As The Sycamore School is a vibrant place of diversity, it is important that positive relationships and communication is maintained, and we expect all elements of our School community to uphold this • The Sycamore School will determine the fees for the year before the commencement of the term to which the fees apply, usually at the beginning of the academic year. <p>Parent/Guardian Responsibilities</p> <ul style="list-style-type: none"> • Give the School full information about the health of the child when applying for enrolment. Advise the School if there is any improvement or deterioration in the health or physical abilities of their child while they are at the School. • Support the ethos of the School, its rules, regulations, policies, procedures, and future implementations by the School’s Board of Directors. • Understand that the initial and ongoing enrolment of their child at The Sycamore School is conditional on providing honest disclosure of information relevant to the on-going education of their child. • Accept that the Principal reserves the right to cancel their child’s enrolment at The Sycamore School, for breach of rules and regulations or for the non-payment of fees. • To fully read and understand the School’s policies. • To read, understand, and agree to the Terms and Conditions of the Enrolment Policy, Enrolment Contract and Application for Enrolment Form. • To understand that a child with Autism Spectrum Disorder can engage in challenging behaviour for a variety of reasons. Challenging behaviours include injury to others, self-harm, or inappropriate behaviours. Children who exhibit these behaviours require intense, focused, and high impact behavioural intervention.
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Implementation:	<p>Documentation</p> <ul style="list-style-type: none"> • The Sycamore School is to use comprehensive and up to date enrolment forms and procedures that contain sufficient information to enable the School to adequately prepare for the enrolment of prospective students. The Sycamore School is to provide for and consider any individual learning needs and are to assist with the adequate preparation of appropriate educational programs. • The Sycamore School needs to ensure that the enrolment forms provide for the confirmation of all contractual arrangements between the School and the parents/guardians and students as well for the collection of data as may be required by government and statutory authorities. The contractual arrangements that are necessary include arrangements for payment of fees, privacy matters, student codes of behaviour, acceptable use policies for information communication. A sample enrolment form is attached as Appendix A. • Parents/guardians should be made aware of the requirement of full disclosure when completing the application for enrolment form. Failure to provide full disclosure could result in cancellation of enrolment. • Enrolment forms should be clearly marked with the words ‘Application Only’ as the completion and submission of the form does not ensure enrolment. • The Sycamore School should regularly review all enrolment application documentation to ensure it is up to date and meets statutory requirements. • The Sycamore School needs to ensure that enrolment documentation and procedures for International Students comply with CRICOS and all statutory requirements. This includes the School having access to the student’s Visa status while they attend The Sycamore School.
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- Cancellations of application for enrolment must be in writing.
- All families must sign an Enrolment Contact (Appendix A) prior to commencement.
- The School collects personal information about students at the School, their parents/guardians. The primary purpose of collecting the information is to enable us to use the information for all actions connected with educating our students. Parents/Guardians consent to the personal information being used for educational and ancillary purposes including the marketing of the School. Any medical information will be used discretely and in accordance with The Sycamore School Privacy Policy.

General Considerations

Factors that impact on acceptance of enrolment include:

- Student diagnosed with Autism Spectrum Disorder
- The capacity of the School to provide an adequate education experience for the student
- Availability of places
- Reasons for seeking enrolment
- The desire to provide access to those who may not/could not otherwise seek enrolment
- As per the Disability Discrimination Policy, The Sycamore School will not unlawfully discriminate, harass or victimise a student on the grounds of the student's disability or a disability of any associate of a student. With regards to enrolment - The Sycamore School will take reasonable steps to ensure that a student with a disability is able to seek admission to, or apply for enrolment in, the School on the same basis as a prospective student without a disability, and without experiencing discrimination.
- If the number of enrolments for a particular year group exceed the number of available places the following priority order will be actioned:
 - i) Sibling of current student
 - ii) Child of staff member
 - iii) No other educational programs are available/suitable to support their current needs ie already accepted into a specialised setting
 - iv) Unable to delay Prep/repeat a year
 - v) Ability to pay fees
 - vi) Date of application

Making an Application

To make an application of enrolment, a complete Application for Enrolment Form must be submitted accompanied by:

- a. Payment of non-refundable \$100 enrolment application fee
- b. Copy of the student's birth certificate or extract
- c. If born outside Australia, provide a copy of current passport photo page
- d. Proof of place of residence (eg: rates notice, rental agreement)
- e. Copy of diagnosis confirmation of Autism Spectrum Disorder, and any other diagnosed conditions
- f. Last School or early childhood report
- g. Any other reports from allied health professionals (eg: speech therapists, occupational therapists) if available.

Eligibility for Admission

The School defines the following eligibility for admission:

- Students must reside within the catchment. A limited number of places may be offered to students outside the catchment
- Students must turn 5 years old by 30th June for enrolment into the Preparatory year

- Students must be Australian Citizens or hold the appropriate Visa
- Students must have a primary diagnosis of Autism Spectrum Disorder
- The Principal approves the student's enrolment at The Sycamore School
- The School does not employ nurses or medical staff, and therefore is not equipped to take students with complex medical needs.
- The Sycamore School has a duty of care to its staff and students and may deny enrolment on the basis that offering enrolment may impact on the safety of other students and staff.
- Students with high behavioural needs may not be able to be admitted depending of the composition of the class to which they would be added.
- Suitability and Support Meetings are conducted so that a review of suitability is conducted for each student. This meeting will not take place until all necessary information requested has been provided.
- We will also contact the student's previous School in order to obtain additional information to support a possible transition.
- Class sizes, while limited to a maximum of 6 in Prep, 7 in Year 1, 8 in Year 2, 9 in Year 3 and a maximum of 10 for all other Years, may vary depending on the make-up of the students and their requirements in a particular class. Class sizes may be reduced in size where deemed necessary.

Communication

The School will provide information about the student to both natural parents and to any other person signing this enrolment contract. Under the *Australian Education Act 2013 s77(2)(f)* and the *Australian Education Regulation 2013 s59*, the School will provide reports to "persons having responsibility" for the student. In the absence of a court order, the School will provide these reports to the student's natural parents. The people signing this enrolment contract may request other arrangements relating to the provision of information about the student by providing written notice to the School.

The School will communicate with parents/guardians at the email addresses provided via a School parent portal. Where appropriate and applicable communication will be via telephone and/or face to face. If parents/guardians do not provide an email address or if they request in writing that the School provides information other than by electronic means, the School will communicate by the other means reasonably requested.

Where communication is to be with the entire School community or with identifiable sections of the School community, the communication may be affected through the School website. The School will display on its website the policies and procedures with which parents/guardians and their child/ren are expected to comply.

If there is a medical or other emergency and it is impossible or impractical to communicate with parents/guardians of the child, the School may act and incur expenditure as it considers necessary in the best interests of the student. Parents/Guardians are required to compensate the School for any expenditure incurred in protecting their child.

School Fees

Payment of School fees is an important School community responsibility and parents/guardians are reminded that School fees are charged on a full year basis on the condition that the student has a position in the School for that year. The tuition account debt is held jointly and individually by the person(s) who signed the Application for Enrolment Form and the Account Responsibility Agreement.

It is a requirement that the Account Responsibility Agreement and Application for Enrolment Form are signed by the same person(s). If the forms are not signed by the same person(s) enrolment to The Sycamore School may be delayed. The person(s) who sign the Account Responsibility Agreement for Enrolment have the responsibility for meeting the financial obligations and liabilities for the education of the children in their care. Should any of the parents/guardians differ, the School will require clarification which may delay the enrolment.

Where School fees are in arrears, students will not be permitted on any non-curriculum excursions, trips, or camps for which an additional charge is levied. Furthermore, unless prior arrangements have been made with the School, a student will not be permitted to enrol in a new term while the previous term's fees remain outstanding. The Board Chair and Principal shall exercise their discretion in these instances.

Failure to pay School fees, without prior arrangement with the School, will result in the School referring the matter for debt recovery action. The School shall retain an independent debt collector, at the parents'/guardians' cost, to recover outstanding fees. Monies recovered will be applied firstly to accrued interest charges, administrative charges, and then outstanding School fees.

The debt recovery process is conducted by an independent party and, as such, all communication shall occur between the agency and the family. The School will be unable to intervene in this process or act on the family's behalf other than to provide supporting documentation to the agency. The matter will only be returned to the School once all outstanding amounts, including penalty charges and debt collection costs, have been settled.

To secure an offer of enrolment, a full term's School fees must be paid within 14 days of receipt of the letter of acceptance. If a student does not commence at the School following their enrolment confirmation, they forfeit the term's School fee paid. An enrolment will not be finalised until the Account Responsibility Agreement is signed, dated, and returned to the School.

School Fees are due within 14 days from receipt of invoice.

Fortnightly payments for School fees are available on condition they are paid by Direct Debit. Information regarding this facility is available from the School's Business Manager.

Fee Concessions

The Sycamore School is willing to assist parents/guardians who are experiencing short term difficulties in complying with the Fee Policy due to extraordinary circumstances. To assist parents/guardians with their financial commitment to the School, procedures are in place which are fair and equitable for the entire Sycamore community. Parents/Guardians who have difficulty in meeting their financial liability to the School are encouraged to initially contact the Principal. The outcome may not always be a remission of fees but may include extended payment terms or a partial moratorium on payments for a negotiated period, depending on circumstances. All discussions and ensuring arrangements are kept in the strictest confidence.

If parents/guardians have been approved under a Fee Assistance Program, fees payable per term will be noted on the Fee Assistance Approval Letter.

Discipline

- Students and their families must comply with policies and the Character Values of the School. Parents/Guardians must ensure, as far as practicable, that their child

complies with those policies and the Character Values of the School. The policies and Character Values of The Sycamore School do not form part of this contract.

- The Sycamore School does not adopt a practice of suspending or expelling students. It is important that issues that arise and result in unacceptable behaviours, are dealt with in a collaborative manner between the School, the parents/guardians, and any other required stakeholders.
- The School may search lockers, bags, and property of a student where it is reasonable for it to do so or as part of a general or random search of a place where the School conducts its activities. The School may confiscate forbidden or dangerous property.

Indemnity

By signing the Enrolment Contract, parents/guardians indemnify the School against any loss or damage caused by failure of the parents/guardians or their child/ren to comply with the School's Character Values and Policies. Parents/Guardians indemnify the School against any loss or damage caused by the wilful disobedience or reckless behaviour of their child/ren.

Termination of Enrolment

The Sycamore School may terminate the enrolment contract if:

- The School collaboratively believes that it is in the best interests of the student to not continue at the School
- The School decides at the end of a School year that it does not wish to continue the contract for the following School year for any reason
- A break down in mutual trust and co-operation between the School and the parent/guardian and their child/ren
- Parent/Guardians are in breach of the enrolment contract and they fail to remedy the breach within a reasonable time after notice from the School requiring them to do so.

Withdrawal

Once a student has commenced, The Sycamore School requires one term's notice in writing before a student is withdrawn. Parents/Guardians are required to keep payments up to date until the agreed finishing date.

Parents/Guardians may also terminate the enrolment contract when:

- The School is in breach of the enrolment contract and fails to remedy the breach within a reasonable time after notice from the parents/guardians requiring the School to do so; and
- If the School increases the fees for a term by more than 10% of the fees payable for the preceding term, parents/guardians may terminate this enrolment contract by notice in writing to The Sycamore School, within fourteen (14) days of the date on which we notify them of the increase.

Parents/Guardians are required to pay one full term's fees if one full term's notice is not provided. The School commits resources on the basis of confirmed enrolments and will most likely suffer loss from early termination. It may have difficulty filling the student's position at short notice.

Annual Enrolment Review

The School's overall aim is to enable students with autism spectrum disorder to participate and thrive in inclusive education. The School will be working closely with students, parents/guardians, and potential receiving Schools with the ultimate goal of successful transition of our students to a mainstream School. This process involves an annual review to assess:

- Whether the student is accessing the most beneficial educational program

- Whether the student is continuing to benefit from an autism specific learning environment
- That students with higher needs who would benefit from the program, have the opportunity to do so.
- To promote inclusion and support students moving into mainstream education.

Attendance

The School will treat a student’s enrolment as having ended, and record it as such, only if one or more of the following circumstances arise:

- A student has graduated
- A student has no remaining allocation of semesters
- A student has enrolled at another (state or non-state) School and the enrolment is not part of an approved flexible arrangement
- There is reasonable evidence that the student enrolled in another educational institution
- There is reasonable evidence that the student has left School to undertake a full-time apprenticeship or traineeship or, for compulsory participation phase students only, full-time employment
- A student becomes registered for distance education
- A student has permanently moved interstate or overseas with no intention of returning
- A parent/guardian (or student if he/she is independent) has informed the School that the student’s enrolment has ended and the student ceases attending*. This does not apply to student who cease attending their School because they are in youth detention or attending a hospital School, or where conflicting instructions are given to the School by the parents**.
- A student is deceased.

*Where a student has ceased to attend School and is not enrolled in another School, educational institution or with a Registered Training Organisation, and is not registered for distance education (or undertaking full-time employment for a student in the compulsory participation phase), the region should pursue the failure to enrol process.

**In relation to Family Law disputes, where parents’ instructions to the School regarding the student ceasing to attend are conflicting, the School should not end the enrolment until one of the other circumstances above applies.

Vaccination

Vaccination is not mandatory in order to attend The Sycamore School; however, it is recognised as the highest order of control when minimising the risk of acquiring vaccine preventable diseases.

Vaccine-preventable diseases can potentially cause serious illness and can spread not only to staff and students but to families and the wider community.

Compliance and Monitoring:	This policy is to be reviewed by the Principal every two years.
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Appendices:	Appendix A – Application for Enrolment Process, Form and Contract
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Application for Enrolment

Name of Young Person					
Date of Birth					
Current Year Level		Proposed Year of Commencement	20 ____	Proposed Year Level	
Date of Application					

Please submit this Application Form along with all supporting documentation to The Sycamore School in person to Reception, via post or email. Failure to fully disclose information can result in processing delays.

Location: Block F, TAFE campus, 29 Windemere Road, Alexandra Hills, QLD.

Post: PO Box 5699, Alexandra Hills, QLD, 4161

Email: admin@thesycamoreschool.qld.edu.au

The Sycamore School requires parents/carers to fully and accurately disclose information. Failure to provide complete and accurate information may affect the Young Person's enrolment.

Enrolment Policy, Procedures, Terms and Conditions

The Sycamore School supports young people with Autism Spectrum Disorder, who do not have access to adequate supports in other Schools. The learning ability and capacity to move into less specialised settings is considered greatly during the enrolment process.

Making an Application

To make an application of enrolment, a complete enrolment form must be submitted *to The Sycamore School in person to Reception, via post or email* accompanied by:

- Payment of non-refundable \$100 enrolment application fee must be paid
- Birth Certificate for your child (*If born outside Australia, a copy of your child's birth certificate, passport photo page, VISA, and/or Certificate of Australian Citizenship*)
- Proof of Residential Address (e.g. copy of rates notice, rental agreement, etc)
- Copies of Diagnosis Letters from each diagnosing practitioner, for each diagnosis
- Most Recent School / Early Childhood Report Card
- Copies of any Cognitive Testing, *Specialist, Allied Health or Guidance Reports (e.g. Paediatrician, Neurologist, Psychiatrist, Speech Therapy, Occupational Therapy, Intervention Reports, any other Therapy reports)*
- Copies of any current Behaviour Support Plans and Individual Education Plans
- Copies of any Family Court or other relevant court orders
- Immunisation History Statement or Exemption Documentation.

The School defines the following eligibility for admission:

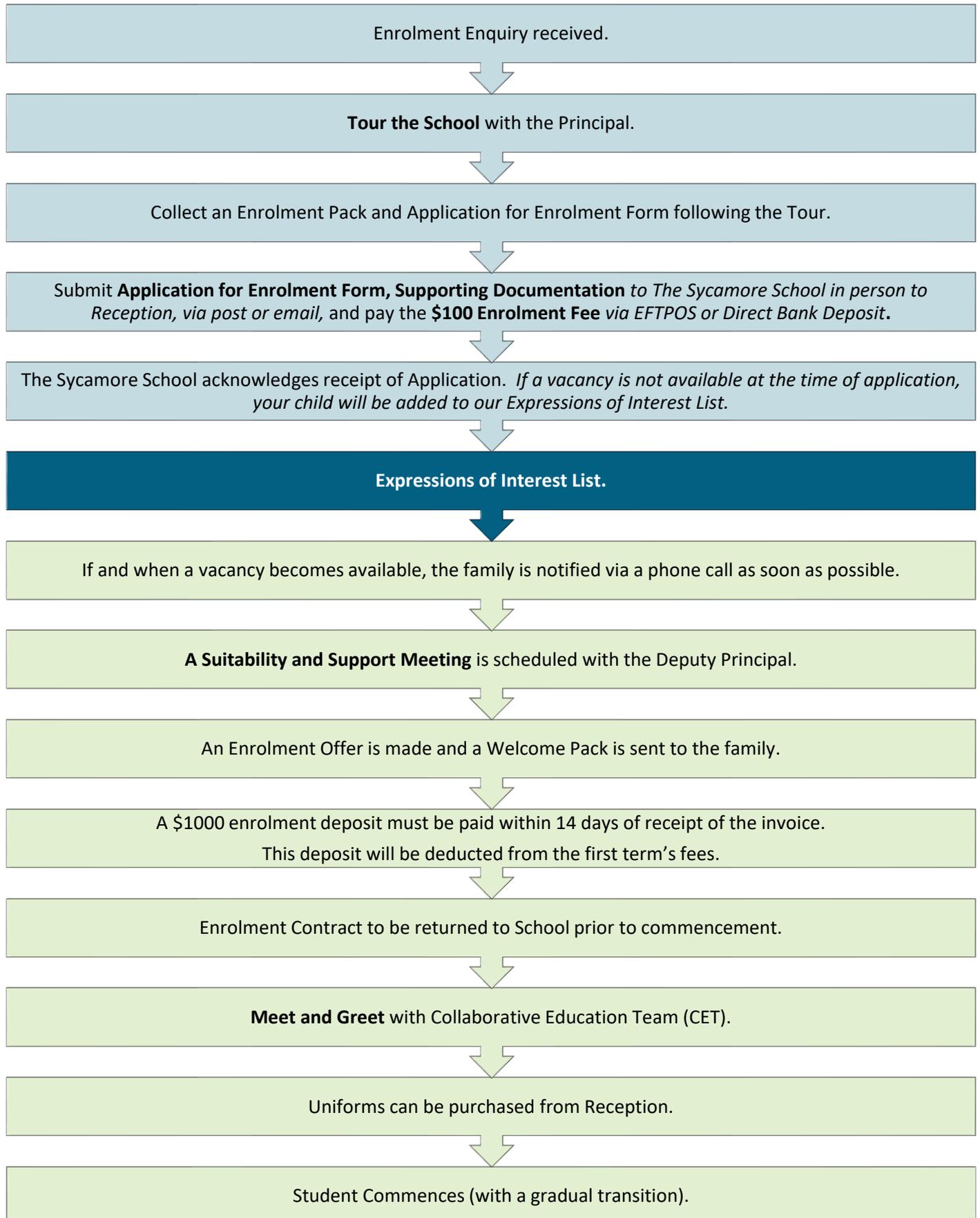
- Young people must reside within the catchment. A limited number of places may be offered to Young Persons outside the catchment
- Young people must turn 5 years old by 30th June for enrolment into the Preparatory year
- Young people must be Australian Citizens or hold the appropriate Visa
- Young people must have a primary Diagnosis of Autism Spectrum Disorder
- The Principal approves the Young Person's enrolment at The Sycamore School.

Enrolment Process

1. The Application for Enrolment and supporting documentation must be submitted to The Sycamore School in person to Reception, via post to PO Box 5699, Alexandra Hills or via email to admin@thesycamoreschool.qld.edu.au
2. A non-refundable \$100 enrolment application fee must be paid at The Sycamore School office or via Bank Transfer. Bank details are on the following page.
3. The Sycamore School will then send a confirmation email acknowledging the completed application or requesting further information.
4. The Sycamore School Enrolment Panel will assess all applications.
5. Parents/guardians will be advised of their application outcome in writing via email.

If a vacancy is not available at the time of application, your child will be added to our enrolment expressions of interest list. Families on our expressions of interest list will be contacted if and when a vacancy arises.

Please note that the School does not employ nurses or medical staff and as such, are not equipped to take Young Persons with complex medical needs. The Sycamore School has a duty of care to its staff and young people and may deny enrolment on the basis that offering enrolment may impact on the safety of other young people and staff.



Paying Fees, and Withdrawing a Young Person

1. If an offer of enrolment is made, parents are asked to amend any details on the enrolment form that may have changed and pay a \$1000 Enrolment Deposit within 14 days of receipt of the invoice.
2. Fortnightly, termly and annual payment options are available. Termly and annual payments can be made via Direct Debit, BPay, EFTPOS or Cash. Fortnightly payments are processed via Direct Debit only.
3. If a young person does not commence at the School following their enrolment confirmation, they forfeit the term tuition fee paid.
4. Once a student has commenced, The Sycamore School requires one term's notice in writing before a student is withdrawn. Parents will be required to keep payments up to date until the agreed finishing date.
5. It is your responsibility to contact the School Bursar's office if you are unable to make a payment by the due date. The Bursar will negotiate with families any unresolved overdue accounts.
6. No student will be allowed to enter a new term at the School while fees for the previous term are unpaid, unless an alternative arrangement is agreed upon in writing through negotiations with the Bursar.

Fee Payment Timeline

<p>1. Enrolment Application Fee</p>	<ul style="list-style-type: none"> - \$100 (non-refundable) - Due on submission of the Application for Enrolment Form - Payable via EFTPOS (at the School Reception Desk) <u>or</u> via Bank Transfer to: <ul style="list-style-type: none"> Account Name: ASD Learning Ltd. BSB: 064012 Account Number: 10301140 Reference: Child's First Name Surname
<p>2. Enrolment Deposit</p>	<ul style="list-style-type: none"> - \$1000 (will be deducted from the first term's fees). - Due after Enrolment Offer has been made. - Required to secure and activate enrolment. - Due within 14 days of receipt of the invoice. - This deposit will be deducted from the first term's fees. - Invoice will be sent via email and identify payment options.
<p>3. Tuition Fees</p>	<ul style="list-style-type: none"> - Fortnightly, termly and annual payment options are available. - Termly and annual payments can be made via Direct Debit, BPay, EFTPOS or Cash. - Fortnightly payments are processed via Direct Debit only. - Statements will be sent to families via email.

Tuition Fees for 2021

	1st Child		2nd Child		3rd Child		4th and Subsequent	
	Annual	Term	Annual	Term	Annual	Term	Annual	Term
Junior School	\$8 000	\$2 000	\$7 200	\$1 800	\$6 400	\$1 600	No Charge	
High School	\$8 300	\$2 075	\$7 470	\$1 867.5	\$6 640	\$1 660	No Charge	

In order to keep additional billing for families down to a minimum we have endeavoured to make this fee as all-inclusive as possible. Our fees are all inclusive and no additional levies are payable during the year for excursions, incursions or any additional needs that arise within a class.

There may be a small tuition fee increase from next year and we will advise you of the new amount as soon as possible. If the School increases the fees for a term by more than 10% of the fees payable for the preceding term, you may terminate this enrolment contract by notice in writing to us given within fourteen (14) days of the date on which we notify you of the increase.

Financial Hardship

The Sycamore School has a Fee Assistance Program available to families who are experiencing short term financial difficulties in complying with the fee payment due to extraordinary circumstances. To assist families with their financial commitment to the School, strategies are in place which are fair and equitable for the entire Sycamore community. Families who have difficulty in meeting their financial liability to the School are encouraged to initially contact the Principal. The outcome may not always be a remission of fees but may include extended payment terms or a partial moratorium on payments for a negotiated period, depending on circumstances. All discussions and ensuring arrangements are kept in the strictest confidence. For further information, please contact the Principal.

Annual Enrolment Review

Our overall aim at the Sycamore School is to enable children with Autism to participate and thrive in inclusive education. We will be working closely with young people, families, and potential receiving Schools with the goal of successful transition of our young people to a mainstream School. This process involves an annual review to assess:

- Whether the young person is accessing the most beneficial educational program
- Whether the young person is continuing to benefit from an Autism specific learning environment
- To ensure that young people with higher needs who would benefit from the program, can do so
- To promote inclusion and support young people moving into mainstream education.

Your Agreement with The Sycamore School

1. I/We hereby apply to enrol my/our child at The Sycamore School. I/We undertake to support the ethos of the School, its rules, regulations, policies, procedures, and future implementations by the School's Board of Directors.
2. I/We understand that the initial and ongoing enrolment of my/our child at The Sycamore School is conditional on providing honest disclosure of information relevant to the on-going education of my child.
3. I/We accept that the Principal reserves the right to cancel my/our child's enrolment at The Sycamore School, for breach of rules and regulations or for the non-payment of fees.
4. I/We have fully read and understood the School's policies and procedures.
5. I/We have read, understand, and agree to the Terms and Conditions of the Enrolment Policy.

Signature of Parent/Guardian/Carer #1

Please Print Name

Date

Signature of Parent/Guardian/Carer #2

Please Print Name

Date

Young Person's Details

GENERAL DETAILS			
Family Name			
Given Name/s			
Preferred Name			
Date of Birth (DD/MM/YYYY)		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Current Year Level			
Proposed Year of Entry		Proposed Year Level	

RESIDENCY*	
Country of Birth	
<input type="checkbox"/> Australian Citizen	<input type="checkbox"/> International Student <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Temporary Resident
<p>If born outside Australia, please attach a copy of your child's birth certificate, passport photo page, visa, and/or Certificate of Australian Citizenship. <i>If born overseas, please state current Residency Status:</i></p> <p>Visa Information (if applicable): Date of arrival to Australia: _____ Visa Type: _____</p> <p>Visa Number: _____ Date Granted: _____ Visa Expiry: _____</p> <p>Passport Number: _____ Passport Expiry: _____</p> <p><input type="checkbox"/> I give permission for The Sycamore School to access VISA status information while my child is enrolled at the School.</p>	

INDIGENOUS BACKGROUND*	
Is your child of Aboriginal or Torres Strait Islander origin?	
<input type="checkbox"/> Neither Aboriginal nor Torres Strait Islander	<input type="checkbox"/> Torres Strait Island, but not Aboriginal
<input type="checkbox"/> Aboriginal only	<input type="checkbox"/> Both Aboriginal and Torres Strait Islander

LANGUAGES
Is English your child's first language? <input type="checkbox"/> Yes <input type="checkbox"/> No
Does your child speak another language? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please identify: _____

SIBLINGS DETAILS					
Names of other Children in the Family	Male/Female	Date of Birth	Current School	Year Level (if applicable)	Is this sibling potentially a future Young Person at TSS?
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No

Autism Specific Information

YOUNG PERSON PROFILE	
Has your child been diagnosed with Autism Spectrum Disorder?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date of Diagnosis	
Name of Diagnosing Practitioner	
Diagnosing Practitioner's Contact Number	
What (if any) additional diagnosis does your child have? EG: ADHD, Mental Health diagnosis, Sensory Processing Disorder, etc	
<input type="checkbox"/> I have attached a copy of my child's confirmation of Autism Spectrum Disorder diagnosis letter from the Practitioner, along with any other confirmation of diagnosis letters.	

IQ TESTING	
Has your child's IQ been tested?	<input type="checkbox"/> Yes <input type="checkbox"/> No
When was it tested?	
Who was it tested by?	
What is the noted IQ?	

CURRENT EDUCATIONAL INFORMATION	
Current School / Early Childhood Setting	
Dates Enrolled from	
Year Level / Grade / Room	
Name of Educator	
Contact details of your Educator (<i>phone number or email</i>)	
Does your child have a current behaviour support plans?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> If yes, I have attached a copy.	
Does your child have a current Individual Education Plan (IEP)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> If yes, I have attached a copy.	
Number of suspensions	
Number of expulsions	
<input type="checkbox"/> I have attached a copy of my child's most recent Report Cards	

What childcare and School services/supports has your child has received? Please tick all boxes that apply.				
	1-2 years	3-5 years	6-8 years	9-12years
Mainstream childcare	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inclusion support at childcare	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mainstream School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aide support in mainstream School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A support class in mainstream School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Autism specific School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What types of intervention services has your child has received? Please tick all boxes that apply.

	1-2 years	3-5 years	6-8 years	9-12years
Occasional centre-based early intervention program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intensive centre-based early intervention program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Occasional home-based early intervention program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intensive home-based early intervention program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private speech therapy sessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private psychology sessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private occupational therapy sessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private tutoring sessions for School work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please attach any relevant reports (e.g. Paediatrician, Neurologist, Psychiatrist, Speech Therapy, Occupational Therapy, Intervention Reports, Cognitive Testing, Specialist, Allied Health or Reports from Guidance Officers any other relevant reports)

TELL US ABOUT YOUR CHILD

What are your child's greatest strengths and qualities?

What things does your child really like? People, places, things, activities, food/drink?

List 3 things your child is challenged by the most.

1.
2.
3.

List 3 things that challenge you the most about your child.

1.
2.
3.

Tell us in 5 points, what a challenging day looks like for your child. EG: What behaviours do they exhibit, how do they react to their surroundings, and the people around them.

1.
2.

3.
4.
5.
What are your top 3 priorities for your child?
1.
2.
3.

Medical Information

IMMUNISATIONS
Are your child's immunisations up to date?
<input type="checkbox"/> Yes - provide an Immunisation History Statement <input type="checkbox"/> No - provide exemption documentation.
<input type="checkbox"/> I have attached a copy of my child's Immunisation Statement or Exemption Documentation
Is your child's Tetanus Immunisation up to date? <input type="checkbox"/> Yes <input type="checkbox"/> No

Does your child have any medical condition or health problems other than ASD that might affect him/her?
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete the following:
What is the nature of the condition?
<input type="checkbox"/> Allergies/Bee Stings/Peanuts <input type="checkbox"/> Diabetes <input type="checkbox"/> Convulsions/seizures <input type="checkbox"/> Medication <input type="checkbox"/> Vision or hearing problems <input type="checkbox"/> Other:
What are the symptoms (if applicable)?
How could it affect the Young Person?
What treatment is required?
Is the condition critical? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide further details</i>
Does your child take Regular Medication? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please advise name of medication and how often required.</i>
If this medication is required during School hours, please see the Receptionist to collect an Administration of Medication Form .
Does your child have any dietary restrictions or food intolerances?

Parent/Guardian/Carer #1

PERSONAL DETAILS			
Title (Mr, Mrs, Ms, Miss, Dr)			
FAMILY NAME			
GIVEN NAME		PREFERRED NAME	
RELATIONSHIP TO CHILD			
DOES THE CHILD RESIDE WITH YOU?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
DATE OF BIRTH (DD/MM/YYYY)			
COUNTRY OF BIRTH			
AUSTRALIAN CITIZEN		<input type="checkbox"/> Yes <input type="checkbox"/> No	
ABORIGINAL OR TORRES STRAIT ISLANDER DESCENT <i>If yes, please advise which heritage</i>		<input type="checkbox"/> No <input type="checkbox"/> Yes, please identify: _____	
DO YOU SPEAK A LANGUAGE OTHER THAN ENGLISH AT HOME? <i>If yes, please identify which language</i>		<input type="checkbox"/> No <input type="checkbox"/> Yes, please identify: _____	
RESIDENTIAL ADDRESS:		POST CODE	
<input type="checkbox"/> Please attach proof of residential address (e.g copy of rates notice, rental agreement, etc).			
POSTAL ADDRESS (if different)		POST CODE	
HOME PHONE		WORK PHONE	
MOBILE PHONE			
EMAIL for Correspondence			

EDUCATION AND OCCUPATION DETAILS	
WHAT IS THE HIGHEST LEVEL OF SCHOOLING YOU HAVE COMPLETED?*	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below
<i>(If you have never attended School, mark 'Year 9 or equivalent or below').</i>	
WHAT IS THE HIGHEST LEVEL OF QUALIFICATION YOU HAVE COMPLETED?*	<input type="checkbox"/> Bachelor degree or higher <input type="checkbox"/> Advanced Diploma / Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No post-School qualification
OCCUPATION GROUP*	<input type="checkbox"/> Group 1 (Senior Management) <input type="checkbox"/> Group 2 (Other Business Managers) <input type="checkbox"/> Group 3 (Tradesmen/Women) <input type="checkbox"/> Group 4 (Machine Operators)
<i>Please select a profession which best describes your current occupation from the following list. An expanded list is detailed on Page 7 for reference.</i>	
<i>If you are not currently in paid work, but have worked in the last 12 months, or have retired in the last 12 months, please use your last occupation.</i>	<input type="checkbox"/> If you have not worked in the past 12 months, please select this box.
Current Occupation	
Employer	

***Please note – The collection of this information is a compulsory requirement of State and Federal Government reporting. This information helps to inform our School's funding and additional support requirements.**

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, officer/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, bind 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, kitchen hand, 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, chaier, 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, green keeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)

Other worker (labourer, factory hand, store man, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor)

Parent/Guardian/Carer #2

PERSONAL DETAILS			
Title (Mr, Mrs, Ms, Miss, Dr)			
FAMILY NAME			
GIVEN NAME		PREFERRED NAME	
RELATIONSHIP TO CHILD			
DOES THE CHILD RESIDE WITH YOU?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
DATE OF BIRTH (DD/MM/YYYY)			
COUNTRY OF BIRTH			
AUSTRALIAN CITIZEN		<input type="checkbox"/> Yes <input type="checkbox"/> No	
ABORIGINAL OR TORRES STRAIT ISLANDER DESCENT <i>If yes, please advise which heritage</i>		<input type="checkbox"/> No <input type="checkbox"/> Yes, please identify: _____	
DO YOU SPEAK A LANGUAGE OTHER THAN ENGLISH AT HOME? <i>If yes, please identify which language</i>		<input type="checkbox"/> No <input type="checkbox"/> Yes, please identify: _____	
RESIDENTIAL ADDRESS:		POST CODE	
<input type="checkbox"/> Please attach proof of residential address (e.g copy of rates notice, rental agreement, etc).			
POSTAL ADDRESS (if different)		POST CODE	
HOME PHONE		WORK PHONE	
MOBILE PHONE			
EMAIL for Correspondence			

EDUCATION AND OCCUPATION DETAILS	
WHAT IS THE HIGHEST LEVEL OF SCHOOLING YOU HAVE COMPLETED?*	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below
<i>(If you have never attended School, mark 'Year 9 or equivalent or below').</i>	
WHAT IS THE HIGHEST LEVEL OF QUALIFICATION YOU HAVE COMPLETED?*	<input type="checkbox"/> Bachelor degree or higher <input type="checkbox"/> Advanced Diploma / Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No post-School qualification
OCCUPATION GROUP*	<input type="checkbox"/> Group 1 (Senior Management) <input type="checkbox"/> Group 2 (Other Business Managers) <input type="checkbox"/> Group 3 (Tradesmen/Women) <input type="checkbox"/> Group 4 (Machine Operators)
<i>Please select a profession which best describes your current occupation from the following list. An expanded list is detailed on Page 7 for reference.</i>	
<i>If you are not currently in paid work, but have worked in the last 12 months, or have retired in the last 12 months, please use your last occupation.</i>	<input type="checkbox"/> If you have not worked in the past 12 months, please select this box.
Current Occupation	
Employer	

***Please note – The collection of this information is a compulsory requirement of State and Federal Government reporting. This information helps to inform our School's funding and additional support requirements.**

Emergency Contacts – other than parents

In events where the parents are not contactable, please provide details of emergency contacts:
 People listed on the emergency contacts listing also have authority to drop off/collect young people from School.

1. Name: _____ Relationship to Young Person: _____

Address: _____

Contact Telephone and/or mobile number: _____

2. Name: _____ Relationship to Young Person: _____

Address: _____

Contact Telephone and/or mobile number: _____

Relationships

<i>Please complete if relevant</i>	<input type="checkbox"/> Parents Separated	<input type="checkbox"/> Parents Divorced	<input type="checkbox"/> Father Deceased <input type="checkbox"/> Mother Deceased
With whom does the Young Person normally reside?	<input type="checkbox"/> Both Parents	<input type="checkbox"/> Father Only <input type="checkbox"/> Mother Only <i>please provide further information below about times and days.</i>	<input type="checkbox"/> Shared/Other Arrangement, <i>please provide further information below about times and days.</i>
Communication regarding day-to-day matters is with whom?	<input type="checkbox"/> Both Parents	<input type="checkbox"/> Father Only <input type="checkbox"/> Mother Only <i>please provide further information below about times and days.</i>	<input type="checkbox"/> Guardian <input type="checkbox"/> Other: _____
Copies of the School reports should be sent to whom?	<input type="checkbox"/> Both Parents	<input type="checkbox"/> Father Only <input type="checkbox"/> Mother Only	<input type="checkbox"/> Guardian <input type="checkbox"/> Other: _____

Further information, if required:

COURT ORDERS

Are there any Family Court or other relevant court orders in place that effect the young person?

If yes, please provide further information below and attach a copy of the order.

Account Responsibility Agreement

Payment of School fees is an important School Community responsibility and Parents/Guardians/Carers are reminded that School Fees are charged on a full year basis on the condition that the young person has a position in the School for that year. The tuition account debt is held jointly and individually by the person(s) who sign the Application for Enrolment and the Account Responsibility Agreement.

It is a requirement that the Account Responsibility Agreement and Application for Enrolment must be signed by the same person(s). If the forms are not signed by the same person(s) enrolment to The Sycamore School may be delayed. It is the person(s) who sign the Account Responsibility Agreement for Enrolment who have a responsibility to meet the financial obligations and liabilities for the education of the children in their care. Should any of the Parents/Guardians/Carers differ, the School will require clarification which may delay the enrolment.

Where School fees are in arrears, the young person will not be permitted on any non-curriculum excursions, trips or camps for which an additional charge is levied. Furthermore, unless prior arrangements have been made with the School, a young person will not be able to enrol in a new term while the previous terms fees remain outstanding. The Board and Principal shall exercise their discretion in these instances.

Failure to pay School fees, without prior arrangement with the School, will result in the School referring the matter for debt recovery action. The School shall retain an independent debt collector, at the parents' cost, to recover outstanding fees. Monies recovered will be applied firstly to accrued interest charges, administrative charges and then outstanding School fees.

The debt recovery process is conducted by an independent party and, as such, all communication shall occur between the agency and the family. The School will be unable to intervene in this process or act on the family's behalf other than to provide supporting documentation to the agency. The matter will only be returned to the School once all outstanding amounts, including penalty charges and debt collection costs, have been settled.

Your child's enrolment will not be finalised until the account Responsibility Agreement is signed, dated and returned to the School.

Young Person's Name: _____ Date of Birth: _____

SCHOOL TUTION FEES INVOICES and STATEMENTS to be addressed to		
1	Full Name	
	Relationship to Young Person	
	Email Address	

2	Full Name	
	Relationship to Young Person	
	Email Address	

I/We hereby agree to pay all outstanding costs incurred in the collection of the account including those costs associated with debt recovery should the account fall overdue and be placed in the hands of a debt collection agency.

I/We have read and understood my/our obligations with respect to account responsibility **Failure for both Parent(s)/Guardian(s)/Carer(s) to sign this form may delay the enrolment process as we ascertain your particular circumstances*

Signature of Person Responsible for Paying Tuition Fees

Please Print Name

Date

Signature of Parent/Guardian/Carer #1

Please Print Name

Date

Signature of Parent/Guardian/Carer #2

Please Print Name

Date

Photography and Media Consent

Young Person's Name: _____ Date of Birth: _____

During your child's enrolment at The Sycamore School they may be photographed or have work displayed in the following ways:

- photographs
- video presentations
- art/craft/visual displays
- School archives and database records
- Newsletter publications
- in Celebration of Achievement reports
- local media presentations/displays
- on the World Wide Web
- on the ClassDojo App

I authorise The Sycamore School to take and use photographs, video or sound recordings of my child and any other reproductions or adaptations of my child's likeness ("the material"), either in full or part, in conjunction with any wording or drawings.	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

I/We give my/our permission for the above-mentioned child's photos and videos to be used:	
• For internal video presentations and displays within the School building	<input type="checkbox"/> Yes <input type="checkbox"/> No
• On the School's ClassDojo App	<input type="checkbox"/> Yes <input type="checkbox"/> No
• In Celebration of Achievement Folios (CAF)	<input type="checkbox"/> Yes <input type="checkbox"/> No
• In the School Newsletter	<input type="checkbox"/> Yes <input type="checkbox"/> No
• For public video presentations and displays	<input type="checkbox"/> Yes <input type="checkbox"/> No
• On the School's Social Media Accounts	<input type="checkbox"/> Yes <input type="checkbox"/> No
• On the School's website	<input type="checkbox"/> Yes <input type="checkbox"/> No
• In Promotional and Advertising Materials	<input type="checkbox"/> Yes <input type="checkbox"/> No
• For Media publicity	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered yes to all of the above, I/We understand that this material may be used for the purposes of advertising, promotion, media publicity, publication, in whole or in part and consent to photos and videos being used in promotional advertising for the School.	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

I/We give my/our permission for the School to release our child's name:	
• In internal video presentations and displays within the School building	<input type="checkbox"/> Yes <input type="checkbox"/> No
• In public video presentations and displays	<input type="checkbox"/> Yes <input type="checkbox"/> No
• To the media or the appointed media photographer	<input type="checkbox"/> Yes <input type="checkbox"/> No
• In the School Newsletter	<input type="checkbox"/> Yes <input type="checkbox"/> No
• On the School's ClassDojo App	<input type="checkbox"/> Yes <input type="checkbox"/> No

I/We also understand that at times my child may be the subject of another person's photography, either intentional or unintentional, e.g. group shots, special celebrations, etc. and the School has no control over this aspect of photography.	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

I understand that I or my child do not have any interest in the copyright to the material nor shall we receive any payment.	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

I understand that this consent form is not required for and does not apply to internal photography such as class photos and School team photos which may be used in the School magazine and that any objection I have to these internal publications must be specifically made to the School.	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

Should my/our circumstances change, and I/we wish to revoke this permission I/we will notify the School in writing.	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

Signature of Parent/Guardian/Carer #1

Please Print Name

Date

Signature of Parent/Guardian/Carer #2

Please Print Name

Date



Block F, TAFE Queensland
29 Windemere Road
Alexandra Hills QLD 4161

PO Box 5699
Alexandra Hills QLD 4161

Phone: (07) 3117 0966

Email: admin@thesycamoreschool.qld.edu.au

Enrolment Contract

Young person (full name) «Student_First_Name_» «Student_Surname» (*referred to as "young person"*)

Parent/Guardian 1 (full name) «Parent__Guardian_1_First_Name» «Parent__Guardian_1_Surname»
(*Parents/Guardian 1 and 2 are referred to as "you"*)

Parent/Guardian 2 (full name) «Parent__Guardian_2_First_Name» «Parent__Guardian_2_Surname»
(*Parents/Guardian 1 and 2 are referred to as "you"*)

Enrolment Commencing from Wednesday 27th January 2021

Education

We will educate the young person with due care and skill.

We will ensure that your child has meaningful access to curriculum, and that their wellbeing, needs and goals are at the forefront.

We will act in the best interests of the young person and the young person body. This may mean we may not always act in accordance with your requests. As our School is a vibrant place of diversity, it is important that positive relationships and communication is maintained, and we expect all elements of our School community to uphold this.

Health

You assure us that you have given us full information about the health of the young person when applying for enrolment. You will let us know if there is any improvement or deterioration in the health or physical abilities of the young person while the young person is at the School.

If something happens to the young person in any medical or other emergency, and if it is impossible or impractical to communicate with you, the School may take action and incur expenditure as it considers necessary in the best interests of the young person. You must pay to us any expenditure we incur protecting the young person.

Communication

The School will provide information about the young person to both natural parents of the young person and to any other person signing this enrolment contract. Under the *Australian Education Act 2013 s77(2)(f)* and the *Australian Education Regulation 2013 s59*, the School will provide reports to "persons having responsibility" for the young person. In the absence of a court order, the School will provide these reports to the young person's natural parents. The people signing this enrolment contract may request other arrangements relating to the provision of information about the young person by giving notice in writing to us.

We will communicate with parents at the email addresses they provide to us or through a School parent portal. Where appropriate and applicable communication will be via telephone and/or face to face. If you do not provide an email address or if you request in writing that we provide information other than by electronic means, we will communicate by the other means reasonably requested.

Where communication is to be with the entire School community or with identifiable sections of the School community, the communication may be affected through the School website. We will display on our website the policies and rules with which you and the young person are expected to comply.

Fees

We will determine the fees for each term before the commencement of the term to which the fees apply. The conditions apply and will be enforced:

7. To secure this offer of enrolment, a \$1000 deposit must be paid within 14 days of receipt of the invoice. This deposit will be deducted from the first term's fees.
8. If a student does not commence at the School following their enrolment confirmation, they forfeit the deposit paid.
9. Fortnightly, termly and annual payment options are available. Termly and annual payments can be made via Direct Debit, BPay, EFTPOS or Cash. Fortnightly payments are processed via Direct Debit only.
10. Once a student has commenced, The Sycamore School requires one term's notice in writing before a student is withdrawn. Parents will be required to keep payments up to date until the agreed finishing date.
11. It is your responsibility to contact the School Bursar's office if you are unable to make a payment by the due date. The Bursar will negotiate with families any unresolved overdue accounts.
12. No student will be allowed to enter a new term at the School while fees for the previous term are unpaid, unless an alternative arrangement is agreed upon in writing through negotiations with the Bursar.

The tuition fees for 2021 are:

	1st Child		2nd Child		3rd Child		4th and Subsequent	
	Annual	Term	Annual	Term	Annual	Term	Annual	Term
Junior School	\$7 700	\$1 925	\$7 200	\$1 850	\$6 700	\$1 675	No Charge	
\$8 000	\$2 000	\$7 200	\$1 800	\$6 400	\$1 600	No Charge	No Charge	
\$8 300	\$2 075	\$7 470	\$1 867.5	\$6 640	\$1 660	No Charge		

There may be a small tuition fee increase from next year and we will advise you of the new amount as soon as possible. If we increase the fees for a term by more than 10% of the fees payable for the preceding term, you may terminate this enrolment contract by notice in writing to us given within fourteen (14) days of the date on which we notify you of the increase.

If you terminate this enrolment contract for any reason other than for:-

- our breach; or
- because of an increase in fees within the time limited by this contract;

you must provide us with at least one term's notice.

If you do not provide us with 10 School weeks' notice, you must nevertheless pay to us one full term's fees. The School commits resources on the basis of confirmed enrolments and will most likely suffer loss from early termination. It may have difficulty filling the young person's position at short notice.

Discipline

You must comply with policies and the Character Values of The Sycamore School. You must ensure, as far as practicable, that the young person complies with those policies and the Character Values of The Sycamore School. The policies and Character Values of The Sycamore School do not form part of this contract.

We do not adopt a practice of suspending or expelling young people. It is important that issues that arise and result in unacceptable behaviours, are dealt with in a collaborative manner between the School, the family, and any other required stakeholders.

We may search bags and property of the young person where it is reasonable for us to do so, or as part of a general or random search of a place where we conduct our activities. We may confiscate forbidden or dangerous property.

Indemnity

We will always endeavour to support your young person to comply with the policies and Character Values. You indemnify the School against any loss or damage caused by any failure by you or the young person to comply with our Character Values and policies. You also indemnify us against any loss or damage caused by the wilful disobedience or

reckless behaviour of the young person. The School will not incur any costs incurred by the loss of items or damage caused by yourself or your child.

Excursions

We will arrange excursions from time to time. We will inform you of intended excursions involving the young person. You consent to the young person attending excursions with the School.

Privacy

We collect personal information about young persons at the School, their parents and people who care for them. The primary purpose of collecting the information is to enable us to use the information for all actions connected with educating our young persons. You consent to the personal information being used for educational and ancillary purposes including the marketing of the School.

Any medical information will be used discretely and in accordance with the School's privacy policy. The privacy policy may be viewed on our website. We will provide a hard copy of the privacy policy to anyone who requests it.

Contract

Your obligations under this contract are joint and several. You authorise us to act on the direction of any one of you.

Termination

We may terminate this contract if:-

- we collaboratively feel that it is in the best interests of the young person to not continue at the School.
- we decide at the end of a School year that we do not wish to continue the contract for the following School year for any reason;
- mutual trust and co-operation between us breaks down;
- you are in breach of this contract and you fail to remedy the breach within a reasonable time after notice from us requiring you to do so.

You may terminate this contract at any time, for any reason, with 10 School weeks' notice to us in writing. Parents will be required to keep payments up to date until the agreed finishing date. You may also terminate the contract when:-

- we are in breach of the contract and we fail to remedy the breach within a reasonable time after notice from you in writing requiring us to do so; and
- there is an increase in fees of the kind referred to in an earlier clause of this contract and you give us notice as required by the earlier clause.

Attendance

We will support our child to attend School as regularly as possible, 5 days per week unless otherwise approved by the Principal in writing via email.

.....
Parent/Guardian 1 Signature

.....
Parent/Guardian 2 Signature

.....
Parent/Guardian 1 Full Name

.....
Parent/Guardian 2 Full Name

.....
Date

.....
Date

.....
Principal Signature

.....
Principal Full Name

.....
Date