



APPLICATION INFORMATION

Parent interested in sending their student/s to Kutta Mulla Gorinna Special Assistance School need to read and follow the instructions given below.

APPLICATION PROCESS

1. The first step for any applicant is to attend an interview with the Executive School Director or authorised person, to determine the student's suitability for the school and the school's suitability for the student.
 - a. **Enquiries: Administration – 48294302**
 - b. **Enquiries: office@kmg.qld.edu.au**
 - i. **NOTE: This initial contact is compulsory prior to enrolment**
2. Parents/Students wishing to proceed with the enrolment in the Special Assistance School need to complete enrolment application forms obtained at that interview, or from the school's website. The following documentation is required for each student:
 - a. Kutta Mulla Gorinna Special Assistance School Enrolment Policy
 - b. Kutta Mulla Gorinna Special Assistance School Referral Form
 - c. Application for Student Enrolment
 - d. Kutta Mulla Gorinna Enrolment Contract signed
 - e. Kutta Mulla Gorinna Special Assistance School Student Consent Form/s signed
 - f. A copy of the student's birth certificate (unless the birth certificate is received the enrolment cannot be processed)
 - g. A copy of the student's Medicare Card
 - h. Any information from your previous school that you may have:
 - i. Student Profile
 - ii. Behavioural Records
 - iii. Student Report Cards
 - iv. Attendance Report
 - v. Medical Reports – Evidence from your Health Practitioner indicating you have the identified health concerns
 - i. Kutta Mulla Gorinna Special Assistance School Application Checklist
3. It is the responsibility of the parent and/or referring organisation/responsible person to forward all of the above to the Executive School Director (office@kmg.qld.edu.au).

Or, alternatively, hand deliver to Kutta Mulla Gorinna Special Assistance School located at **133 Alfred Street, Mackay QLD 4740**
4. No student can commence in the Special Assistance School until all enrolment documents have been completed and approved by the Executive School Director.
5. Once approval has been given, an enrolment letter will be forwarded to the student. The student must present this letter to Administration on the day of commencement. The Administration Officer will then introduce the student to the Year Level Coordinator.
6. The School levies are the responsibility of the parent/student/responsible person. Enquiries regarding the payment of these levies should be made to the Business Services Manager at Kutta Mulla Gorinna Special Assistance School.

ENROLMENT POLICY

INTRODUCTION

This policy should be read in conjunction with the Kutta Mulla Gorinna (KMG) Special Assistance School (SAS) Enrolment Referral and Application documents. Before signing the KMG SAS Referral and Application forms, it is understood that you have read, agreed to and are willing to abide by the terms and conditions as stated in the documents.

All students must be referred to the school and are recognised as disengaged or at risk of disengagement from school/education. They must follow our enrolment policy which states the process for enrolment and that;

All student applying for a place at Kutta Mulla Gorinna School must meet the definitions in Section 14 of the 'Act' in being 'relevant student' which means students who would not otherwise be;

- Enrolled at and attending school while of compulsory school age
- Participating in an eligible option full time or in paid employment for at least 25 hours each week, during the compulsory phase; and

Are not previously registered, or registered for home education under the Education (General Provisions) Act 2006, chapter 9 part 5

APPLICATION FOR ENROLMENT

1. Applications must be made on the KMG SAS official referral/application forms. Referring parties and parent/carers of the student must sign the relevant forms.
2. While application is a pre-requisite to admission, it is not guaranteed of admission. The KMG SAS reserves the right to offer a place to any applicant irrespective of date of application. Reasons for non-admission are not limited to;
 - a. No places available at the student's year level
 - b. The KMG SAS cannot provide adequate resources and support to meet the student's needs
 - c. Unresolved issues between the student and other student/s currently enrolled at the school that may breach Child Safety or Duty of Care

ENROLMENT CAPACITY OF THE SCHOOL

The KMG SAS will always attempt to cater for all students that apply. The KMG SAS makes reasonable adjustments to accommodate all students. While reasonable adjustments are made, The KMG SAS does offer some activities which may not be suitable for all students. Such activities may include gym use, vocational education and training and excursions.

The KMG SAS caps enrolments. The reason for this is that small class sizes are maintained, to cater for the individual needs of each student. Even when the total Special Assistance School population falls below the defined enrolment limits, vacancies may not necessarily exist. Enrolment applications are preferred at the beginning of the year; however, applications are welcome any time during the year.

ADMISSION TO THE SCHOOL

1. Admission to the Special Assistance School is conditional upon the Executive School Director or delegate, being satisfied as to the suitability of the student.

2. Admission to the Special Assistance School is with that the Executive School Director has understanding that the student and their family respect the Aboriginal and Torres Strait Islander identity of the school and agree to support and contribute to it, commit to supporting the school values, accept that indigenous education are integral to the school's existence.
3. All students and carers must be willing to abide by The KMG SAS policies and procedures, and Health and Safety requirements.
4. The offer of a place at The KMG SAS will only be made after receipt of a complete application and supporting documents, as outlined on The KMG SAS Application Checklist (Form 1), and the application interviews have been completed.

APPROVED ENROLMENT

If the student is successful in the application for enrolment, The KMG SAS will contact the nominated primary contact person to arrange an enrolment interview. Enrolments will last for the period of schooling open to the student, from commencement year, until completion of year 12.

ABSENCE AND ENROLMENT OF A STUDENT

The nominated carer or referring organisation is to inform The KMG SAS at the earliest convenience if the student has withdrawn or is planning to withdraw from the educational program.

A student under 17 years of age must attend school, work experience or be employed. Staff will follow up students with unexplained absences of more than 1 day. If the unexplained absences persist, all actions required to be taken by law will be followed through. Centrelink may require the repayment of Austudy or Abstudy fees, if applicable.

DISCIPLINE OF A STUDENT

KMG SAS staff will always seek to manage discipline in a positive manner; to help improve long term behaviour. The Wellbeing Team may be engaged to help determine reasons for behavioural concerns and develop strategies for how to best assist individual students.

CHANGE IN PARENT / CARER RELATIONSHIP AND PERSONAL DETAILS

Parents / carers must inform The KMG SAS of any changes in their relationship to the student since the application was lodged prior to enrolment. Changes to carer contact information and order, medication and medical conditions must be advised in writing.

It is the responsibility of the carer to ensure that the student's address and personal details are kept up to date. The KMG SAS will not be held liable for the loss of correspondence or student information (including certificates) if up to date personal information has not been provided.

IMPORTANT NOTICE

As a Special Assistance School (SAS) we work under section 182 of the Education (General Provisions) Act 2006 in providing flexible arrangements for students to engage in and access the curriculum at the best level determined for them. We use past records, parental interviews, relevant assessment tools and ongoing observations to develop a Personal Education Plan (PEP) for each student. This is a condition of entry on a student's enrolment to the school, that parents /carers agree upon.

This means that junior secondary students are enrolled in strands of the Australian curriculum and senior secondary students are enrolled at a variable progression rate (variations to typical patterns of study) focusing on the Queensland Education senior phase of learning (11-12) which is also informed by the Australian Curriculum requirements.

STUDENT REFERRAL FORM

This form is to be completed by a suitable referee (i.e Guidance Officer, Principal, Deputy Principal, Youth Worker, Community Organisation, Specialist etc), who has an understanding of the student's educational background and sees the need for alternative education for the young person.

Special Assistance Schools (SAS) in Queensland assist students who are educationally disengaged or are at risk of disengagement from mainstream schooling.

STUDENT DETAILS	
First Name:	Last Name:
D.O.B:	Year Level:
Parent/Carer Name:	Parent/Carer Phone Number:
Address:	
Email Address:	
Does the person identify as being of Aboriginal or Torres Strait Islander or any other cultural origin? <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Other: _____	
Does the young person have ASD or any other verified disability? Does the young person have an Education Adjustment Program (EAP)? (please attach documentation)	
Who Diagnosed?	
What was Diagnosed?	
When was this Diagnosed?	
Document/s Attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there other diagnosed disorder Kutta Mulla Gorinna needs to know about? (Anxiety, Depression, ADHD)	
Who Diagnosed?	
What was Diagnosed?	
When was this Diagnosed?	
Document/s Attached	<input type="checkbox"/> Yes <input type="checkbox"/> No

Does the young person have any history in the Criminal Justice System?

Are there any special circumstances relating to the student seeking to be enrolled, that Kutta Mulla Gorinna Special Assistance School need to know prior to enrolment? (pregnancy, subject to a court order, state arranged out of home care, criminal record and/or other issues)

To your knowledge is there anything in the student's history or circumstances (including medical history) which might pose a risk of any type to him/her, other students, or staff at Kutta Mulla Gorinna Special Assistance School? If yes, please provide a description of the student's history.

Does the student have any history of violent behaviour? If yes please, provide a description of the student's history.

Has the student ever been suspended or expelled from any school? If yes, please provide a description as to why.

Has the student ever been suspended or expelled from any school for the following reasons?

- Actual violence towards any other person
- Possession of a weapon or any other item used to cause harm or injury
- Threats of violence or intimidation to staff, students or others at the school
- Illegal drugs

REFERRING SCHOOL/AGENCY DETAILS

School/Agency		Contact Number:	
Name of Referee:		Position of Referee:	
Email Address:			
Principal/Deputy Name:		Principal/Deputy Number:	
Principal/Deputy Email:			

REASON FOR REFERRING

	Behavioural Issues		Suspended
	Bullying		Excluded
	Depression/Anxiety		Parent Request
	Mental Health		School Refusal
	Extra Support		Other

BEHAVIOURAL, SOCIAL AND EMOTIONAL CONCERNS

	Poor self-regulation		Personal Safety
	Difficulties interacting with peers		Conflict management skills
	Difficulties interacting with adults		Difficulties forming and maintaining friendships
	Anger Management		Challenging authority
	At-risk behaviours		Poor understanding of social norms

DETAILS REGARDING HISTORY ABOVE/RELEVANT INFORMATION

Do you believe the young person is currently capable of attending school full-time? Please provide reasons.

Yes No

Reasons:

What is the student hoping to achieve by attending Kutta Mulla Gorinna Special Assistance School?

IMPORTANT – PARENT/CARER AUTHORISATION

I parent/carer, authorise the person making this referral to disclose/transfer information and any supporting documents of the young person mentioned throughout this document to Kutta Mulla Gorinna Special Assistance School.

Parent/Carer Signature: _____ Date:

Referee Signature: _____ Date:

APPLICATION FOR STUDENT ENROLMENT

INSTRUCTIONS

Please refer to the Application to enrol in an Independent Non-State School information sheet at the end of this form when completing this application. Failure or refusal to complete those sections of the form marked with an (*) or to provide required documentation may result in a refusal to process your application. Sections of the form not marked (*) are optional. However, failure to complete these sections may result in the school not being eligible for important Federal and State Government funding reliant on such information. Parents of all students in Australia have been asked to provide information on their family background as part of a national initiative towards providing an education system that is fair to all students, regardless of their background. The required information includes the Indigenous status and language background of the student, and the education, occupation and language background of the parents.

If you have any questions about the enrolment form or process, or require assistance completing this form, including translation services, please contact the school in the first instance.

PRIVACYSTATEMENT

Kutta Mulla Gorinna is collecting the information on this form for the purposes outlined in the Education (General Provisions) Act 2006 (EGPA 2006), and in particular for:

- assessing whether your application for enrolment should be approved
- meeting reporting obligations required by law or under Federal – State Government funding arrangements
- administering and planning for providing appropriate education, training and support services to students
- assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff
- communicating with students and parents.

This collection is authorised by ss. 155 and 428 of the EGPA 2006. KMG will disclose personal information from this form to the Queensland Curriculum and Assessment Authority when opening student accounts, in compliance with Part 3 of the Education (Queensland Curriculum and Assessment Authority) Act 2014 (Qld). Personal Information from this form will also be supplied to Centrelink in compliance with ss.194 and 195 of the Social Security (Administration) Act 1999 (Cth). De-identified information concerning parents' school and non-school education, occupation group and main language other than English and students' country of birth, main language other than English, sex and Indigenous status, is supplied to the Australian Government Department of Education in compliance with Federal – State Government funding agreements.

Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact the school in the first instance. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact the school in the first instance.

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- Enrolled at and attending school while of compulsory school age
- Participating in an eligible option full time or in paid employment for at least 25 hours each week, during the compulsory phase; and
- Are not previously registered, or registered for home education under the Education (General Provisions) Act 2006, chapter 9 part 5

STUDENT DEMOGRAPHIC DETAILS			
Legal family name* (as per birth certificate)			
Legal given names* (as per birth certificate)			
Preferred family name		Preferred given names	
Sex*	Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of birth*	
<p>Enrolment will not be approved without enrolling staff sighting and copying birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. child born in country without birth registration system. Passport or visa documents will suffice). This does not include failure to register a birth or reluctance to order a birth certificate.</p> <p>For international students approved for enrolment by EQI, a passport or visa will be acceptable.</p>			

APPLICATION DETAILS			
Has the student ever attended a Queensland state school?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, provide name of school and approximate date of enrolment.	
What year level is the student seeking to enrol in?		Please provide the appropriate year level.	

STUDENT ADDRESS DETAILS					
Principal place of residence address					
Address line 1					
Address line 2					
Suburb/town		State		Postcode	
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')					
Address line 1					
Address line 2					
Suburb/town		State		Postcode	
Email					

STUDENT FAMILY DETAILS		
Parents/Carers	Parent/Carer 1	Parent/Carer 2
Family Name*		
Given Names*		
Title		
Sex	Male <input type="checkbox"/> Female <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>
Relationship to Student*		
Is the parent/carer an emergency contact*	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
1st Phone contact number*		
2nd Phone contact number*		
3 rd Phone contact number		
Employer name		
Occupation		
What is the occupation group of the parent/carer		
Country of Birth		
Country of Residence		
Does the parent/carer speak a language other than English at home?	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify Needs interpreter Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify Needs interpreter Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the parent/carer an Australian Citizen?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the parent/carer a permanent resident of Australia?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Address line 1		
Address line 2		
Suburb/town		
State		
Mailing Address (if it is the same as principal place of residence, write 'AS ABOVE')		
Address line 1		

Address line 2		
Suburb		
Email		
Parent/carer school education	What is the <i>highest</i> year of primary or secondary school parent/carer 1 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')	What is the <i>highest</i> year of primary or secondary school parent/carer 1 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')
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	<input type="checkbox"/>	<input type="checkbox"/>
Parent/carer non-school education	What is the level of the <i>highest</i> qualification parent/carer 1 has completed?	What is the level of the <i>highest</i> qualification parent/carer 1 has completed?
Bachelor's degree or above	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Diploma / Diploma	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV (including trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>

STUDENT ORIGIN DETAILS		
Origin	Queensland/interstate/overseas	
Origin type	Childcare centre or kindergarten, Prep, primary, secondary, VET, university, other	
Previous school/other location		
Previously employed	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

INDIGENOUS STATUS	
Is the student of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal and Torres Strait Islander

RELIGION

From Year 1, your child will be placed in this nominated Religious Instruction class if it is available. If this section is left blank or marked 'no religion' or a non-religion is nominated, your child will be recorded as 'No religion' and placed in alternative activities.

COUNTRY OF BIRTH

In which country was the student born in?

Australia Other (please specify country) Date of arrival
____/____/____

Is the student an Australian Citizen?

Yes No (If no, evidence of student's immigration status to be completed)

STUDENT LANGUAGE

Does the student speak a language other than English at home?

No, English only
 Yes, other – please specify

EMERGENCY CONTACT DETAILS

	Emergency Contact	Emergency Contact
Name		
Relationship		
1 st phone contact number*		
2 nd phone contact number*		
Do you Authorise the following for the Emergency Contacts as well as Parent/Carer	<input type="checkbox"/> Collection – Sign in and Out <input type="checkbox"/> Excursion – Permission <input type="checkbox"/> Make Medical Decisions	<input type="checkbox"/> Collection – Sign in and Out <input type="checkbox"/> Excursion – Permission <input type="checkbox"/> Make Medical Decisions

STUDENT MEDICAL INFORMATION (including allergies) *

Medical condition, symptoms and management

Medical condition, symptoms and management

Medical condition, symptoms and management

It is essential that you advise the school before your child attends if he or she has any medical condition. You must also inform the school administration staff as soon as you are aware of any new medical conditions. Should your child need to take medication during school hours, an Individual Health Plan, including Emergency Health Plan is relevant, or Authority to Administer Medication Form will need to be completed each year and returned at the office. School staff may require more detailed medical information concerning your child in order to fulfil duty of care requirements. In such instances, staff will approach you directly and seek your consent.

Doctor's Name	
Name of Medical Group	
Address:	
Phone Number	
<input type="checkbox"/> Please attach professional report that confirm any diagnosis stated above. <input type="checkbox"/> Please attach Management Plan for any Medical Conditions	

COURT ORDERS	
Are there any current Family Court or other court orders concerning the welfare, safety or parenting arrangements of your child/children? Please provide a copy of any relevant current court order.	Yes <input type="checkbox"/> No <input type="checkbox"/>

CONSENT			
PREVIOUS SCHOOL/S ATTENDED OUTSIDE KUTTA MULLA GORINNA I consent to the Kutta Mulla Gorinna being provided with any and all school information concerning my child/children or myself (if I am applying for enrolment), in respect of any schools they, or I, attended outside Kutta Mulla Gorinna, prior to date of my signature below. Yes <input type="checkbox"/> No <input type="checkbox"/>			
	Parent/Carer 1	Parent/Carer 2	Student
Signature			
Date			

APPLICATION TO ENROL			
I hereby apply to enrol my child or myself at Kutta Mulla Gorinna Special Assistance School. I understand that supplying false or incorrect information on this form may lead to the reversal of a decision to approve enrolment. I believe that the information I have supplied on this form is true and correct in every particular to the best of my knowledge.			
	Parent/Carer 1	Parent/Carer 2	Student
Signature			
Date			

USE OF COPYRIGHT MATERIALS, IMAGE, RECORDING AND NAME

By completing this section, the student/guardian/parent identified in this application provides consent to the Kutta Mulla Gorinna Special Assistance School or any agency working with to support the Kutta Mulla Gorinna Special Assistance School to use and retain the student's name, image and sound or other recording and student work for the purposes of:

- Assessment of students and other purposes associated with the provision of education
- Public relations, promotion, advertising, media and commercial activities
- Use by the media in relation to activities that show the student in a positive light

This consent will continue until the student completes their education Kutta Mulla Gorinna or it is revoked by the student/parent or the student turns 18.

Consent is provided:

Yes No

Limitation on consent – I wish to limit my consent in the following ways:

Parental occupation groups for use with parent/carer details

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 degrees 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/sportspeople 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, proofreader, sportsperson, 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, office/project manager]
- Defence Forces senior Non-Commissioned Officer

Group 3: Tradespeople, clerks and skilled office, sales and service staff

Tradespeople generally have completed a four year trade certificate, usually by apprenticeship. All tradespeople 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, bond 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/refuge/childcare 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, kitchenhand, 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, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]
- **Assistant/aide** [trades' assistant, school/teacher 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, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)
- **Other worker** (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor)

ENROLMENT CONTRACT

Student (full name) (“student”)

Parent/ Carer 1 (full name)

Parent/ Carer 2 (full name)

(Parents/Carers 1 and 2 are referred to as “you”)

Education

We will educate the student with due care and skill. You will encourage the student to take full advantage of the curricular and co-curricular opportunities.

We do not guarantee a particular level of achievement for each student. Achievement depends greatly on the individual attributes of the student and the student’s willingness to work for their own education.

We will act in the best interests of the student and the student body generally. This may mean we do not always act in accordance with your requests. Our curriculum is delivered in accordance with the ethos of the (Christian / Islamic / Buddhist / Hindu / Scientology etc faith).

Health

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

If something happens to the student 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 student. You must pay to us any expenditure we incur protecting the student.

Communication

The school will provide information about the student to both natural parents of the student 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 giving notice in writing to us.

To communicate efficiently with parents, and as a cost saving measure, we will communicate with parents at the email addresses they provide to us. 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 student are expected to comply.

Fees

We will determine the fees for each term before the commencement of the term to which the fees apply.

You must pay the fees in advance of the term to which they apply and not later than fourteen (14) days after the date of invoice for the fees.

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 one term's 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 student's position at short notice.

If we expel the student, you must pay fees for the whole of the term during which the student is expelled.

Discipline

You must comply with policies, codes of conduct and rules we adopt from time to time. You must ensure, as far as practicable, that the student complies with those policies, codes of conduct and rules. The policies, codes of conduct and rules do not form part of this contract.

We may discipline the student for failure to comply with directions given by a person in authority or for failure to comply with the school policies and rules. These failures may occur on or off the school campus. The Principal or acting Principal may expel the student from the school for misconduct considered by the Principal or acting Principal to be serious enough to warrant expulsion.

Where discipline may involve expulsion of the student, the Principal or acting Principal will not expel the student until the allegations of misconduct have been put to the student or the student's representative and the student has been allowed an adequate opportunity to respond.

We may search lockers, bags and property of the student 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

You indemnify the school against any loss or damage caused by any failure by you or the student to comply with our rules and policies. You also indemnify us against any loss or damage caused by the wilful disobedience or reckless behaviour of the student.

Excursions

We will arrange excursions from time to time. We will inform you of intended excursions involving the student. You consent to the student attending excursions with the school. We will obtain your consent to any excursions where the student will be away for one or more nights.

Privacy

We collect personal information about students 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 students. 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 dismiss the student from 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 one clear term's notice to us in writing. 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 requiring us to do so
- 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.

Special Conditions

This section records all the special conditions of your enrolment that have been arranged for the student.

Student Responsibility

- attend school regularly, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from all staff of the school
- abide by school rules, meet homework requirements and wear school uniform
- respect the school environment

Families Responsibility

- attend open evenings for families
- let the school know if there are any problems that may affect your student/s ability to learn
- inform school of reason for any absence
- treat school staff with respect and tolerance
- support the authority and discipline of the school enabling my child to achieve maturity, self-discipline and self-control
- abide by school’s policy regarding access to school ground before, during and after
- pay all fees and charges as occurred

I accept the rules and regulations of Kutta Mulla Gorinna Special Assistance School as stated in the school policies that have been provided to me as follows:

- Behaviour Management Policy – Knowledge, Culture, Respect
- Student Dress Code
- Absences
- School Excursions
- I consent to allow the school to use my child’s copyright material, image, recording or name (Media Release) in any appropriate publications
- I agree to ensure Appropriate Use of Mobile Phone and other Electronic Equipment by my child’s usage of the internet.
- I acknowledge that the preferred method of general communication will be done through text messages.

Flexible Learning Agreement

Monday	Tuesday	Wednesday	Thursday	Friday

This enrolment contract is to be reviewed at week 9 of each term. Upon review this enrolment contract will be amended to suit the individual needs of the school and student.

.....

Parent/Carer

Date:

.....

Student

Date:

.....

Executive School Director

Date:

STUDENT CONSENT FORM

I _____ (parent/carer) hereby give permission, and understand that, the Kutta Mulla Gorinna may need to **collect and/or disclose personal information to and/or from third parties (as required)** in order to provide an improved level of service for my student.

- Department of Education (Regional Office/s and/or State and Independent Schools)
- Department of Youth Justice
- Department of Child Safety, youth and women
- Department of Communities Qld
- Department of Health Qld
- Department of Human Services
- Queensland Police – including the Child Protection Investigation Unit
- Professional Services (Health Services, Law Services and Community Organisations)

With the Privacy Act now in place parental permission is needed to use students photograph in different publications.

Please place a tick in the boxes below indicating what areas you are happy or not happy to have your child/children’s photography used and being in video/powerpoints. Newsletters will not only be issued to students but also put on the website.

	Yes	No
Newsletters		
Publications		
Website		
School Handbook/s		
Class Publications		
Media Publications/Promotional Displays both inside and outside the school		

I _____ (parent/Carer) give my permission for _____ (previous school) to forward any documents suggested below related to _____ (student name) that may assist in gaining enrolment to Kutta Mulla Gorinna Special Assistance School.

- Student Plan/s
- Student Profile
- Behavioural Records (from January 2019)
- Student Report Cards (from January 2019)
- Attendance Report (from January 2019)
- Medical Reports

Parent/Carer Signature

Parent Name:

Date:

ENROLMENT DOCUMENTS CHECKLIST

Application Date:	
Student Name:	

Every page of the enrolment pack completed	<input type="checkbox"/> Included
Required Documents Included	
Copy of Birth Certificate	<input type="checkbox"/> Included
Copy of Medicare Card	<input type="checkbox"/> Included
Additional Document – Included if relevant	
Copy of Medical Management Plan for health conditions identified	<input type="checkbox"/> Included
Copy of Medical/Psychological reports and/or diagnoses relevant to enrolment	<input type="checkbox"/> Included
Copy of the following: <ul style="list-style-type: none"> • Student Profile • Behavioural Records • Student Report Cards • Attendance Report 	<input type="checkbox"/> Included

You can now submit the application, together with the attachments identified above, through to the contacts listed above in this Enrolment Application.