



# GOLDEN GROVE LUTHERAN PRIMARY SCHOOL

## Application for Enrolment



To enrich the lives of children and each individual in our school community, and beyond the school environment. With a Christcentred foundation, we foster an inclusive environment where everyone can belong, explore and thrive.

love collaborate explore

OFFICE USE ONLY					
Family Name				Student Name	
Date Received	/ /	Tour Offered	/ /	Interviewed	/ /
Offer Given	/ /	Offer Accepted	/ /	Deposit Paid	/ /
To Begin		In Term		Year Level	



## OUR APPLICATION PROCEDURE

Thank you for choosing Golden Grove Lutheran Primary School for your child's education.

### **Step 1 – Complete this Application for Enrolment**

Please ensure all sections are completed. If necessary, N/A (not applicable) should be used where appropriate. Failure to accurately complete all sections of the Application for Enrolment may result in the School's inability to accommodate your child's needs and may affect your child's continued enrolment.

### **Step 2 – Submit this form and supporting documents**

Once completed, this form must be emailed to [enrolment@goldengrove.sa.edu.au](mailto:enrolment@goldengrove.sa.edu.au) or posted to:

Golden Grove Lutheran Primary School

PO Box 1371

Golden Grove SA 5125

Please provide the following documents for the child being enrolled:

- Birth certificate or birth extract;
- Any Court orders related to custody arrangements;
- Documentation to support any special needs and considerations (in accordance with Section 3 of this form);
- Latest school report and / or reference from previous school (if applicable);
- Entry VISA (if applicable).

### **Step 3 – Enrolment interview**

We will contact you to organise an interview for you and your child. If any of your details have changed since you submitted this form, please let us know.

### **Step 4 – Acceptance of Enrolment**

Should your child be offered a place at the School, you will be required to pay an enrolment fee of \$250 to confirm your child's place. This \$250 enrolment fee will be credited to families in the first school fees invoice. We are unable to confirm your child's place at the School until this fee has been paid.



## SECTION 1 - STUDENT INFORMATION

Proposed Commencement Year:	Term:	Year Level:		
<b>STUDENT'S PERSONAL INFORMATION</b>				
Family Name:				
Given Name/s:		Preferred Name:		
Date Of Birth	/   /	Sex:   Male   Female		
Student's Residential Address:				
Suburb:				
		Post Code:		
Student's Postal Address (if different to above):				
Suburb:				
		Post Code:		
Is this student of Aboriginal or Torres Strait Island origin?	No	Aboriginal   Torres Strait Islander		
Country of Birth:	Australia	Other (please state):		
If born overseas, is this student an Australian Citizen?	Yes	No		
If no, what is the student's visa status and type?	Status:	Type (eg 485):		
<b>Please attach copy of Visa</b>	Visa Expiry Date:	/   /		
If born overseas, date of arrival into Australia:	/   /			
Home Languages - Main:	Other:			
Religion:	Present Place Of Worship:			
<b>STUDENT'S PREVIOUS EDUCATION DETAILS</b>				
School Name	Start Date	Finish Date	Year Level	
	/   /	/   /		
	/   /	/   /		
	/   /	/   /		
<b>OTHER CHILDREN IN FAMILY</b>				
Name	M/F	Date of Birth	School Attending	Year Level
		/   /		
		/   /		
		/   /		
		/   /		



## SECTION 2 - FAMILY INFORMATION

Please attach any Legal Documentation or Court Orders regarding family arrangements pertaining to the student.

<b>Parent / Guardian</b>	<b>①</b>	<b>Primary Contact</b>
Title:	Mr      Mrs      Miss      Ms      Dr	
Family Name:		
Given Name:		
Please indicate your relationship to the student:		
Father                  Mother                  Guardian Other:		
Phone (H):	Phone (W):	
Mobile:		
Residential Address:		
Suburb:                                  Post Code:		
Postal Address (if different to above):		
Suburb:                                  Post Code:		
Email:		
Marital Status: Married      Separated      Divorced Single      Widowed      De facto		
Does the student reside with you?      Yes      No		
Family Court or other Court Orders?      Yes      No		
Aboriginal or Torres Strait Island origin?		
No      Aboriginal      Torres Strait Islander		
Country of Birth:                  Australia		
Other (please state):		
If born overseas, are you an Australian Citizen?      Yes      No		
If no, what is your visa status and type? <b>Please attach Visa</b>		
Status:	Type (eg 485):	
Visa Expiry Date:	/      /	
If born overseas, date of arrival into Australia:		
/      /		

<b>Parent / Guardian</b>	<b>②</b>	<b>Secondary Contact</b>
Title:	Mr      Mrs      Miss      Ms      Dr	
Family Name:		
Given Name:		
Please indicate your relationship to the student:		
Father                  Mother                  Guardian Other:		
Phone (H):	Phone (W):	
Mobile:		
Residential Address:		
Suburb:                                  Post Code:		
Postal Address (if different to above):		
Suburb:                                  Post Code:		
Email:		
Marital Status: Married      Separated      Divorced Single      Widowed      De facto		
Does the student reside with you?      Yes      No		
Family Court or other Court Orders?      Yes      No		
Aboriginal or Torres Strait Island origin?		
No      Aboriginal      Torres Strait Islander		
Country of Birth:                  Australia		
Other (please state):		
If born overseas, are you an Australian Citizen?      Yes      No		
If no, what is your visa status and type? <b>Please attach Visa</b>		
Status:	Type (eg 485):	
Visa Expiry Date:	/      /	
If born overseas, date of arrival into Australia:		
/      /		

## FAMILY INFORMATION (CONTINUED)

Parent / Guardian 1 (Primary Contact)	Parent / Guardian 2 (Secondary Contact)
Home Language:	Home Language:
Religion:	Religion:
Denomination:	Denomination:
Occupation:	Occupation:
If not employed, do you receive a government benefit? Yes      No	If not employed, do you receive a government benefit? Yes      No
Old Scholar:      Yes      No	Old Scholar:      Yes      No
If yes, year of graduation:	If yes, year of graduation:

## SECTION 3 - LEARNING NEEDS INFORMATION

The following information is requested by GGLPS to assist to establish the educational, social and emotional needs of the child. This will enable the school to consider how it can best meet the child's needs.

**GGLPS may require further information and documentation to support the below.**

\* Does the student have any of the following conditions or considerations (please tick all that apply):

Intellectual      Autism/Aspergers      Vision      Hearing      Physical      Non-verbal learning disorder  
Social/emotional      ADHD      Learning difficulty      Speech      Dyslexia

Other (please specify):

\* Has the student received any reports associated with diagnosis of any conditions?

Yes      No      If Yes, please provide details: \_\_\_\_\_

\* Does the student require any extra routine health support or special provisions made by the school including medication management, disabled access, etc?

Yes      No      If Yes, please provide details: \_\_\_\_\_

\* Does the student receive support from external providers (including tutors, psychologist, physiotherapist, speech pathologist, occupational therapist)?

Yes      No      If Yes, please provide details: \_\_\_\_\_

\* Has the student received specialist classroom support?

Yes      No      If Yes, please provide details: \_\_\_\_\_

\* Does the student attend any specialised agencies, special schools, units or centres?

Yes      No      If Yes, please provide details: \_\_\_\_\_

## SECTION 3 - LEARNING NEEDS INFORMATION (CONTINUED)

\* Does the student participated in a learning enrichment program (eg gifted/talented, academically accelerated)?

Yes No If Yes, please provide details: \_\_\_\_\_

\* Does the student have any long-term infectious diseases (eg Hepatitis, HIV, Tuberculosis)?

Yes No If Yes, please provide details: \_\_\_\_\_

\* Do you consent for the school to call your previous school, kindergarten or childcare? Yes No

\* Has the student ever been suspended or expelled from a school or early childhood service?

Yes No If Yes, please provide details: \_\_\_\_\_

## SECTION 4 - INFORMATION PRIVACY STATEMENT

1. The primary purpose of collecting information in this Application for Enrolment is to assist the school to provide an education for your child. GGLPS is committed to respecting the privacy and confidentiality of all personal and sensitive information provided.
2. The school respects the privacy of personal and sensitive information regarding your family. The school collects personal information, including sensitive information about the student and parent(s) or guardian(s) before and during a student's enrolment at the school. The primary purpose of collecting this information is to enable the school to provide schooling for your child.
3. Some of the information the school collects is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical information or medical reports about your child from time to time.
5. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your child.
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 and other news is published in the school newsletter, magazine, contact book, school promotional material, newspapers, TV, special events, and our website.
7. Parents or guardians may seek access to personal information collected about them and their child by contacting the school. 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. We will not disclose your personal information to third parties for their own fundraising purposes without your consent.
9. 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.
10. The school from time to time is required to disclose personal and sensitive information in order to comply with the law or to report matters to the relevant persons or authorities. This includes disclosing information to Lutheran Education Australia, Lutheran Education SA / NT / WA, other schools, government departments, outside organisations who are engaged for camps / excursions, medical practitioners, specialised visiting teachers, sport coaches and volunteers.

Further information about the school's collection of information and its use may be found in its Privacy Policy located at <https://www.goldengrove.sa.edu.au/privacy-policy-2024/>

## SECTION 5 - TERMS AND CONDITIONS OF ENROLMENT

In enrolling my / our child at GGLPS, I/we agree to the following:

1. that this Application for Enrolment applies for the duration of my/our child's time at GGLPS;
2. in enrolling my child at this school, I/we accept that she/he will be educated in the Lutheran faith within a Christian educational environment.
3. I/we will follow the Christian ethos of the school and comply with all School rules and policies, as amended from time to time.
4. I/we accept that participation in all curricular and extra-curricular activities prescribed as part of the learning program is compulsory. Eg: camps, excursions etc.
5. I/we accept the standards the school sets regarding grooming, uniform and personal presentation.
6. I/we will support the teachers and staff of the School in a positive manner and encourage my/our child in matters pertaining to school life;
7. I/we are jointly and severally liable for payment of all fees and other costs invoiced to me/us that are associated with the education of my/our child. Each year, the school shall publish its fees and charges, including payment options, for the coming year.
8. I/we will pay our school fees via the FACTS Management portal. No other fee payment options are available eg EFTPOS, cash, cheque, etc.
9. I/we give consent for the school to contact any other schools which my child has previously attended for the purpose of ascertaining my/our fee-paying record.
10. I/we understand that in the event of default of payment of any amounts due to the school, all outstanding amounts will immediately become due and payable. The school may then refer the account to a debt collection agency. In this instance, I/we understand that I/we will incur additional fees which may include debt collection fees and legal fees and I/we expressly agree to be liable for and reimburse the school the whole amount of such expenses on an indemnity basis;
11. I/we understand that an enrolment may be terminated by me/us at any time, however, one term's notice is required in writing to the Principal. Should one term's notice not be provided, then one quarter of the annual tuition fee will be payable in lieu of notice. Any discounts that may have applied to the enrolment will be rescinded and the full fee will be payable;
12. I/we understand that an enrolment may be terminated by the school in the event of a breach of these enrolment terms and conditions and/or school policies. Any misleading or intentionally inaccurate information in this Application for Enrolment shall also be grounds for the school to terminate an enrolment. In the event that any breach is committed by my/our child or by me/us of school policies, including conduct which brings into disrepute the reputation of the school, written notice of termination will be provided. I/we will remain liable for any outstanding fees and charges despite the termination of the enrolment.
13. I/we understand that the school does not accept liability for damage or loss of any personal possessions of my/our child and that insurance for any personal possessions is my/our responsibility.
14. I/we will update the school in writing in the event that any of the information provided in this Application for Enrolment changes. This must be done at the earliest opportunity and includes, but is not limited to, updating parent/guardian contact details, student information and any relevant family circumstances.

# PARENT GUARDIAN DECLARATION

Please state your reasons for choosing Golden Grove Lutheran Primary School for your child's education?

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Any other family circumstances of which you wish to advise the school: \_\_\_\_\_

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How did you hear about our school?

Recommended by:    Open Day    Website    Social Media    Kindergarten/Daycare/Preschool

Other: \_\_\_\_\_

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I / we acknowledge that the information provided in this Application for Enrolment is true and correct and  
I / we have read, understood and agreed to all of the terms set out above:

Parent / Guardian	① Primary Contact
Print Name: _____	
Signature: _____	
Date:                    /                    /	

Parent / Guardian	② Secondary Contact
Print Name: _____	
Signature: _____	
Date:                    /                    /	

PLEASE NOTE: For your application to be considered ALL sections must be correctly completed.  
If you have any questions, please do not hesitate to contact the school before returning the form.

Completed Enrolment Application forms should be forwarded to:  
[enrolment@goldengrove.sa.edu.au](mailto:enrolment@goldengrove.sa.edu.au)

or posted to:  
Golden Grove Lutheran Primary School  
PO Box 1371  
Golden Grove SA 5125