



Early Learning Centre
Application for Enrolment



BLACKFRIARS
PRIORY SCHOOL

Must Read Before Completing the Application Form

It is the policy of Blackfriars Priory School that all children be given the opportunity to achieve their full potential. The School has an inclusive Enrolment Policy and thus all applications are welcome.

Application for Enrolment

All parents are required to complete an Application for Enrolment Form and to pay the non-refundable Application Fee. Upon receipt of the completed Application Form, the child's name is added to the waiting list of those seeking entry in the year and in the program nominated.

All applicants are requested to supply the following information with the Application for Enrolment Form:

- Copy of applicant's Birth Certificate or extract.
- Any current reports and/or assessments related to your child's needs. eg: educational testing carried out by an accredited professional.
- Any special requirements eg: health, personal care.
- Any past or current agency support.

On receipt of the Application for Enrolment Form a waiting list letter is sent out confirming the enrolment status. Two terms prior to the requested entry date families are invited to attend a meeting with the ELC Director. Formal offers are sent out for placements in our Early Learning Centre according to current placements and the waiting list criteria.

Please note that a separate application needs to be completed for Blackfriars Priory School for Reception onwards. This application form is available via our website or by contacting the Registrar at the School.

Confirmation of Enrolment

Acceptance of the offer is confirmed by returning the signed Enrolment Confirmation Form. Places are allocated based on the earliest date of receipt of the Enrolment Application Form, with due consideration given to the Criteria for Enrolment.

It is the responsibility of Parents/Guardians to provide the School with change of address details and telephone numbers, or family circumstances. Failure to do so may preclude an applicant from an offer of enrolment.

Transfer of Enrolment

Consultation with current families with children eligible for transfer from each program will be conducted by Early Learning Centre staff. Considerations are made regarding availability of placements, the developmental needs of the child and whether children are enrolled in our School.

Criteria for Enrolment

Enrolment places are offered subject to the following priorities:

1. Catholic families.
2. Children/Grandchildren of old scholars.
3. Boy's enrolled to commence in Reception at Blackfriars.
5. The date which the application is received.
6. Special circumstances (at the discretion of the Principal).

It is the case in all enrolments that, if false or misleading statements are made in the Application for Enrolment Form or if relevant information is not disclosed at the time of enrolment, the Principal may terminate enrolment at any time, where the Principal is reasonably justified in doing so.

Conditions of Enrolment

- At all times during School outings the staff in charge shall have the same powers of control and guardianship as the Parent/Guardian would have if present, including the power to consent to medical, surgical or hospital treatment and the Parent/Guardian will be responsible for any expense so incurred for or on behalf of the student.
- The School will not be responsible for the loss of or damage to clothes and effects of children. Parents should ensure all personal items and clothing are labelled clearly.
- The person(s) signing the Enrolment Confirmation form agree to pay full fees by the due date.
- The School requires copies of all Court Orders relating to the guardianship, custody, residence, parental responsibility, care, control or welfare of children.

Uniform

Children in the Early Learning Centre are required to wear a Blackfriars ELC polo shirt and bucket hat, which are available from the Uniform Shop. Children can wear either the Blackfriars PE shorts (optional) or other black shorts or track pants.

Deferrals

Applicants may elect to defer the point of entry to a later year level. Deferrals need to be notified in writing to the ELC Director. Applications will then be added to the waiting list of the later year level according to the date of their original application. There is no guarantee of placement.

Withdrawal of Enrolment

A full term's notice of withdrawal must be given in writing to the ELC Director or a term's fees will be payable in lieu of notice.

Fees

ELC fees are charged weekly, with a tax invoice sent via email. The fee account is to be paid in full within seven days of the tax invoice being issued. Non payment of fees will result in cancellation of your child/children's enrolment at the ELC until the account is paid in full.

Where children are absent for periods of time in any program, please notify the ELC Director. Fees apply as follows:

Absent up to 3 weeks full fees apply

Absent longer than 3 weeks half fees apply

If a period of absence is longer than one term, a parent can choose to cease enrolment at the Early Learning Centre and re-enrol via the waiting list but no guarantee can be given for placement.

Child Care Rebate

The ELC is licensed to meet the new National Quality Standards which means that families can access both the Child Care Rebate (non-means tested) and the Child Care Benefit (means tested) making child care more affordable. Eligible families can claim a rebate after payment of fees for ELC programs, Vacation and Out of School Hours Care programs.

Policy for Enrolment of Children with Special Needs

We recognise that some children are exceptionally gifted in one or more areas, or may require special needs consideration from professionals above and beyond the individual attention already afforded to the students at Blackfriars Priory School.

Special needs can be determined as intellectual impairment, physical impairment, social/emotional difficulty, sensory impairment or severe multiple disabilities.

Parents are requested to supply the following information with the Application for Enrolment Form.

- Any current reports/or assessments related to a School setting, eg: educational testing carried out by an accredited professional.
- Details of any past or current agency support.
- Any special requirements eg: for health, personal care.

The School respects the fact that parents have expert knowledge of their children. In partnership with families a learning plan will be developed to outline and support the goals and needs of the child and will include regular reviews involving the parents, the ELC Director and support staff.

Supporting Students with Special Needs

Catering for a wide range of abilities, Blackfriars Priory School has specialist Learning Enrichment support staff who cater for special needs. As resources are finite, assessment of the full needs of any year level in context of the special needs of a child must be given. Notwithstanding this, all children have equal access to the education opportunities provided by the School. We provide qualified classroom teachers and assistants to foster opportunities for all children to achieve their full potential.

Publication Consent

From time to time, photographs or video of children and their learning are taken in the ELC or at places where the children are involved in an excursion or activity. These photos / images / videos may be used in class activities or could be published by the School and Catholic Education in documents, school magazines, newsletters, displays, journals, professional development materials for teachers, or on a School's or Catholic Education's website. In addition, children's work is also published from time to time.

Consent will be obtained before including children in school publications or online. In most circumstances the images will not include any personal information regarding the student's identity or may include the student's first name only.

However, in the school magazine, because of the limited circulation of this document, it is usual for the child's full name to appear under photographs or to record an achievement in various activities or beneath examples of school work.

Privacy Policy

Blackfriars Priory School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

Blackfriars respects the privacy of personal and sensitive information regarding your family. Blackfriars collects personal information, including sensitive information about the child and parent(s) or guardian(s) before and during the course of a child's enrolment at the school. The primary purpose of collecting this information is to enable Blackfriars to provide schooling for your child.

All information supplied on this form will be used in accordance with the School's Privacy Policy. The Policy can be obtained from the School website www.bps.sa.edu.au.

Application for Enrolment



Child's details

| | |
|----------------------------|---|
| Given names | Surname |
| Preferred name | <input type="checkbox"/> Male <input type="checkbox"/> Female |
| Home address of student | |
| | Postcode |
| Date of birth | |
| Religious denomination | Parish |
| Student's country of birth | Language spoken at home |

Please indicate programs for enrolment

3 Year Old Program (2-5 full days)

| | |
|---------------------------------|---|
| Proposed year and term of entry | |
| Days required | <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri |

4 Year Old Preschool Program (3-5 full days)

| | |
|---------------------------------|---|
| Proposed year and term of entry | |
| Days required | <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri |

Other siblings or family

| | | | |
|--|----------------|-------------------------------|---------------------------------|
| Name | Date of birth | <input type="checkbox"/> Male | <input type="checkbox"/> Female |
| Name | Date of birth | <input type="checkbox"/> Male | <input type="checkbox"/> Female |
| Did father or relative attend Blackfriars Priory School? | | | |
| Name | Years attended | | |
| Relationship to student | House | | |

Father / parent / guardian 1

| | |
|--|----------------|
| Title/ Given names | Surname |
| Occupation | Employer |
| Home phone | Business phone |
| Email | Mobile |
| Address | |
| | Postcode |
| Postal address (if different from above) | |
| | Postcode |

Mother / parent / guardian 2

| | |
|--|----------------|
| Title/ Given names | Surname |
| Occupation | Employer |
| Home phone | Business phone |
| Email | Mobile |
| Address | |
| | Postcode |
| Postal address (if different from above) | |
| | Postcode |

Special needs & conditions

Does your child have any special needs or considerations which may impact their ability to take full advantage of the programs offered by our ELC?

yes no

if yes please attach any relevant reports or documentation

Agreement

I/We have read the Enrolment Information details and conditions as per the accompanying form

I/We declare that the child I am enrolling is not already accessing a DECD funded preschool place with an entitlement of 15 hours per week from another service provider

Father/parent/guardian 1

Mother/parent/guardian 2

Date

Date

Both parent/ guardian signatures are required unless one parent/guardian is sole guardian

Check list

Application Form

Any reports regarding special needs

Copy of Birth Certificate

Please tick if there is a court order regarding contact with your child and provide a copy of this order

Baptismal Certificate

Application fee (\$100)

Completed Application Form

Please return your completed application form and \$100 (non-refundable) application fee to the address below.

Please note that a separate application needs to be completed for Blackfriars Priory School for Reception onwards.

This form is available from the School.

ELC Director

Blackfriars Priory School

PO Box 86

Prospect SA 5082

Credit card payments

Please charge my VISA Mastercard

Card number

Expiry

Amount

Electronic payments

The School's bank details are:

Bankwest - Rundle Mall, ADELAIDE SA 5000

BSB 305 122 Account 0439837

Cardholder's name

Cardholder's signature

Please include your surname and ELC fee as reference

