



APPLICATION
for ADMISSION



Westminster School

Westminster

Where you can achieve more than you thought possible

Thank you for your interest in Westminster School. This Application for Admission records your intentions to have a child educated at Westminster School. Once the Application has been accepted, it will be waitlisted to generate an offer of enrolment at the appropriate time for the nominated year of commencement.

The following outlines the Conditions of the Application of Admission:

1 Application Waitlist

Applications may be lodged as soon as desired after the child's birth. An Application for Admission does not itself constitute enrolment into Westminster School including its Early Learning Centre. Applicants are placed on a waitlist in order of receipt of their Application for Admission with due consideration given to other criteria for enrolment. (see Priority Listing)

2 Application Fee

Each Application for Admission attracts a non-refundable administration fee of \$100, payable upon application. This fee is waived for children and grandchildren of Westminster Old Scholars.

3 Priority Listing

The enrolment policy of Westminster School provides for preference being given to families already connected with the School, such as siblings of enrolled students and children of Old Scholars.

4 Offer and Acceptance of Enrolment

An enrolment offer will be made up to two years preceding that in which admission is sought for enrolments at Westminster School, and up to six months prior to the requested commencement date for ELC enrolments.

Parent(s)/Caregiver(s) will be asked to accept an enrolment offer by signing an Enrolment Agreement (a current copy of which is available from the School) and paying:

In all cases, including an ELC enrolment, a non-refundable Enrolment Fee of \$1,000 per student.

Should the student's enrolment be cancelled after acceptance, the Enrolment Fee will be forfeited to the School and will not be credited against any other fees payable for any other children who may attend the School.

An offer of enrolment at the School is conditional on compliance with these Conditions of Application for Admission.

Disclosure of special needs

The information provided in this Enrolment Agreement, including regarding any special needs, must be accurate, complete and up to date.

Any material change in relation to a student's situation (including in relation to a student's special needs) must be notified to the School in writing, prior to a place being offered.

If the School discovers that information provided is inaccurate, incomplete or out-of-date, and the actual or current information is relevant to the School's decision about whether or not to offer a place, then the place offered may be withdrawn by the School (even after the offer has been accepted and the Student's enrolment has commenced). School Fees will not be refunded where this occurs.

Contact with current and previous schools

By signing this Application for Admission, the Parent(s)/Caregiver(s) consent to the School contacting any current or previous school of the student, for information regarding behavior and performance.

The School reserves the right to decline making an offer of enrolment if it is not satisfied from the information received that it can meet the needs of a student.

5 Boarders

Boarders may apply to be accepted into any year group from Year 7 to Year 12, provided places are available.

6 Early Learning Centre (ELC)

Applications for Admission to Westminster ELC will be considered from children turning 3 years of age prior to their nominated start date. Students entering the ELC must be fully toilet trained and ready to participate in a full day, structured pre-school program.

Enrolment in the ELC does not guarantee the student a place in Reception at Westminster School.

7 Change of Address or Intention

Any change of address or intention to cancel this application should be forwarded to the School so that records held by the School are correct.

8 Variation of Fee Schedule

Westminster School Council reserves the right to amend the fee schedule at any time. Where possible, advance notice of alteration will be given.

STUDENT APPLICANT DETAILS

Family name: _____

Given names: _____

Preferred Name: _____

Gender: Male Female

Date of birth (DD/MM/YYYY): _____

Country of birth: _____

Please include a copy of the Applicant's birth certificate.

Is your child of Australian Aboriginal or Torres Strait Islander origin?

No Yes – please indicate: Aboriginal Torres Strait Islander Both

Is your child an Australian Citizen?

Yes No – please indicate Nationality: _____

Australian Residency: Permanent Temporary

If a Visa holder – Number: _____ Type: _____ Expiry: _____

Please include a copy of the student's Passport and Visa details if not an Australian Citizen.

Religion (optional): _____

Language

Can your child communicate effectively in English for their age? Yes No

Does your child speak a language other than English at home?

No Yes – please indicate (list if more than one): _____

Is your child at another school/pre-school?

No Yes – please indicate:

Current school/pre-school: _____

Any previous school(s)/pre-school(s): _____

If at school, current Year (Grade) in this calendar year: Year _____ in 20_____

Briefly list your child's main interests, achievements and/or any co-curricular commitments:

If applicable, please attach a copy of your child's most recent school report, including any teacher comments.

Student Entry

Student type: Day Student Boarding Student (Years 7 to 12 only)

Proposed calendar year of entry into Westminster School: _____

Proposed Term of entry: Term 1 Term 2 Term 3 Term 4

Proposed entry level: Mid-Year Reception (Transition - Term 3 entry) Reception Year (from 1 to 12) _____

Early Learning Centre – please indicate your preference for days:

Two days (Monday, Tuesday) Three days (Wednesday, Thursday, Friday) Five days (Monday to Friday)

Is your child up-to-date with their immunisations?

Yes – when an Early Learning Centre enrolment offer is made, a copy of the student applicant's Australian Immunisation Register (AIR) history statement will be required.

No – please note that under the South Australian Public Health Act (Early Childhood Services and Immunisations Amendment Bill, effective 7 August 2020), we will not be able to progress this application to an Early Learning Centre enrolment if all immunisation requirements are not met and recorded appropriately in AIR.

Will your child be continuing into Reception at Westminster School? Yes No

For office use only

Family ID

Student ID

Receipt
Number

Application
Received

Reply Date

STUDENT APPLICANT SPECIAL NEEDS

Does your child have any known special needs, including physical or intellectual disabilities, behavioural or learning difficulties, learning support requirements or needs of a medical, psychological, health or dietary nature?

No Yes – please provide a description of special needs (*please attach separate reports as needed*):

Treating Specialist/s: _____

Date/s of diagnosis: _____

Community services or private practices involved:

Are there reports that can be made available to the School? Yes No

DEVELOPMENTAL SUPPORT

Separate to special needs, has your child ever received developmental support from others (eg tutoring, psychologist, physiotherapist, occupational therapist, speech pathologist, access assistants)?

No Yes – please outline what support your child received and in what setting (eg at home, in clinic, consulting rooms, at school):

Does your child regularly take prescribed medication (eg for diabetes, epilepsy, ADD, asthma, allergies)?

No Yes – please specify: _____

Have your child's eyes been tested?

No Yes – in addition to any vision issues outlined above, does your child need to wear glasses or use vision aids? Yes No

Has your child had a hearing test?

No Yes – does your child need hearing aids, acoustic considerations in the classroom? Yes No

Will your child need special arrangements/consideration to join in sports, games, camps and excursions?

No Yes – please specify: _____

Can your child manage personal care needs independently (toilet, dressing, eating), appropriate to their current age? No Yes

Please provide any relevant specialist reports and/or management plans to complete the Application.

STATEMENT ABOUT WESTMINSTER SCHOOL

Why would you like your child to attend Westminster School? (*Please attach additional information if required*):

PARENT/CAREGIVER DETAILS

DETAILS	PARENT/CAREGIVER A	PARENT/CAREGIVER B
Title:	_____	_____
Family Name:	_____	_____
Given Names:	_____	_____
Preferred Name:	_____	_____
Maiden Name:	_____	_____
Date of birth (DD/MM/YYYY):	_____	_____
Relationship to Applicant:	_____	_____
Relationship of Parent/ Caregiver A to B/B to A?	_____	_____
Marital Status:	_____	_____
Telephone Numbers:	H _____ M _____ W _____	H _____ M _____ W _____
Email Address:	_____	_____
Residential Address:	_____	_____
Postal Address:	_____	_____
Country of Birth:	_____	_____
Nationality:	_____	_____
Do you speak a language other than English at home?:	<input type="checkbox"/> No <input type="checkbox"/> Yes Language: _____	<input type="checkbox"/> No <input type="checkbox"/> Yes Language: _____
Occupation:	_____	_____
Industry:	_____	_____
Employer:	_____	_____
Position:	_____	_____

Are there any current Court-sanctioned residency, parental responsibility or contact orders relevant to the student?
 No Yes – please provide details (and attach a copy of relevant documents):

With whom does the student live most of the time? *Please Circle*
 PARENT/CAREGIVER A PARENT/CAREGIVER B BOTH THIRD PARTY: _____

To whom should future School correspondence be sent? *Please Circle*
 PARENT/CAREGIVER A PARENT/CAREGIVER B BOTH THIRD PARTY: _____

Who is responsible for the payment of School Fees? *Please Circle*
 PARENT/CAREGIVER A PARENT/CAREGIVER B BOTH THIRD PARTY: _____

Third Party Details (only if required): Title: _____ Family Name: _____
 Given Names: _____
 Relationship to Applicant: _____
 Email: _____ Phone: _____

PARENT/CAREGIVER DETAILS CONTINUED

SCHOOL EDUCATION

What is the highest year of primary or secondary schooling completed?

(For persons who have never attended school, mark 'Year 9 or equivalent or below' – required for Annual Census reporting)

PARENT/CAREGIVER A

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

PARENT/CAREGIVER B

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

HIGHEST QUALIFICATION

What is the level of the highest qualification completed?

PARENT/CAREGIVER A

- Bachelor Degree or above
- Diploma | Advanced Diploma
- Certificate I to IV *(including trade certificate)*
- No non-school qualification

PARENT/CAREGIVER B

- Bachelor Degree or above
- Diploma | Advanced Diploma
- Certificate I to IV *(including trade certificate)*
- No non-school qualification

SIBLING DETAILS

SIBLING 1 (already on the School's waitlist: Yes No)

Name: _____

Gender: Male Female Birth Date: ____/____/____

Current school/pre-school (if applicable): _____
Year: _____

SIBLING 2 (already on the School's waitlist: Yes No)

Name: _____

Gender: Male Female Birth Date: ____/____/____

Current school/pre-school (if applicable): _____
Year: _____

SIBLING 3 (already on the School's waitlist: Yes No)

Name: _____

Gender: Male Female Birth Date: ____/____/____

Current school/pre-school (if applicable): _____
Year: _____

SIBLING 4 (already on the School's waitlist: Yes No)

Name: _____

Gender: Male Female Birth Date: ____/____/____

Current school/pre-school (if applicable): _____
Year: _____

OLD SCHOLAR FAMILY DETAILS

Please complete for any parent who is a Westminster Old Scholar:

Surname at School: _____

Preparatory House: _____

Senior House: _____

Calendar year left: _____ Year level at time: _____

Surname at School: _____

Preparatory House: _____

Senior House: _____

Calendar year left: _____ Year level at time: _____

Please list any other family connections to Westminster School:

Full name at School: _____

Preparatory House: _____

Senior House: _____

Calendar year left: _____ Year level at time: _____

Relationship to Applicant: _____

Full name at School: _____

Preparatory House: _____

Senior House: _____

Calendar year left: _____ Year level at time: _____

Relationship to Applicant: _____

SIGNATURES

I / We hereby register with Westminster School this Application of Admission for our child/the Applicant to be considered for enrolment at Westminster School. We enclose the non-refundable Application Fee and understand this does not constitute nor guarantee an enrolment.

I / We have read the Conditions of Application for Admission and the School's Standard Collection Notice and agree to be bound by them, as amended from time to time.

SIGNATURE OF CAREGIVER A

Name _____

Date _____

SIGNATURE OF CAREGIVER B

Name _____

Date _____

SIGNATURE OF THIRD PARTY (if required)

Name _____

Date _____

PAYMENT METHOD

CREDIT CARD

Please charge to my credit card an amount of \$100.00

VISA MASTERCARD

Exp / CCV No. (last 3 digits on back of card)

Name (as it appears on the card) _____

Signature _____

PAYMENT BY CASH ENCLOSED
\$100.00

CHEQUE
A cheque payable to Westminster School
Is enclosed for \$100.00

FEE WAIVED
A parent or grandparent is a
Westminster Old Scholar

APPLICATION CHECKLIST

To complete this Application for Admission, the following must be forwarded to:

Enrolments Manager (Registrar), Westminster School, Alison Ave, Marion SA 5043
or E: enrolments@westminster.school

- Signed and completed Application for Admission form
- Payment of Application for Admission fee
- Copy of the Applicant's birth certificate
- Copy of the Applicant's most recent school report (if applicable), including teacher comments and NAPLAN results
- Copy of Passport and Visa (if the applicant is not an Australian Citizen)
- Documentation relating to special needs (reports, action and medical plans, assessments, etc.)
- Any Court Order or Minute of Order providing for who the child lives and spends time with and/or any other agreed Parenting Plan (if applicable)

Failure to provide this information may result in the School's inability to accommodate your child's individual needs and may affect your child's enrolment.

STANDARD COLLECTION NOTICE

Westminster School collects personal information, including sensitive information about students and parents/caregivers before and during the course of a student's application and enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling and other services for your son/daughter.

- 1** 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.
- 2** Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health, Child Protection laws and Visa status.
- 3** Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act.
- 4** The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. The disclosure can include other schools, government departments, medical practitioners, and to those providing services to the School, including specialist visiting teachers, sport coaches and volunteers.
- 5** If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment for your son/daughter.
- 6** Personal information collected from students is regularly disclosed to their parents/caregivers. On occasions, information (written or photographic), such as academic and sporting achievements, student activities and other news, is published in School newsletters, magazines, on the School's website and School's social media accounts, and used for publicity purposes or given to appropriate external parties for publicity purposes.
- 7** Parents/Guardians 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 themselves. 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** 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.