



Westminster School

# APPLICATION *for* ADMISSION

Alison Ave, Marion, South Australia 5043

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ws@westminster.school www.westminster.school

Westminster School Inc ABN 99 153 945 403 CRICOS No. 00602G

# CONDITIONS OF APPLICATION FOR 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.

Parents will be asked to accept an enrolment offer and to pay as a condition of acceptance:

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.

The acceptance of an enrolment offer constitutes a binding Enrolment Agreement with Westminster School on the terms set out in these Conditions of Application of Enrolment.

A place at Westminster School and ELC is not assured until a formal enrolment offer is made and is accepted in accordance with the Conditions of Enrolment including payment of the Enrolment Fee.

## 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 PROFILE

- Female       Male  
 Day Student       Boarder  
 Aboriginal       Torres Strait Islander       Both       Not Applicable  
 Australian Citizen      YES      NO      *If no, please indicate residency status below*  
 Permanent Resident       Temporary Resident

If the student is a visa holder please provide the relevant details:

Visa Type ..... Visa Number ..... Visa Expiry .....  
 (Please attach a copy of the student's Passport and Visa details if not an Australian Citizen)

FOR OFFICE USE ONLY	
Family ID	<input type="text"/>
Student ID	<input type="text"/>
Receipt Number	<input type="text"/>
Application Received	<input type="text"/>
Reply Date	<input type="text"/>

Family Name .....  
 Given Names .....  
 Preferred Name .....  
 Date of Birth DD ..... / MM ..... / YYYY .....  
 Country of Birth .....  
 Nationality .....  
 Religion (optional) .....

Does the student speak a language other than English at home? YES NO

If more than one language is spoken, please indicate the one that is spoken most often

Name of Present School / Pre-School (if applicable) .....

Present Year Level (Grade) ..... in the Calendar Year of 20 .....

List the student's special interests, achievements and co-curricular commitments (if applicable):

.....

.....

.....

Proposed Calendar Year of Entry to Westminster .....

Proposed Term of Entry .....

Proposed Level (Grade) at Entry .....

Please attach a copy of the student's most recent school report including teacher comments.

## ADDITIONAL INFORMATION FOR EARLY LEARNING CENTRE APPLICANTS

Please indicate your preference for days:

- 2 days (Monday, Tuesday)  
 3 days (Wednesday, Thursday, Friday)  
 5 days (Monday – Friday)

Will your child be progressing to Reception at Westminster Preparatory School? YES NO

# EDUCATIONAL NEEDS

Does the student have a known learning difficulty or disability (e.g. physical, intellectual, health, medical, learning)? YES NO

Name of learning difficulty or disability .....

Treating Specialist .....

Date of diagnosis .....

Any further relevant information, including special needs: .....

.....

.....

Does your child have any medical or physical conditions that may affect learning or require special provisions? YES NO

Have your child's eyes been tested? YES NO

Does your child need to wear glasses, have vision aids, scribes, tutors, etc.? YES NO

Has your child had a hearing test? YES NO

Does your child need aids, acoustic considerations in the classroom? YES NO

## SUPPORT

Has your child ever received support from others, e.g. tutoring, psychologist, physiotherapist, occupational therapist, speech pathologist, access assistants? YES NO

If yes, which community services or private practices are involved? .....

Are the agencies' reports available to the School? YES NO

What support did your child receive in his/her previous setting? .....

What support did your child receive for behaviour, learning or emotional issues? .....

Will your child require particular arrangements or consideration to participate in sports, games, camps and excursions? YES NO

If yes, please specify .....

.....

Does your child take any regular prescribed medication (e.g. diabetes, epilepsy, ADD, asthma, allergies)? YES NO

If yes, please specify .....

.....

Can your child communicate effectively in English for their age? YES NO

Can your child manage personal care needs independently (toilet, dressing, eating)? YES NO

Please attach any relevant Specialist reports and/or Management Plans

# CAREGIVER DETAILS

DETAILS	CAREGIVER A	CAREGIVER B
Title	.....	.....
Family Name	.....	.....
Given Names	.....	.....
Maiden Name	.....	.....
Preferred Name	.....	.....
Relationship to Applicant	.....	.....
Date of Birth	DD ..... / MM ..... / YYYY .....	DD ..... / MM ..... / YYYY .....
Relationship of Caregiver A to B	.....	.....
Marital Status	.....	.....
Telephone Numbers	H ..... M ..... W ..... F .....	H ..... M ..... W ..... F .....
Email Address	.....	.....
Residential Address	.....	.....
Postal Address	.....	.....
Country of Birth	.....	.....
Nationality	.....	.....
Do you speak a language other than English at home?	YES NO Language .....	YES NO Language .....
Occupation	.....	.....
Industry	.....	.....
Employer	.....	.....
Position	.....	.....
Are there any current Court-sanctioned residency, parental responsibility or contact orders relevant to the student?	YES NO <i>If yes, please provide details and attach a copy of relevant documents:</i> .....	.....
With whom does the student live most of the time?	<i>Please circle</i> CAREGIVER A CAREGIVER B BOTH THIRD PARTY .....	.....
To whom should future School correspondence be sent?	<i>Please circle</i> CAREGIVER A CAREGIVER B BOTH THIRD PARTY .....	.....
Who is responsible for the payment of School Fees?	<i>Please circle</i> CAREGIVER A CAREGIVER B BOTH THIRD PARTY .....	.....
Third Party Details <i>(only if required)</i>	Title ..... Family Name .....	.....
	Given Names .....	.....
	Relationship to Student .....	.....
	Email ..... Phone .....	.....

# 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)*

## CAREGIVER A

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

## CAREGIVER B

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

## HIGHEST QUALIFICATION

What is the level of the highest qualification completed?

## CAREGIVER A

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

## CAREGIVER B

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

# FAMILY DETAILS

## SIBLING 1

Name .....  
MALE | FEMALE      DD..... / MM ..... / YYYY.....  
School Attending ..... Year Level .....

## SIBLING 2

Name .....  
MALE | FEMALE      DD..... / MM ..... / YYYY.....  
School Attending ..... Year Level .....

## SIBLING 3

Name .....  
MALE | FEMALE      DD..... / MM ..... / YYYY.....  
School Attending ..... Year Level .....

## SIBLING 4

Name .....  
MALE | FEMALE      DD..... / MM ..... / YYYY.....  
School Attending ..... Year Level .....

## SIBLING(S) CURRENTLY ON WESTMINSTER SCHOOL WAITLIST

Name .....  
Age ..... Relationship to Student .....

Name .....  
Age ..... Relationship to Student .....

# OLD SCHOLAR FAMILY DETAILS

## PLEASE COMPLETE IF APPLICANT'S PARENTS ARE OLD SCHOLARS OF WESTMINSTER SCHOOL

Surname at School .....  
Preparatory House .....  
Senior House .....  
Year of Leaving ..... Year Level .....

Surname at School .....  
Preparatory House .....  
Senior House .....  
Year of Leaving ..... Year Level .....

## PLEASE LIST ANY OTHER FAMILY CONNECTIONS TO WESTMINSTER SCHOOL

Name .....  
Preparatory House .....  
Senior House .....  
Relationship to Student .....  
Year of Leaving ..... Year Level .....

Name .....  
Preparatory House .....  
Senior House .....  
Relationship to Student .....  
Year of Leaving ..... Year Level .....

**PLEASE EXPLAIN WHY YOU WOULD LIKE YOUR CHILD TO ATTEND WESTMINSTER SCHOOL**

*(please attach additional information if required)*

.....  
.....  
.....

**SIGNATURES**

I/We hereby apply to Westminster School for the enrolment of the above student. We enclose the non-refundable Application Fee and understand that this does not guarantee 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 NUMBER *(last 3 digits on back of card)* □□□

Name as it appears on the card .....

Signature .....

**CHEQUE**

I enclose a cheque payable to Westminster School for the amount of \$100.00

**PAYMENT BY CASH ENCLOSED**  
\$100.00

**APPLICATION CHECKLIST**

To complete this Application for Admission the following must be forward to:  
Westminster School, Alison Avenue Marion SA 5043 OR E: enrolments@westminster.school

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 continued enrolment.

- Signed and completed Application for Admission form
- Payment of Application for Admission fee
- A copy of the applicant’s birth certificate
- Copy of the student’s most recent school report 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)*

# STANDARD COLLECTION NOTICE

*Westminster School collects personal information, including sensitive information about students and parents/guardians 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/guardians. On occasions information (written or photographic) such as academic and sporting achievements, student activities and other news is published in School newsletters, magazines, on our website 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.