

# Application for Admission



## BLUE MOUNTAINS GRAMMAR SCHOOL

An Anglican, co-educational day school, Pre-K to Year 12



**This sheet should be retained for your information.** The completed Application for Admission form, signed in the appropriate places by **both** parents (if applicable), should be detached and returned to The Registrar, Blue Mountains Grammar School, Private Mail Bag No. 6, Wentworth Falls NSW 2782. Please ensure that a copy of your child's birth certificate (or extract) is included with your application.

## **SCHOOL REGULATIONS REGARDING ENROLMENT AND PAYMENT OF FEES ARE SET OUT BELOW:**

### **REGISTRATION FEE**

To confirm a student's place in the School, a payment is required following acceptance subsequent to an interview with the Registrar and Headmaster or his representative. This fee is non-refundable.

### **PAYMENT OF FEES**

All School fees are due and payable on the first day of each term. This policy is strictly adhered to, as debt is a cost and, hence, a burden to other parent fee payers. Overdue fees are subject to a late charge, details of which are set out on the termly fee accounts and at Point 3 of the conditions of entry overpage. If the School fees remain unpaid and no special approved arrangements have been made, the student could be removed from the School and appropriate recovery action commenced.

### **CONCESSIONS**

A tuition fee concession is provided where more than one child from the same family attends the School concurrently. The second child receives a 10% reduction, third child 25% and fourth and subsequent children receive a 50% concession (K-12).

### **WITHDRAWAL OF STUDENTS - ADEQUATE NOTICE**

A full term's notice of withdrawal of a pupil must be given **in writing to the Headmaster**. In default of such, a full term's fees will be charged. Holiday periods do not constitute appropriate notice.

### **PLACES AT SCHOOL**

Following the receipt of the completed application form, your child will be placed on a **waiting list** for the desired year of entry. There are a number of points which the School considers when an application is received and the time of receipt of the application is just one of these points. Interviews are generally held early in the year prior to the desired year of entry. A letter of offer may then be forwarded and payment of the Registration Fee is required as the parents' acceptance of such an offer. If your child is not accepted into the School, the Headmaster will advise you in writing.

# BLUE MOUNTAINS GRAMMAR SCHOOL

## DATA COLLECTION FORM

**Re: National Reporting on Student Outcomes**  
**Requirements for collecting information on students' background characteristics.**

The State, Territory and Commonwealth Education Ministers have undertaken to improve the quality and national consistency of public reporting on student achievement. **The Ministers expect all government and non-government school systems and schools to comply with the data collection and reporting arrangements.**

For national reporting purposes, students' literacy and numeracy are assessed annually at Years 3, 5, 7 and 9, with all students in these Year levels participating and it is with the results of these assessments that the additional information now being requested will be correlated.

1. In which country was the student born?

Australia

Other

(Please specify) .....

2. If the student was born outside Australia, please provide one of the following:

- A current passport
- Visa details
- An extract of Australian Citizenship

3. Does the student or their mother / guardian or their father / guardian speak a language other than English at home?

*(If more than one language, indicate the one that is spoken most often.)*

		Student	Mother / Parent 1 / Guardian 1	Father / Parent 2 / Guardian 2
No	English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Other - <i>(please specify)</i>			

4. (a) What is the highest Year of primary or secondary school the parents / guardians have completed?

	Mother / Parent 1 / Guardian 1	Father / Parent 2 / Guardian 2
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 or below	<input type="checkbox"/>	<input type="checkbox"/>

(b) What is the level of the highest qualification the parents / guardians have completed?

	Mother / Parent 1 / Guardian 1	Father / Parent 2 / Guardian 2
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>
Advanced diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV including trade	<input type="checkbox"/>	<input type="checkbox"/>
Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>

# BLUE MOUNTAINS GRAMMAR SCHOOL

## APPLICATION FOR ADMISSION

### PERSONAL DETAILS OF PUPIL

1. Surname.....  
Given Names.....  
Residential Address.....  
Postcode ..... Phone.....
2. Date of Birth .....  
**(Evidence of Date of Birth to be attached)** Campus    Wentworth Falls     Pre-Kindergarten to Year 12  
Valley Heights     Pre-Kindergarten to Year 4
3. Sex .....
4. Grade/form at entry .....
5. Year of entry desired.....
6. Religious Affiliation .....
7. Is the student Aboriginal or Torres Strait Islander?     Yes     No
8. Is the student enrolling as an Overseas Student?     Yes     No  
**(Evidence of Visa documentation to be attached)**
9. Present School ..... Class ..... Principal.....
10. Any other relevant details regarding your child (e.g. medical, special learning requests, etc). Attach an extra page if necessary.  
.....  
.....
11. Brothers/sisters & ages (i) ..... (ii) ..... (iii).....

### PARTICULARS OF PARENTS OR GUARDIANS

12. FATHER/GUARDIAN  
Full name and Title .....  
Residential Address (if other).....  
Postcode..... Phone..... Email:.....  
Profession or Occupation.....  
Business Address .....  
Postcode..... Phone..... Facsimile .....
13. MOTHER/GUARDIAN  
Full name and Title .....  
Residential Address (if other).....  
Postcode..... Phone..... Email: .....
14. PARENTS' MARITAL STATUS (e.g. married, separated, divorced, widowed, sole parent.)  
..... *It is important that the School has this information to avoid possible embarrassment and/or misunderstandings in the future. (Please refer to Point 25 over the page.)*
15. Name and address of person to whom accounts are to be rendered:  
Name.....  
Address..... Postcode.....  
Phone ..... Facsimile .....

We declare that the information provided on this form is true and correct. We agree to keep The School up to date with any alterations to the details recorded on this Application for Admission form. We enclose a copy of our child's Birth Certificate/Proof of Birth.

Signed..... Signed.....  
*(Father or Guardian)* *(Mother or Guardian)*

Date..... Date.....

**Parents are requested to inform the School of any change in address.**

**REFEREES** – please supply details of two persons in a position to support this application.

Name .....  
Address .....  
..... Postcode .....  
Telephone .....  
Occupation .....

Name .....  
Address .....  
..... Postcode .....  
Telephone .....  
Occupation .....

**OTHER FAMILY MEMBERS EDUCATED AT BLUE MOUNTAINS GRAMMAR SCHOOL**

*(include current students and those on waiting lists)*

Name ..... Relationship .....  
from 19 ..... to ..... House .....

Name ..... Relationship .....  
from 19 ..... to ..... House .....

Name ..... Relationship .....  
from 19 ..... to ..... House .....

*(Please complete on separate sheet if there is insufficient room)*

**OFFICE USE ONLY**

DATE ENTERED	
LEVEL/YEAR	
APPLICATION FEE	
REGISTRATION FEE PAID: / /20	
NON-REFUNDABLE AMOUNT	
REFUNDABLE AMOUNT	
FAMILY NUMBER	
STUDENT NUMBER	
DUPLICATES TO FATHER/MOTHER	

**Blue Mountains Grammar School Ltd**

Private Mail Bag 6, Wentworth Falls NSW 2782  
ABN: 33 002 306 318 CRICOS: 02312A

<b>Senior School</b>	<b>T 02 4757 9000</b>	<b>F 02 4757 9092</b>
<b>Junior School</b>	<b>T 02 4757 9000</b>	<b>F 02 4757 9095</b>
<b>Preparatory School</b>	<b>T 02 4751 1266</b>	<b>F 02 4751 1088</b>

**www.bmgs.nsw.edu.au**

# CONDITIONS OF ENROLMENT

These Conditions are to be agreed to by parents or guardians when they accept an offer of a place for a child at the School.

## Fees

1. We agree to pay to the School all fees for tuition, extra subjects, excursions, camps and the supply of goods and services to the student as determined by the School Board and as published in the Scale of Charges from time to time.
2. All fees are payable on the first day of each term. If we fail to pay an account for fees and/or charges by its due date, we agree to pay an overdue charge ("Overdue Charge") calculated on the amount outstanding from the due date until the date of payment. The Overdue Charge is determined by the School from time to time. The amount will reflect the administrative costs to the School in collecting outstanding fees. The Overdue Charge represents a genuine pre-estimate by the School of the loss that it would suffer if fees were not paid by the due date. We understand that we may obtain the current rate from the Finance Office.
3. We agree to pay all costs incurred by the School in recovering any unpaid fees or charges from us.
4. If an account for fees and/or charges is not paid by the end of the term in which they were due for payment, the student's enrolment may be suspended and the School may subsequently without further notice refuse entry to the student or terminate his or her enrolment.
5. A full term's notice in writing must be given to the Headmaster before any student is removed. The notice must be given no later than one week prior to the end of the preceding term. If this notice is not given, we agree to pay a term's fees plus GST. This amount is a genuine pre-estimate by the School of the loss that it would suffer if we do not provide the required notice.
6. We understand that no remission of fees, either in whole or in part, will be made if the student is absent due to illness, leave or suspension.
7. We authorise the School to incur expenditure on our behalf such as purchases of books, stationery and equipment, and to advance such fares from time to time as the School considers necessary.
8. We agree to pay all medical and ambulance expenses incurred on behalf of the student.

## Expectations and Behaviour

9. We understand that our acceptance of the School's offer of a place for the student implies that he or she will complete his or her schooling at the School unless unforeseen circumstances arise.
10. We acknowledge that the School is a Christian community and that behaviours and attitudes based on Christian values are encouraged. We agree that all communication between students, parents, visitors and staff members should be conducted in a courteous and respectful manner. We agree to avoid confrontation and criticism in public and accept that there is no place in the School community for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.
11. We agree to support the values and to abide by the rules of the School as set out in the appropriate publications such as the School's Students' Code of Conduct as published from time to time at the Headmaster's discretion. We note that the student must do the same and we agree to encourage him or her in this. We have noted the School's requirements in relation to discipline, home study, uniform, attendance and leave.
12. We accept that the School may determine which particular courses and activities are offered and/or provided at any time and which of these courses and activities are compulsory. All students must participate in and/or attend the following activities, as determined by the Headmaster:
  - (a) Chapel Services and Assemblies;
  - (b) co-curricular activities;
  - (c) the School sports programme;
  - (d) important School events such as Presentation Day, House Carnivals, Special Assemblies and other events as required by the Headmaster, from time to time;
  - (e) various camps, excursions and Focus Days that occur from time to time as an integral part of the School curriculum.
13. Requests for leave from School activities, including academic and co-curricular programmes, and for early departure at the end of a day or term and/or late return from breaks are considered only in the most extreme cases and must be applied for in writing to The Headmaster, well in advance of the required dates. If the student is absent without leave, we agree to provide a written explanation in writing when he or she returns to school.

14. We accept the School's discipline policy contained in the Students' Code of Conduct. We agree to support the administration of the School's discipline policy. In particular, we accept that the Headmaster may in his absolute discretion, but subject to affording the student procedural fairness, suspend or dismiss the student for breaches of rules or discipline or where we have failed to comply with these conditions of enrolment.
15. We understand that the School encourages parents to be actively involved in the School through attendance at parent-teacher interviews and parent forums, participation in courses offered by the School relevant to the student's education and assistance to the School in a voluntary capacity from time to time.
16. We agree that the Headmaster may, by giving us one term's written notice, exclude a student if the Headmaster considers that a mutually beneficial relationship of trust and cooperation between us and the School has broken down to the extent that it adversely impacts on that relationship.
17. We acknowledge that the Headmaster may, by giving us reasonable notice, ask us to remove the student from the School at the end of a school year where the student has, in the Headmaster's opinion, failed to meet the requirements of the New South Wales Board of Studies or has otherwise failed to make satisfactory progress in his or her academic work.

## Health and Safety

18. We acknowledge that we have fully disclosed any special needs (including but not limited to any medical, physical, learning or psychological needs) which the student has. Where any disclosed special needs change or where any special needs arise, we agree to notify the School immediately. We also agree to complete the student's medical form accurately and provide annual updates for the School records.
19. We acknowledge that if we have not fully and accurately disclosed any information, material or reports relevant to medical conditions, or special and/or individual needs, either on the Application for Admission Form, or subsequently in writing, that this represents a breach of this Agreement and the School may terminate the enrolment of the student.
20. We acknowledge that the School seeks to maintain an environment that is safe for all students and in which learning can take place. We also acknowledge that to this end the Headmaster or his nominee may search the student's bag, locker or other possessions where there are reasonable grounds to do so.
21. If the student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and if we are not readily available to authorise such treatment, we authorise the Headmaster or, in his absence, a responsible member of the School staff, to give the necessary authority for such treatment.
22. We understand that the School requires parents to observe School security procedures for the protection of students from direct contact with those outside the School during school hours and that we are only to make contact through the School office.
23. We acknowledge that the student's personal property is not insured by the School which does not accept any responsibility for loss.

## Privacy

24. We acknowledge that the School may from time to time collect personal information about parents and students which may be necessary for the School's function or activities. We authorise the School to use and disclose information in such a manner as the Headmaster may deem appropriate for the purposes of the student's education, health, care, welfare or development. We acknowledge having read the School's Privacy Policy and Standard Collection Notice.
25. We give permission for photographs and videos of the student to be placed in the School's records, displayed from time to time around the School, and published in School publications, on its website and in other marketing and promotional material.
26. Where relevant, we agree to provide to the School all current Family Court or other court orders relating to us and the student. We note that the School's Privacy Policy deals with the confidentiality of such information.

## General

27. We agree that the School may change these Conditions provided it gives us at least two terms' notice and that the new Conditions take effect from the beginning of a calendar year.
28. We agree to give the School notice of any change in our contact details.