



# TRANBY COLLEGE

*A College of the Uniting Church in Australia*

Application Received:	
Interview Date:	
Interview Time:	

## APPLICATION FOR ENROLMENT

Student Christian Name

Student Surname

Address

Suburb

Postcode

Year Level & Year of Admission to Tranby College  
(e.g. Year 7 2014)

**A non-refundable \$100 Application Fee  
is required with this Enrolment Form.**

6: The Tranby: A line drawing by artist R.H. Shardlow

Office Use Only:	
FAMILY KEY	
STUDENT KEY	
HOUSE	
SIBLING	
NOTES	

**STUDENT DETAILS**

SURNAME		First Name	Second Name
		Preferred Name (if different from above)	
Sex M / F	Date of Birth / /	Year of Admission to Tranby	Year Level
Country of Birth	Nationality	<b>If your Child was not born in Australia please provide either a copy of your VISA including subclass number and arrival date of Citizenship Certificate/Australian Passport.</b> Subclass Number ..... Arrival Date ..... Expiry Date.....	
Language spoken at home			
Is the student of Aboriginal or Torres Strait Islander origin?		No	
		Yes, Aboriginal	
		Yes, Torres Strait Islander	
		Yes, both Aboriginal & Torres Strait Islander	

Address _____		Home Ph No: _____	
Suburb _____	Postcode _____	Silent: Yes	No

Current School	Year Level
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**PARENT/GUARDIAN DETAILS****Parent/Guardian 1**

Please circle: Dr Mr Mrs Ms Miss	
Surname	First Name
Second Name	
Address _____	
(If same, write 'As Above') _____	
Postcode	
Employer	Occupation
Work Phone No.	Work Fax No.
Home Phone No.	Home Fax No.
Mobile No.	email

**Parent/Guardian 2**

Please circle: Dr Mr Mrs Ms Miss	
Surname	First Name
Second Name	
Address _____	
(If same, write 'As Above') _____	
Postcode	
Employer	Occupation
Work Phone No.	Work Fax No.
Home Phone No.	Home Fax No.
Mobile No.	email

Custody Advice: Parenting Plan or Family Court Order in place? <b>If YES, copies will be required when enrolment is confirmed.</b>	<b>YES / NO (Please circle)</b>
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## MEDICAL INFORMATION

*Please indicate all relevant medical history which will assist Tranby College in caring for your child.*

<b>DOES YOUR CHILD HAVE ANY OF THE FOLLOWING MEDICAL CONDITIONS?</b>			
Allergies	<b>YES / NO</b>	Asthma	<b>YES / NO</b>
A.D.D. / A.D.H.D.	<b>YES / NO</b>	Blood Disorder	<b>YES / NO</b>
Bronchitis	<b>YES / NO</b>	Epilepsy	<b>YES / NO</b>
Speech Impairment	<b>YES / NO</b>	Heart Condition	<b>YES / NO</b>
Hearing Impairment	<b>YES / NO</b>	H.I.V.	<b>YES / NO</b>
Visual Impairment	<b>YES / NO</b>	Glandular Fever	<b>YES / NO</b>
		Hepatitis B	<b>YES / NO</b>
OTHER (Please state)			
IF YOU HAVE ANSWERED <b><u>YES</u></b> TO ANY OF THE ABOVE, PLEASE PROVIDE BRIEF DETAILS			

<b>DO EITHER OF THE FOLLOWING APPLY?</b>			
Physical Disability	<b>YES / NO</b>	Use of Wheelchair	<b>YES / NO</b>

<b>DOES YOUR CHILD TAKE MEDICATION FOR A CHRONIC MEDICAL CONDITION?</b>	<b>YES / NO</b>
If YES, please specify:	

### SPECIFIC EDUCATIONAL NEEDS

*The following information would help the School to determine the specific needs of your child.*

<b>a) Has your child ever been referred to a Psychologist for assessment?</b> If yes, please state agency concerned (as an indication) and supply copies of any assessments before interview.	<b>YES / NO</b>
<b>b) Has your child ever been referred for counselling or therapy e.g psychologist, counsellor, speech therapist, occupational therapist, physiotherapist or paediatrician?</b> If yes, please specify (attach additional information or copies of reports)	<b>YES / NO</b>
<b>c) Does your child require ongoing medication during College hours?</b> If yes, please specify.	<b>YES / NO</b>

### PLEASE LIST SIBLINGS ALREADY ATTENDING, ALREADY REGISTERED OR WHO WILL BE REGISTERED AT TRANBY COLLEGE

Name	D.O.B.	Present Year of Schooling	Year of Admission to Tranby	Year Level	Registered (YES / NO)

\* A separate application form must be submitted for each child you wish to enrol at Tranby College.

## PRIVACY INFORMATION

The Tranby College Privacy Policy is available on request. An abbreviated form of it is included below for your information.

1. The 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. The primary purpose of 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 Public Health (and Child Protections) 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, sport coaches and volunteers.
6. It is a practice of this school to seek a copy of an enrolling student's educational record and other personal information from their previous school. If you do not agree with this, you must advise us now.
7. If we not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
8. 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 School newsletters, magazines and on our website.
9. 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.
10. 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 marketing purposes without your consent.
11. 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.
12. 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.

### BOTH PARENTS/GUARDIANS MUST SIGN THE APPLICATION FORM.

Signature of Parent/Guardian 1 \_\_\_\_\_ Date    /    /

Signature of Parent/Guardian 2 \_\_\_\_\_ Date    /    /

**\*\*\*\*Copies of the last two school reports must accompany this form  
(unless entry at Kindergarten or Pre primary), along with a copy of Birth Certificate.\*\*\*\***

<b>Office Use Only:</b>	<b>Date</b>	<b>Copies Included</b>	<b>Date</b>
<b>Application Fee Paid:</b> <input type="checkbox"/>	_____ /    /	<b>Birth Certificate:</b> <input type="checkbox"/>	_____ /    /
<b>Enrolment Fee Paid:</b> <input type="checkbox"/>	_____ /    /	<b>Visa:</b> <input type="checkbox"/>	_____ /    /
<b>Conditions of Accept:</b> <input type="checkbox"/>	_____ /    /	<b>Passport:</b> <input type="checkbox"/>	_____ /    /
<b>Entered MAZE:</b> <input type="checkbox"/>	_____ /    /	<b>Citizenship:</b> <input type="checkbox"/>	_____ /    /
		<b>Immunisation Records:</b> <input type="checkbox"/>	_____ /    /
		<b>Last 2 School Reports/NAPLAN:</b> <input type="checkbox"/>	_____ /    /

## **ENROLMENT DOCUMENTATION CHECK**

### **LIST**

As a prerequisite of Federal Government funding copies of the following documents must be returned with the completed College's Enrolment Form. The documentation will be part of the student's file. Please complete the section that is relevant to you and forward the necessary documentation with your Enrolment Form.

*Please tick appropriate box*

**Section 1. Children whose parents were born in Australia please provide the following:**

- ☐ A copy of the child's original birth certificate (not extract)
- ☐ Most recent immunisation records
- ☐ Most recent Naplan results
- ☐ Most recent 2 school reports

**Section 2. Children born overseas BUT with parents born in Australia please provide the following:**

- ☐ A copy of the child's original birth certificate (not extract)
- ☐ Most recent immunisation records
- ☐ Most recent Naplan results
- ☐ Most recent 2 school reports
- ☐ A copy of Australian citizenship
- ☐ A copy of child's passport

**Section 3. Children whose parents were born overseas BUT child was born in Australia please provide the following:**

- ☐ A copy of the child's original birth certificate (not extract)
- ☐ Most recent immunisation records
- ☐ Most recent Naplan results
- ☐ Most recent 2 school reports
- ☐ A copy of Australian citizenship
- ☐ A copy of child's passport
- ☐ A copy of parent's visa
- ☐ A copy of parent's passport
- ☐ If visa number is not visible in passport then a visa label must be provided.

**Section 4. Children who were born overseas, parents born overseas but are now a permanent resident.**

- ☐ A copy of the child's original birth certificate (not extract)
- ☐ Most recent immunisation records
- ☐ Most recent 2 school reports
- ☐ Most recent Naplan results
- ☐ A copy of child's passport
- ☐ A copy of parent's visa
- ☐ A copy of parent's passport
- ☐ If visa number is not visible in passport then a visa label must be provided.

**Section 5. Children who were born overseas, parents born overseas but now have citizenship.**

- ☐ A copy of the child's original birth certificate (not extract)
- ☐ Most recent immunisation records
- ☐ Most recent 2 school reports
- ☐ A copy of Australian citizenship
- ☐ Most recent Naplan results
- ☐ A copy of child's passport
- ☐ A copy of parent's visa
- ☐ A copy of parent's passport
- ☐ If visa number is not visible in passport then a visa label must be provided.



Document:	Developed:	Owner:	Review:	Date of last review:
<b>Relationship between College Board &amp; Parents</b>	<b>March 2002</b>	<b>Board</b>	<b>Three Years</b>	<b>June 2016</b>

**College Mission:**

We are an independent, K-12, co-educational school community of the Uniting Church in Australia, located in Baldvis, Western Australia.

Our **purpose** is to be an accessible and inclusive community in which student wellbeing and learning are the responsibilities of all members of our school community.

The values that guide our practices are: Personal mastery; Breadth and depth of learning; Respect: Integrity and Service.

## RELATIONSHIP BETWEEN COLLEGE BOARD AND PARENTS

An understanding of the roles and responsibilities of the Board and parents at Tranby College

*Parents can expect that the Board will:*

1. Develop the vision and goals of the College in accordance with the ethos of the Uniting Church;
2. Provide facilities in which learning can take place effectively;
3. Set the fees at a level which will balance the need to provide for effective learning with the ability of parents to pay;
4. Ensure the Principal appointed will manage the school within the vision and goals of the College;
5. Be diligent in the careful oversight of the management of the school;
6. Ensure all appropriate policies and procedures for effective management are in place;
7. Ensure appropriate policies and procedures to deal with difficulties, problems and grievances are in place and accessible to parents;
8. Share with the parents the annual report of the College to the WA Synod of the Uniting Church in Australia.

*The Board believes that parents, having chosen to send their children to Tranby, will:*

1. Support the vision and goals of the school to the best of their ability;
2. Recognise that Tranby College is a school of the Uniting Church and be prepared to support the Uniting Church ethos of the school;
3. Appreciate the different roles and responsibilities of board, principal, staff, parents and children;
4. Work together with the staff and the school for the good of the children;
5. Encourage and enable their children to participate in the full program of the school;
6. Support their children by participating in school functions;
7. Work together for the benefit of the school and the students by:
  - building a sense of community with other parents
  - being ambassadors for the school in the wider community
  - Working together to improve and extend the built environment of the school.