



ENROLMENT PACK NOTES

Thanks for downloading this pack!

- All new families need to fill in a [Family Application for Enrolment Form](#). Parents need to provide a copy of their licenses with this form
- Please fill in a [Student Enrolment Application Form](#) for each new student enrolling
- Parents must provide a copy of each student's [Birth Certificate](#) and [Immunisation](#)
- A copy of most recent [school reports](#) is needed for all Prep – Year 12 enrolments
- If your child has had any assessments or has a medical condition, please provide a copy of this information with your enrolment form

Thank you!



LAUNCESTON CHRISTIAN SCHOOL
in Christ wisdom and knowledge

452A West Tamar Road, Riverside Tasmania 7250

P O Box 32, Riverside Tasmania 7250

Telephone (03) 6327 2854

Email: office@lcs.tas.edu.au

FAMILY APPLICATION FOR ENROLMENT

Father's Surname Given Names

Address P/Code

Home Phone Mobile Work Phone

Occupation Email Address

Mother's Surname Given Names

Address P/Code

Home Phone Mobile Work Phone

Occupation Email Address

Religious Denomination Church Attending

Please state why you wish to have Christian education for your Child/Children

Please provide a description of your relationship with the Lord Jesus Christ

Details of Dependent Children (including children enrolled)

Details of siblings	Grade	Date of Birth	M/F
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you are able to provide a reference from your current church, please do so. Reference attached? Yes No

If you do not wish to enrol all of your children at LCS please provide reasons

Are both parents Australian Citizens or currently on a Visa?

Australian Citizens

Visa

(If YES, please give details of type of visa, number and attach a photocopy)

State and Australian Government Information

Launceston Christian School is obliged to fulfil our functions and obligations under State and Australian Government Legislation.

When enrolling a child in school all parents are asked which of the following options best describes their occupation, and the School education and non-school education levels they achieved.

Privacy of Personal Information

It is important to note that this information is being collected only to fulfill government requirements.

In keeping with our school's privacy policy, this information will be collected and treated as confidential and stored securely and used only for its intended purpose.

What is the highest year of Secondary school the Parents/Guardians have completed?

(Mark one box only in each column)

	Mother/Guardian	Father/Guardian
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>

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

(Mark one box only in each column)

	Mother/Guardian	Father/Guardian
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>
Advanced diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV (incl. tradecertificate)	<input type="checkbox"/>	<input type="checkbox"/>
No non school qualification	<input type="checkbox"/>	<input type="checkbox"/>

Below is a List of Parental Occupational Groups

(Please select the appropriate parental occupation group to complete the following question)

What is the occupation group of the Mother/Guardian

What is the occupation group of the Father/Guardian

List of Parental Occupation Groups

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

Group 2: Other business managers, arts/media/sportspersons and associate professionals

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

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

-
- If parent/guardian 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 parent/guardian has not been in paid work in the last 12 months, enter '8' in the box

Please complete your application by acknowledging that:

- The information given in the student enrolment application and family application is correct.
- You have read the sample 'Offer of Enrolment' found on our website and accept to abide by the agreements as outlined.
- Agree to pay all school fees as they become due.

Signature of Parents and/or Guardians

Mother/Guardian _____ Date _____

Father/Guardian _____ Date _____

Parents need to provide evidence of their identity with this application by supplying one of the following: Birth certificate (certified copy, not extract or photocopy), current Australian or foreign passport and visa, Current Australian photo Driver Licence or Tasmanian Learner Licence, Citizenship papers, DIBP issued travel documents including visa, DIBP Evidence of Residential Status or Tasmanian Personal Information Card.

APPLICATION FOR MEMBERSHIP OR ASSOCIATE MEMBERSHIP

The *Launceston Christian School (Inc.)* Association owns and operates the School. For any information on membership to the Association, please visit the LCS Board & Association page under the Our School tab on our website: www.lcs.tas.edu.au

If you wish to apply for Membership of the Association, please indicate one of the following:

I/We DO wish at this time to apply for full Membership of
"Launceston Christian School (Inc.)"

I/We DO wish to apply for Associate Membership of
"Launceston Christian School (Inc.)"

Please return this form to

The Enrolment Officer
Launceston Christian School
PO Box 32
RIVERSIDE TAS 7250



LAUNCESTON CHRISTIAN SCHOOL
in Christ wisdom and knowledge

452A West Tamar Road, Riverside Tasmania 7250
or P O Box 32, Riverside Tasmania 7250 Telephone (03) 6327 2854
Email: office@lcs.tas.edu.au

STUDENT ENROLMENT APPLICATION

Students Surname	<input type="text"/>	Given Names	<input type="text"/>														
Home Address	<input type="text"/>		P/Code <input type="text"/>														
Female	<input type="checkbox"/>	Male	<input type="checkbox"/>														
Date of Birth	<input type="text"/>																
Current School	<input type="text"/>	School Year	<input type="text"/>														
Proposed Year Of Entry	<input type="text"/>	Grade of Entry	<table border="1"><tr><td>K</td><td>P</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr></table>	K	P	1	2	3	4	5	6	7	8	9	10	11	12
K	P	1	2	3	4	5	6	7	8	9	10	11	12				

ALL ENROLMENTS are required to submit a copy of birth certificate & immunisation record
Kindergarten students to be four years of age by 1st January

PARENT/GUARDIAN DETAILS

Fathers Surname	<input type="text"/>	Given Names	<input type="text"/>
Address	<input type="text"/>		
Home Phone	<input type="text"/>	Work Phone	<input type="text"/>
Occupation	<input type="text"/>	Email	<input type="text"/>
Mothers Surname	<input type="text"/>	Given Names	<input type="text"/>
Address	<input type="text"/>		
Home Phone	<input type="text"/>	Work Phone	<input type="text"/>
Occupation	<input type="text"/>	Email	<input type="text"/>

STUDENT DETAILS

Is this student of Aboriginal or Torres Strait Islander origin? For persons of both Aboriginal and Torres Strait Islander original, mark both boxes.

No Yes, Aboriginal Yes, Torres Strait islander

In which country was the student born?

Australia Other – please Specify Country

Language other than English spoken at home

<input type="text"/>
<input type="text"/>

List special circumstances the School should be aware of (i.e. adoption, step child, second marriage, separated.
(Note if this is confidential please inform the Principal at interview)

Are you aware of any special needs your child may have?

Yes

No

Please indicate by placing a tick in the appropriate box:

Any formal assessments

(i.e. Guidance, speech pathology, occupational therapy If Yes please provide details of recent assessment

Medical Condition

Recommended for formal assessment
(learning difficulties)

Disabilities

Details

(i.e. hearing, visually impaired, allergies)

Please supply the following information in case of an accident, illness or emergency

Name of Friend or Contact

Relationship to Child

Phone Number

Additional information that may be relevant to your child's education. (i.e. interests, sport, achievements)

PARENT DECLARATION

Does my child's behaviour pose a risk to the health and safety of themselves, other students, teachers or school personnel?

NO

YES

(if YES, please give details below)

To be submitted with this application:

- Copies of recent reports, assessments or a statement indicating the students present educational standard and conduct

ALL enrolments are required to submit a copy of birth certificate and immunisation record

Signature of parents and/or guardians

Mother/Guardian _____ Date _____

Father/Guardian _____ Date _____

Please return this form to

The Enrolment Officer
Launceston Christian School
PO Box 32
RIVERSIDE TAS 7250



Child's Full Name: *SAMPLE OFFER* Year: 7

Date of entry: 2021

ACCEPTANCE OF AN OFFER OF ENROLMENT

I accept the Offer of Enrolment for my child on the conditions set out below:

1. I agree that the concepts of active church involvement and regular church attendance have been discussed during the enrolment process and I understand the commitment I am making in this regard to the continued enrolment of my child.
2. I agree with and will fully support the School's efforts to train the child in developing a Biblical life and world view and will encourage him/her in submitting to the lordship of Christ in all subject areas. I accept that a Christian School is not a substitute for the training, fellowship and discipline of a family. I undertake to ensure that my child will be actively and fully involved in Church life.
3. I acknowledge and accept that the curriculum at Launceston Christian School is based on a worldview that puts Jesus Christ at the centre of all things. The LCS Educational Creed and the LCS Educational Purpose Statement give an exposition of the school's Christian world-view.
4. I affirm that I have provided all available information about my child's health and learning abilities to enable the school to ensure correct class placement and to initiate individual assistance programs where they are deemed necessary.
5. I understand that Launceston Christian School may terminate my child's enrolment if I do not comply with my duties and responsibilities as a parent in relation to school policies.
6. I affirm that I have received copies of the Parent Handbook, Key Policies and other relevant documentation provided to me at enrolment or through the school's website: www.lcs.tas.edu.au
7. I hereby give permission for my child to take part in all school activities, including school sport, camps, excursions and other out of school time activities, and understand and accept that teachers will be responsible for such reasonable care and protection as would normally be given by parents. I also understand that at times my child will be required to attend sports training and/or other events held outside normal school hours.
8. I pledge to support the School in its efforts to administer and develop discipline in my child according to the standards set by the School. This may include lunchtime and/or afternoon detentions. If there are any difficulties in this or any other matter, I accept that the first contact should be with the class teacher or after that, the appropriate Head of School. In accordance with the school's Grievance and Dispute resolutions Policy I agree that in no case is it appropriate to complain to other parents.
9. I promise to support the principles, practices and educational policies of the school in every way and in doing so support my child's learning to the best of my ability.
10. I agree to give my child positive encouragement in reinforcing the necessity for completion of homework and assignments.
11. I have received a copy of the Parent Partnership Agreement and will adhere to it. (attached)
12. I undertake to lodge the required "Fee Deposit" prior to my child's commencement at the School and to pay the required School Fees and Levies as they become due. In the event of the account becoming overdue or delinquent I agree to pay any administration fee or charges imposed by the school or collection agency.
13. I accept that if I voluntarily withdraw my child from the school, I am first required to provide written notice to the Principal **at least ten school weeks prior to withdrawal**. If I fail to provide the required notice, I accept liability for a **penalty of five weeks' tuition fees**. This penalty is in addition to any tuition fees payable up to the student/s final week. I understand that my Fee Deposit paid on enrolment will be applied against any outstanding tuition fees and penalty and I agree to pay any remaining charges before the student/s final day.
14. I **give/do not give** consent for any photos of my child to be used in the school's newsletter, website or on the school's Facebook page. (*please indicate preference*)

This is a SAMPLE OFFER ONLY

Parent Partnership Agreement

Clause 11 - Offer of Enrolment

1. Through this Agreement, Launceston Christian School strives to create and maintain strong and engaging partnerships with all its families.
2. A strong and engaging partnership is based on the biblical covenant principle of being united in love. A healthy partnership therefore ensures accountability and improves relationships. Parent involvement is a wonderful indication for children that their parents are interested in them, and a positive parental attitude towards schooling is crucial in the formation of positive learning attitudes in children.
3. Upon receiving an Offer of Enrolment, parents and guardians of students in Launceston Christian School commit to supporting the school as best as they can in the following ways and measures:
 - a. For all parents compulsory each year:
 - i. Attend and assist in the school's annual Twilight Fair. Apologies must be submitted in writing to the Chairman of the Parents in Community Association at least a week before the Fair.
 - ii. Attend at least one of the parent-teacher interviews for each child in each school year.
 - iii. Attend at least one Parents in Community Association meeting per school year.
 - b. Assist the school by providing voluntary support in at least two of the following activities per year:
 - i. musical productions & performances
 - ii. sporting carnivals
 - iii. weekend sporting activities (for example. managing an LCS soccer or netball team)
 - iv. parent help (through ESU Teachers and/or a class teachers)
 - v. working as an in-class student mentor
 - vi. staffing the LCS stall at Agfest
 - vii. occasional school working bees
 - viii. supervision at camps or excursions
 - ix. serving in the Uniform Shop
 - x. serving in the Canteen
 - xi. serving on the school Board and other sub-committees
 - xii. providing practical support to the school within your area/s of expertise
4. All parents sign the Parent Partnership Agreement as part of the Offer of Enrolment. The school (supported by the Parents in Community Association) will in general monitor parent involvement. The Parents who consistently treat their partnership with disrespect or refuse to be involved with their children's education may as a last resort be re-interviewed. This will be done in the first instance by the Principal and if this does not resolve the matter, it will be referred to the Board.
5. The school is always in need of extra funds, materials, skills and good mentors. Much of this, we believe, can be found within the LCS community and by giving generously to the school, the quality of education improves and the whole community benefits. As part of the Parent Partnership Agreement, parents are asked to make the school aware of anything they can offer to the school or respond to calls for support in the Herald.



Standard Collection Notice

1. Launceston Christian School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the school. This may be in writing or in the course of conversations. The primary purpose for collecting this information is to enable the School to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include relevant Education Acts, Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches and volunteers.
6. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities, photographs and other news is published in School newsletters, magazines and on our website.
7. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the student, or where students have provided information in confidence.
8. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
9. We may include your contact details in a class list and School directory. If you do not agree to this you must advise us now.
10. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.
11. The School Privacy Policy sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.
12. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.