

Admission application

NAME OF STUDENT SEEKING ENROLMENT

OUR VISION

Our vision is for Christ to rule in the hearts and minds of our students so they are able to contribute as citizens to a peaceful and just society through a biblical understanding of family, community and human endeavour.

OUR MISSION

Grace Christian College seeks, in cooperation with parents, staff and students to:

- Provide a Christ-honouring learning environment;
- Provide a safe and secure environment for all students regardless of race, culture, language, disability or gender
- Develop each student's God given potential;
- Encourage students to have a life long commitment to be enquiring seekers of truth;
- Inspire students to have compassion and understanding for the world as demonstrated by Jesus Christ.

GRACE CHRISTIAN COLLEGE EXISTS TO:

- Support parents as they fulfil their responsibilities as the primary educator of their children. The College is an extension of homes that support the Christian values held by the College.
- Help students understand that they are to see life from God's point of view. Students are encouraged to test what they learn against the Scriptures, not only in the Sciences, but in all subjects.
- Build a College community based on self-discipline, respect and love for others regardless of race, language, religion, socioeconomic circumstances, gender or abilities.¹
- Provide a high quality education for young people, relevant to Australia, that will help to prepare them for participation in the Australian society, including the work force.
- Recognise the contribution of parents in education and to involve them in the program.
- Develop the competence, efficiency and confidence of teachers and their participation in the life of the College.

¹ Matthew 7:12

Our commitment, core values and principles regarding child safety

OUR PRINCIPLES

Grace Christian College is committed to promoting and protecting at all times the best interests of children involved in its programs. All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse. The College, therefore, is committed to child safety and zero tolerance of child abuse.

The College is a Christian organisation which holds firmly to the understanding that all humanity is created in the image of God. That means the College believes in the undeniable truth and value that: all people, regardless of age, sex, religion, economic status, intellectual capacity or educational attainment have an inherent dignity, not for what they can do but for who they are.

The outworking of that affirmation is the reaffirmation that the College has a zero tolerance for all forms of abuse and, in particular, child abuse in its various aberrations.

ZERO TOLERANCE

All staff members at Grace Christian College are responsible for the:

- Care and protection of the children within our care and
- Reporting information about suspected child abuse.

Child protection is a shared responsibility between the College, all employees, students, volunteers, contractors, associates, and members of the Grace Christian College community. Therefore, the College:

- Will consider the opinions of children and use their opinions to develop child protection policies.
- Will mandate support and respect all children,

staff and volunteers.

- Will be committed to the cultural safety of Aboriginal children, and those from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children living with a disability.
- Will require any person who believes a child is in immediate risk of abuse to telephone the Police [000].

We recognise that there is a deep brokenness in us, individually and corporately, which can only be genuinely addressed through repentance and faith in the Lord Jesus Christ who died that our sins may be forgiven and that our relationship with God, ourselves and one another may be restored. Whilst we look to this being perfected beyond this present age, we know that we need to be vigilant as a community so that the wellbeing of one another, particularly the most vulnerable amongst us, will remain a top priority.

OUR VALUES

- Grace** Grace should always season the College community
- Hope** Hope beyond our everyday experience should permeate the College community
- Faith** Faith is the cornerstone on which true community is built through a relationship with God and with each other
Love: The love of God is unconditional and acts as a supreme model for relationships within the College community
Justice: Justice is the rightful expectation of all in the College community
- Service** Service that comes from a crucified self should have a positive influence on the College community
- Peace** Peace with God and others should inform and radically affect the College community

STATEMENT OF COMMITMENT TO CHILD SAFETY

Grace Christian College acknowledges that 'God has made from one man every nation of mankind to live on all the face of the earth' [Acts 17:26] and 'all are one in Christ Jesus' [Galatians 3:28] and implements its safety programs on the basis of this commonality. Therefore, Grace Christian College is committed to the safety and best interests of all its enrolled students. This commitment is grounded in

the Biblical imperative to “care for one another” [1 Corinthians 12:25]. The College recognises the value of family for the health, welfare, safety, development, learning and wellbeing of all students regardless of race, biological sex, language or ability. The College is committed to assisting and supporting all families and all students in this endeavour. The family is seen as the key stakeholder and contributor to the education and well being of all students.

In support of its commitment to Child Safety, the College, within the context of the College’s Christian culture and the parent’s determination that College and family culture are complementary:

- ➔ Is established to provide cultural safety for children of Christian families and all other commitments for child safety are made within that context.
- ➔ Will ensure that parents are informed of the College’s Christian culture prior to enrolment so that they can make the best decision regarding the compatibility of College and family culture and whether their child will benefit from enrolment in the College.
- ➔ Has zero tolerance for child abuse
- ➔ Actively works to listen to and empower children without undermining the primacy of family as key to their health, welfare, safety, development, learning and wellbeing.
- ➔ Has systems to protect children from abuse, and will take all allegations and concerns very seriously and responds to them consistently in line with the organisation’s policies and procedures
- ➔ Is committed to providing cultural safety for children from culturally and/or linguistically diverse backgrounds including Aboriginal and Torres Strait Islander children.
- ➔ Is committed to providing a safe environment for children with a disability where the College and family have determined that the level of safety the College can provide through its available resources is able to minimise risk to child safety.
- ➔ Will aim to meet the expectations of families with enrolled students that the College will:
 - Provide a high quality and culturally sensitive level of education
 - Be a community that maintains a culturally safe environment for all students
 - Provide a safe space where personal

challenges are met and explored with respect.

- Act with justice and equity in all circumstances to all students
- Be a community that seeks to be safe and free from violence, racism and discrimination
- Provide the opportunity for all children to achieve their full potential in life
- Has a Child Safe policy that demonstrate the College’s commitment to safety and diversity.

REPORTING CHILD ABUSE

All staff, parents, volunteers and contractors are all obligated to report child abuse. This can be done orally or by the College’s Child Abuse Report. This report can be completed and submitted by any student, parent, staff member, visitor or contractor or any other person. It is the first step in reporting any allegations of child abuse. This form is located at Reception and on the College’s website. Failure to Disclose and Failure to Protect are offences under law.

FAILURE TO DISCLOSE

The College takes its legal responsibilities very seriously. Failure by staff to adhere to all legal requirements is viewed very dimly and staff will be subject to discipline which may include termination of employment. Therefore, all staff are required make full and frank disclosure regarding any reportable event which has occurred within the operations of the College, whether on-site or off-site. Equally staff will make every effort to protect staff, students and volunteers as the College conducts its operations, either on-site or off-site.

Reporting child sexual abuse is a community-wide responsibility. All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the police.

FAILURE TO PROTECT

People of authority in our organisation will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.

Chaplaincy consent

This information is to help you decide whether to consent to your child receiving Chaplaincy Services through the National School Chaplaincy Programme (NSCP) conducted by the College on behalf of the Victorian Government.

Please read this form carefully, if you need any clarification, please contact the College Chaplain, Craig Robotham. Although the form uses the phrase 'your child' you may have received this form if you:

- Are an adult student or can be considered a mature minor
- Are a guardian or informal carer

BACKGROUND

The Department of Education and Training (DET) provides educational services for the Victorian Government. Chaplaincy services are provided by DET by agreement with the Commonwealth Government.

The NSCP Chaplaincy Service aims to support the emotional wellbeing of students by providing pastoral care services and strategies that support the emotional wellbeing of the broader College community.

PASTORAL CARE

Means looking after the personal needs of students, not just their academic needs, by providing general spiritual and personal support.

CHAPLAINS providing chaplaincy services required to:

- Have been recognised through formal ordination, commission, recognised religious qualifications or endorsement by a recognised or accepted religious institution
- Have skills and experience to provide chaplaincy services.

Further information about the chaplaincy services in Victorian Government Schools can be found in the NSCP Guidelines.

CHAPLAIN IN OUR SCHOOL

The chaplaincy service is provided by the College through the employment of a chaplain. Our college chaplain is Craig Robotham.

The chaplain is available to all students and parents by appointment only.

TYPE OF SERVICE

Chaplaincy services in our college may be provided in any of the following forms:

- On an individual basis (one-on-one discussion with a student)
- In a group setting (discussions with groups of students), or
- Both (a) and (b).

PRIVACY PROTECTION

The College values the privacy of every individual and is committed to protecting all personal information collected as per the College's Privacy Policy. All college staff, contractors and volunteers must comply with Victorian privacy law and the College's Privacy Policy.

The College's management of 'personal information' and 'health information' (personal information) is governed by the *Privacy and Data Protection Act 2014* (Vic) and *Health Records Act 2001* (Vic).

Chaplains must follow the Victorian NSCP *Chaplaincy Information, Records and Reporting Policy* which details how the chaplains in schools must handle personal information they collect, consistent with Victorian privacy law.

PURPOSE OF COLLECTING PERSONAL INFORMATION

The chaplain may collect personal information about your child to:

- Work as a member of the College's wellbeing team and provide Chaplaincy Services which form part of the wellbeing services available at the school
- Assist the school to:
 - Provide for the educational, social and emotional wellbeing and health of students
 - Meet its duty of care obligations
 - Make reasonable adjustments for students with disabilities
 - Comply with occupational health and safety obligations (collectively, the primary purposes).

On occasions, your child may discuss other members of your family or other people with the chaplain. As a consequence, the chaplain may collect personal information about people other than your child.

TYPES OF PERSONAL INFORMATION COLLECTED

The types of personal information the chaplain may collect about your child will depend on the nature of the discussions your child has with the chaplain.

The chaplain may collect personal information such as your child's address, contact details, information about physical, mental or psychological health, details about any disability your child may have and information about your child's religious beliefs or affiliations.

The chaplain will rely on the information provided to adequately provide the Chaplain Service. If the chaplain receives incomplete, inaccurate or outdated information, this may adversely affect the assistance provided.

SHARING (USING/DISCLOSING) PERSONAL INFORMATION

The Victorian NSCP Chaplaincy Information, Records and Reporting Policy describes how the chaplain may share personal information collected about you or your child with the College Principal:

- For any of the primary purposes set out above
- If there is a risk to your child, other person or the public
- As permitted or required by law
- With consent

STORAGE OF PERSONAL INFORMATION

Chaplains will record and store relevant information in accordance with the Victorian NSCP Chaplaincy Information, Records and Reporting Policy.

ACCESSING PERSONAL INFORMATION

You can access and correct personal information contacting the College's chaplain.

WITHDRAWAL OF CONSENT

You may withdraw your consent at any time by writing to your school. Withdrawing your consent means your child will no longer receive any Chaplaincy Service.

FURTHER INFORMATION

Further information about the NSCP is available from DET website at education.vic.gov.au/school/principals/health/pages/nscpchaplaincy.aspx

YOUR AUTHORITY AND CONSENT

I authorise and give consent to the chaplain providing services to my child.

I confirm that I have read this Consent Form and understand:

- How my child's personal information will be collected and managed by the chaplain
- That my consent will continue whilst my child is enrolled at Grace Christian College
- That I may withdraw my consent at any time
- That if the Chaplain determines that the Chaplaincy Service is no longer required for me or my child, it will cease.

Student name	Name of parent/guardian 1	Name of parent/guardian 2
Relationship to student		
Signature		
Date		

If you are an adult student or you have been classified as a mature minor, you may sign this form. For more information about who may sign this form, please see Decision Making For Students (on SPAG). Refer to education.vic.gov.au/school/principals/spag/safety/pages/chaplaincy.aspx



Privacy

STANDARD COLLECTION NOTICE

1. The College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide an education to the pupil and enable them to take part in all the activities of the College.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Laws governing or relating to the operation of a College require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health [and Child Protection]* laws.
4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a pupil to another College. This includes to other Colleges, government departments, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches, volunteers and counsellors.
6. Personal information collected from pupils is regularly disclosed to their parents or guardians.
7. The College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
8. The College's Privacy Policy sets out how parents or pupils may seek access to personal information collected 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 College's duty of care to the pupil, or where pupils have provided information in confidence.
9. The College Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.
10. As you may know the College 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 College'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.

11. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in College newsletters and magazines and on our website. Photographs of pupil activities such as sporting events, College camps and College excursions may be taken for publication in College newsletters, magazines, website and electronic media. The College takes note of parent wishes regarding photographs as per notes on photographs on Page 3. Parents have the right to say they do not want their children photographed. This is done at the time of enrolment or at any later date. If a letter is not received, the College reserves the right to use any photographic material of students.
12. We may include pupils' and pupils' parents' contact details in a class list and College directory.
13. If you provide the College 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 College and why, that they can access that information if they wish and that the College does not usually disclose this information to third parties.

14. A Copy of the College's Privacy Policy is available on request.

** As appropriate*

DISCLOSURE

Personal and or health information collected by the College is used for College purposes only as specified under the Act. The College may disclose this information to other organisations if required under legislation. The applicant understands that the personal and/or health information provided is for the above purpose and that he or she may apply to the College for access to, and/or amendment of that information. Requests for access should be made to the College's Privacy Officer. The College has a Privacy Policy on display for parents to read at all times.

DECLARATION

I, [insert parent or guardian name]

declare: I have read and understood the above statement. I am aware a copy of the Privacy Policy is available on request.

Name	Signature	Date
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Visa information

Please list all family members who have visas, the type and expiry date and include a copy of student's visa with application.

Name	Visa type	Expiry date	Other information



Conditions for admission

APPLICATIONS FOR ADMISSION

(a) All applications for admission must be made on the College's official Application for Admission form. This form must be completed in full and must have:

- A recent passport size photograph
- A copy of birth certificate
- A copy of student visa, passport or citizenship
- Evidence of all vaccines required to age 5 (for Prep to Year 6 applicants only)
- A signed College Admission Declaration
- Copies of previous school reports

Applications may be mailed, emailed or handed into Reception.

(b) On receipt of the Application for Admission an appointment will be made for an enrolment interview. A panel of three staff members conducts this interview. The interview is conducted on an informal basis where panel staff, parents and the students enrolling can share information and ask relevant questions.

The intention of the interview is to ascertain whether GCC is able to offer an education that is appropriate for your child. GCC enrolls children with a wide range of abilities and is able, due to the nature of its curriculum format, to meet the complex physical, behavioural, emotional or intellectual disabilities of students to a certain extent.

Parents are asked to state the nature of any such special needs and to provide medical reports as appropriate.

After the interview, the panel will make a recommendation to the Principal. The Principal may have an interview with the parents and students enrolling. Advice of acceptance or non acceptance is made as soon as possible after the interview.

- (c) The minimum age for student enrolment is five years of age at the 30th April in the year of entry. The maximum age for enrolment is 17.

ENROLMENT PROCEDURE

When the College receives an Application for Enrolment:

- Administration staff will organise an Information meeting with the Principal and parent/s.
- It is optional for students to attend this meeting.
- The information meeting will include a tour of the College.

The Deputy Principal and teachers will:

- Review the Application for Admission and the students last two terms reports which must be submitted with the Application
- Contact the current College for references.

Acting upon the panel's initial review, administration staff will organise a Panel Interview with the parent/s, student/s and staff.

- The Principal will attend the Panel Interview if the student did not attend the Information Meeting.
- Students must attend the Panel Interview
- There will be further review amongst the panel once the interview has concluded The Principal or Deputy Principal will then contact the parents with the enrolment decision.

STUDENT ATTENDANCE

All students who attend the College are required to participate in all College activities which include but are not limited to:

- All classes → Chapel
- Assembly → Awards Night
- Graduation → Sports Days
- Excursions → College Camps
- Convention

Attendance at College is mandatory under law. The only reasons a student maybe absent from College is for such things as Doctor's appointments or parent approved leave for such events as a family holiday taken out of College holidays.

Parents are required to advise the College if a child is to be absent. This notification must be on the day of the absence and as early as possible. A note in the diary should attend this verbal advice.

SAFETY

The College has a duty of care to all students, staff and the general public. The submission of a signed Application for Admission and the subsequent enrolment is seen as a signature of permission from parents for enrolling students to:

- Take part in all College activities, whether on or away from the College premises;
- For a doctor or Ambulance to be called or consulted in an emergency.
- Absolve the College from liability to the parents or the enrolled children for accidental injury at College or during any College activity

PHOTOGRAPHS

College photographs are taken annually. These include staff, classes, College Captains and Prefects and individual student photographs. Students and staff are also photographed at College events such as sports carnivals, Awards nights and camps. They are also photographed at College in class or in activities. The submission of a signed Application for Admission and the subsequent enrolment is seen as a signature of permission from parents for enrolling students to be:

- Photographed, either individually, or in a group.
- Understand that consent does not commit parents in any way to purchase any photograph that may be taken.
- Photographed at College events and activities and published in the College Newsletter, College Web site and other College promotional material which may be used in the public domain.

Do you consent to allow publication of the student's photo? Yes No

See further comments on Privacy.

COMMUNITY

One of the aims of the College is to promote Christian values such as love, acceptance, respect, co-operation, self-sacrifice, sportsmanship and participation. These values, and others, help make a positive contribution to a welcoming and caring College community environment and help stand against antisocial behaviours endemic to society. Grace Christian College seeks to work with parents and accepts the parent as being responsible for their children.

Accordingly, the College expects parents are able to ensure that their children can exhibit appropriate behaviour that reflects and supports the College's goals. The following is a summary of behavioural expectations and parents and students should also be familiar with the College's Bullying Policy and Information Technology and Communication Usage Policy.

Students will generally exhibit the following attributes:

- Be kind and courteous;
- Comply with College rules and willingly obey those in authority;
- Be co-operative at all times and readily do the work expected of them;
- Willingly participate in College activities;
- Be honest;
- Dress, speak and conduct themselves in a manner that reflects Biblical standards of behaviour.

It is expected that students will not:

- Engage in destructive criticism or uncooperative conduct;
- Behave improperly in relation to others;
- Wilfully damage property;
- Engage in behaviour that is physically harmful to themselves or others;
- Engage in behaviour that is intended to be offensive, or make others feel threatened or vilified.

Grace Christian College recognises the interdependence of those who live in community and the influence, both positive and negative, that community members can have on each other. Therefore, the College expects all students to refrain from the use of:

- Tobacco, alcohol and illegal drugs;
- Profane and indecent language;
- Viewing of material that is obscene or pornographic or encouraging others to view such material.
- Engage in discussion or behaviour that is sexually provocative.

The use of social media in the Australian community has become problematic. Misuse of social media and digital communications can cause serious harm to young and old and bring the College's name into disrepute. Therefore, students will not make inappropriate use of social media or digital communications targeting another student, staff

member, or any community member and will be held responsible for such behaviour even though the activity occurs outside College hours.

The school has policies covering student conduct (policy 1102) and student behaviour management (policy 1070) which give details of expectations for student behaviour and processes for discipline. The behaviour management process provides students with multiple opportunities to modify their behaviour to meet the school's standards. Parents should make sure they are familiar with these policies which include information regarding termination of enrolment due to conduct breaches. The policies are available on the school's web site.

The school is committed to avoiding the need for restrictive interventions. However, in exceptional circumstances the use of such interventions may be necessary as a last resort in order to protect the student or others from harm. In line with the school's restrictive interventions policy, physical restraint or seclusion may be used in limited circumstances. Restrictive interventions will never be used as a form of punishment. The school will notify you as soon as possible if physical restraint or seclusion has been used with your child.

FEES AND ACCOUNTS

The College is a low fee College so that all members of the community can access its service provision. Accordingly, it is imperative for the financial well being of the College that fees are paid in full and on time.

The following points outline a financial agreement that takes place on the enrolment of a child with GCC.

- The parents or person nominated on the Application Form, and having signed, shall pay to the College all fees for tuition, extra subjects and the supply of goods and services to the student as shall be determined by the College Board and as published in the Fee Schedule.
- The College reserves the right to refuse entry to, or terminate the enrolment of a student whose fees are in arrears.
- All fees are payable by the end of each term.
- One (1) term's notice in writing must be given to the Principal before any student is removed. In lieu of such notice, one (1) term's fees are payable.
- Payment plans may be entered into after negotiation with the Business Manager
- All fee collection costs will be at the cost of either/or/both parents in the event of fee payment default.

NOTE BEFORE YOU SIGN:

1. Enrolment will not be accepted unless both parents/guardians sign above except where:
 - One parent or guardian can show legal proof of sole custody or guardianship
2. Foster parents must produce documentation showing who has legal custody of children
3. The submission of a signed Application for Admission and the subsequent enrolment is seen as a signature for being jointly and severally responsible for the full payment of all fees.

DECLARATION BY PARENT / GUARDIAN 1.

I, declare I have read the above section regarding fees and understand that all fees must be paid within the stated guidelines.

I understand that if fees are not paid within this time frame, the College has the discretion to:

- cancel my child’s enrolment
- impose a late payment fee

I understand that, by signing this enrolment form, that I am responsible for the payment of all fees regardless of any other arrangements made between myself and my spouse.

I understand that I will have to pay all collection costs if my account is referred to a debt collection agency

I understand the school reserves expulsion as a final act in the behaviour management process and serious breaches of the student code of conduct may lead to the termination of my child’s enrolment in the school.

Signature of parent/guardian

Date

DECLARATION BY PARENT / GUARDIAN 2.

I, declare I have read the above section regarding fees and understand that all fees must be paid within the stated guidelines.

I understand that if fees are not paid within this time frame, the College has the discretion to:

- cancel my child’s enrolment
- impose a late payment fee

I understand that, by signing this enrolment form, that I am responsible for the payment of all fees regardless of any other arrangements made between myself and my spouse.

I understand that I will have to pay all collection costs if my account is referred to a debt collection agency

I understand the school reserves expulsion as a final act in the behaviour management process and serious breaches of the student code of conduct may lead to the termination of my child’s enrolment in the school.

Signature of parent/guardian

Date

This section is to be read by all parents seeking enrolment for their children at GCC regardless of whether their children are at risk of Anaphylaxis or not.

Anaphylaxis Policy

It is the policy of the College is that all nuts are banned, in any shape or form, at any activity, anywhere, at any time, that is associated with the College.

PLEASE **DO NOT SEND NUTS OR ANY FOODS CONTAINING NUTS** TO COLLEGE OR TO ANY ACTIVITY ASSOCIATED WITH THE COLLEGE.

When a student with a medical condition that relates to allergy and the potential for anaphylactic reaction is under the care or supervision of the College outside normal class activities, including the College yard, at camps and excursions, or at special events organised or attended by the College, the Principal is to ensure there is a sufficient number of College staff present who have trained in the management of anaphylaxis.

In the event of an anaphylactic reaction, the emergency response procedures in this policy must be followed, together with the College's general first aid and emergency response procedures and the student's ASCIA Action Plan.

Accordingly, all staff are to be made aware of and to remember the importance of risk minimisation of anaphylaxis and that it is everyone's responsibility including:

- The College as whole
- The Principal
- All College staff
- Parents
- Students and the
- Broader College community.

PARENTAL OBLIGATIONS

Parents have important obligations under the Order and this Anaphylaxis Management Policy. Their obligations will assist the College in managing the risk of anaphylaxis. Parents must, therefore,;

- Communicate their child's allergies and risk of anaphylaxis to the College at the earliest opportunity, preferably on enrolment;
- Continue to communicate with College Staff and provide up to date information about their child's medical condition;
- Provide the College Staff with an ASCIA Action Plan;
- Participate in yearly reviews of their child's Individual Anaphylaxis Management Plan; and
- Ensure that their child has an Adrenaline Auto-injector that is current and not expired at all times.

RISK MINIMISATION AND PREVENTION STRATEGIES

Peanuts and nuts are the most common trigger for an anaphylactic reaction and fatality due to food anaphylaxis.

In order to minimise the risk of a first time reaction to peanuts and nuts:

- The College has banned the use of peanuts, nuts, peanut butter or other peanut or nut products during in-College and out-of-College activities.
- Staff must not place pressure on a student to try foods, whether they contain a known allergen or not.

Risk minimisation and prevention strategies are to be followed by all staff for all relevant in-College and out-of-College settings which include (but are not limited to) the following:

- During classroom activities including class rotations, specialist and elective classes
- Between classes and other breaks
- In the canteen
- During recess and lunchtimes
- Before and after College
- Special events including incursions, sports, cultural days, fetes or class parties, excursions and camps.

SPECIAL EVENTS SUCH AS CLASS PARTIES

Parents are to liaise with the class teacher if they wish to bring a food item such as a birthday cake to College. This item must:

- Not have nuts as part of the ingredients
- Be attended by a list detailing all the ingredients in the item.

ROLE AND RESPONSIBILITIES OF PARENTS OF A STUDENT AT RISK OF ANAPHYLAXIS

Parents have an important role in working with the College to minimise the risk of anaphylaxis. Set out below is a summary of some of the key obligations for parents under the Order, and some suggested areas where they may actively assist the College. This is a guide only, and is not intended to contain an exhaustive list to be relied upon by Parents.

- ➔ Inform the College in writing, either at enrolment or diagnosis, of the student's allergies, and whether the student has been diagnosed at the time as being at risk of anaphylaxis.
 - ➔ Obtain an ASCIA Action Plan from the student's Medical Practitioner that details their condition, and any medications to be administered, and other emergency procedures and provide this to the College.
 - ➔ Inform staff in writing of any changes to the student's medical condition and if necessary, provide an updated ASCIA Action Plan.
 - ➔ Provide the College with an up to date photo for the student's ASCIA Action Plan and when the plan is reviewed.
 - ➔ Meet with and assist the College to develop the student's Individual Anaphylaxis Management Plan, including risk management strategies.
- ➔ Provide the College with an Adrenaline Auto-injector and any other medications that are current and not expired.
 - ➔ Replace the student's Adrenaline Auto-injector and any other medication as needed, before their expiry date or when used.
 - ➔ Assist College Staff in planning and preparation for the student prior to camps, field trips, incursions, excursions or special events (e.g. class parties, cultural days, fetes or sport days).
 - ➔ If requested by College Staff, assist in identifying and/or providing alternative food options for the student when needed.
 - ➔ Inform staff in writing of any changes to the student's emergency contact details
 - ➔ Participate in reviews of the student's Individual Anaphylaxis Management Plan:
 - When there is a change to the student's condition;
 - As soon as practicable after the student has an anaphylactic reaction at College;
 - At its annual review; and
 - Prior to the student participating in an off-site activity such as camps and excursions, or at special events conducted, organised or attended by the College.

DECLARATION

I declare I have read the above regarding anaphylaxis

I understand that I must not send any foods to College that contain nuts

I understand I must liaise prior with the school teacher if I wish to bring a food item such as a birthday cake to school or any other school activity for my child and class mates

I understand I must provide a list of ingredients for any product I bring to School

Name	Signature	Date
Name	Signature	Date

BOTH PARENTS OR GUARDIANS MUST SIGN.

Parent information

**ALL DETAILS REQUESTED MUST BE PROVIDED.
PLEASE PRINT.**

Father's full name	Home address including postcode	
Occupation	Employer	
Home telephone	Mobile	Business
Email address		

Marital status Married Separated Divorced Remarried De-facto Widowed

Mother's full name	Home address including postcode	
Occupation	Employer	
Home telephone	Mobile	Business
Email address		

Marital status Married Separated Divorced Remarried De-facto Widowed

Parent 2 full name	Home address including postcode	
Occupation	Employer	
Home telephone	Mobile	Business
Email address		

Marital status Married Separated Divorced Remarried De-factoo Widowed

If parents are separated/divorced, with whom does/do the child(ren) live?

Other information

Church attended		Pastor's name	
Name of emergency contact		Telephone	

Children in family (of school age) for whom admission is NOT being sought:

Name	Age	Reason

Student information

PLEASE COMPLETE ONE FORM PER STUDENT. FILL IN ALL SECTIONS AND RETURN TO THE COLLEGE WITH PARTS (A) AND (B) OF THE ENROLMENT APPLICATION/S

Surname	Christian name	Middle name
Child's preferred name, if different from above	Victorian Student Number	Gender
		<input type="checkbox"/> M <input type="checkbox"/> F
School attended at present		
School address		
School telephone		Year level

Academic level of child's work Excellent Good Average Slow Very poor

Does the child regularly attend Church? Yes No

Does the child regularly attend Youth Group? Yes No

How will the child travel to College? Bus Car Pushbike Walking

Does the child live more than 4.8 kms by the shortest practicable route from the College? Yes No
If so, you may be eligible for a Conveyance Allowance which will pay for your child's bus fare.

Are you in receipt of a pension or the holder of a Health Care Card? Yes No
If so, you may be eligible for Camps, Sports and Excursions Fund (CSEF) payment.

GUARDIANSHIP

Who is/are the legal guardians of children seeking enrolment?

1	2
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PARENT/GUARDIAN AND STUDENT AGREEMENT TO CHILD SAFE CODE OF CONDUCT

As a student of Grace Christian College, you are valued and appreciated. As such you are encouraged to engage in co-operative behaviour with a common concern for the well-being of all. As a Christian College, the promotion of Biblical standards is very important. Students are expected to exhibit good manners, respect for others, self and property.

Grace Christian College is committed to promoting and protecting the interests and safety of children. The College welcomes all children and acknowledges that some children are particularly vulnerable. Discrimination in the College is not tolerated and there is a zero tolerance for child abuse. Everyone working and studying at Grace Christian College is responsible for the care and protection of children and reporting information about child abuse.

Who is/are the legal guardians of children seeking enrolment?

I (student name),	Date
I (parent/guardian),	Date
I (parent/guardian),	Date

We agree to abide by the College's Code of Conduct. We are aware there will be consequences for any breach of the Code.

BEHAVIOURAL ISSUES

Has the child ever been expelled from or refused admission to another college?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the child ever been in trouble with the law?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the child ever been involved with drugs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the child ever failed a grade at college?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the child ever had disciplinary difficulties at college?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Further comment on any of the above:

Medical information

PLEASE PRINT ALL DETAILS AND COMPLETE ALL SECTIONS

A photograph must be supplied and pasted with this application.

Child's surname	
Child's christian names	
Date of birth	
Child's home address	
City	

Father's name	Home no.	Work no.	Mobile no.
Mother's name	Home no.	Work no.	Mobile no.

EMERGENCY CONTACT NUMBERS (in case parents cannot be contacted)

Name	Telephone no.	Relationship to child

MEDICAL PRACTITIONERS

Family Practitioners	Name	Telephone no.
Family Doctor		
Family Dentist		

OTHER MEDICAL

Medicare no.	Position	Expiry date	Ambulance cover
Health Insurance no.			<input type="checkbox"/> Yes <input type="checkbox"/> No
Health fund provider name			Expiry date
Health card no.			

IMMUNISATION CERTIFICATE: A REQUIREMENT OF ENROLMENT

Copy of immunization certificate attached	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

Student medical information

ESSENTIAL INFORMATION FOR THE PROTECTION OF YOUR CHILD.

ANAPHYLAXIS Has your child been diagnosed as being at risk of anaphylaxis? Does your child have an auto injection device (e.g. EpiPen)? Has an anaphylaxis management plan been provided to the College? Has a risk management plan been completed by the College in consultation with you? In the case of anaphylaxis, you will be provided with a copy of the College's anaphylaxis management policy. You will be required to provide the College with an individual medical management plan (ACSI Plan) for your child signed by the medical practitioner who is treating your child. This is to be attached to your child's enrolment form.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
ASTHMA Does your child suffer from Asthma?	<input type="checkbox"/> Yes <input type="checkbox"/> No
DIABETES Does your child suffer from Diabetes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
ALLERGIES OR SENSITIVITIES Does your child have any allergies or sensitivities? Please provide details of any allergies or sensitivities and any management procedures to be followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Student medical information

ESSENTIAL INFORMATION FOR THE PROTECTION OF YOUR CHILD.

SPECIAL NEEDS Does your child have any special needs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
MEDICATIONS Does your child take any specific medications?	<input type="checkbox"/> Yes <input type="checkbox"/> No
DIETARY NEEDS Does your child have any dietary restrictions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
PHYSICAL NEEDS/DISABILITIES Does your child have any physical needs/disabilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
DEVELOPMENT Does your child have a developmental delay or disability including intellectual sensory or physical impairment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SPEECH THERAPY Has/is/will your child be attending speech therapy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SPECIFIC CONDITIONS Does your child have a specific condition that affects their behaviour? Foe example, diet, emotions, learning, speech?	<input type="checkbox"/> Yes <input type="checkbox"/> No
BEHAVIOUR & DEVELOPMENT Do you have any concerns about your child's behaviour and/or development?	<input type="checkbox"/> Yes <input type="checkbox"/> No
ACCESSING SERVICES Does your child access any services in relation to any of the above?	<input type="checkbox"/> Yes <input type="checkbox"/> No
OTHER Please note any other pre-existing conditions that may affect the health and well being of your child while at College.	<input type="checkbox"/> Yes <input type="checkbox"/> No

1. Please make comment on any items above that you have ticked.
2. Please note any special needs and any management procedure to be followed with respect to the condition you have ticked.

Comments:

Data Collection Form

INFORMATION REQUIRED FOR ASSESSMENT AND REPORTING PURPOSES

Note: If you need help completing this form, please ring 02 6056 2288.

1. STUDENT DETAILS

First name	Last name	Gender
		<input type="checkbox"/> M <input type="checkbox"/> F
Home address		

2. IS THE STUDENT OF ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN?

For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.

<input type="checkbox"/> No	<input type="checkbox"/> Yes, Torres Strait Islander
	<input type="checkbox"/> Yes, Aboriginal

3. IN WHICH COUNTRY WAS THE MOTHER, FATHER AND STUDENT BORN?

Please tick appropriate box.

Country	Mother	Father	Student
Australia			
New Zealand			
England			
China			
Philippines			
Viet Nam			
India			
Hong Kong			
Sri Lanka			
South Africa			
Other (please specify)			

4. DOES THE STUDENT OR THEIR MOTHER/GUARDIAN OR THEIR FATHER/GUARDIAN SPEAK A LANGUAGE OTHER THAN ENGLISH AT HOME?

Please tick appropriate box. If more than one language, indicate the one that is spoken most often.

	Language	Student	Mother/ Parent 1/ Guardian 1	Father/Parent 2/ Guardian 2
No	English only			
Yes	Italian			
Yes	Greek			
Yes	Vietnamese			
Yes	Cantonese			
Yes	Arabic (incl. Lebanese)			
Yes	Mandarin			
Yes	Turkish			
Yes	Macedonian			
Yes	Tagalog (Filipino)			
Yes	Other (please specify)			

5(a) WHAT IS THE HIGHEST YEAR OF PRIMARY OR SECONDARY SCHOOL THE PARENTS/GUARDIANS HAVE COMPLETED? Please tick appropriate box. For persons who have never attended school, mark 'Year 9 or equivalent or below.

Year Level	Mother/Parent 1/Guardian 1	Father/Parent 2/Guardian2
Year 12 or equivalent		
Year 11 or equivalent		
Year 10 or equivalent		
Year 9 or equivalent or below		

5(b) WHAT IS THE LEVEL OF THE HIGHEST QUALIFICATION THE PARENTS/GUARDIANS HAVE COMPLETED?

Qualification	Mother/Parent 1/ Guardian 1	Father/Parent 2/ Guardian2
Bachelor degree or above.		
Advanced Diploma/Diploma		
Certificate I to IV (including trade certificate)		
No non-school qualification		

6(a) WHAT IS THE CURRENT OCCUPATION GROUP OF THE MOTHER/PARENT1/GUARDIAN1?**6(b) WHAT IS THE CURRENT OCCUPATION GROUP OF THE FATHER/PARENT2/GUARDIAN2?**

Please select the appropriate parental occupation group from the attached list.

If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.

If the person has not been in paid work in the last 12 months, enter '8' in the box above.

LIST OF PARENTAL OCCUPATION GROUPS (FOR QUESTION 6)**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 (College Principal, faculty head/dean, library/museum/gallery director, research facility director)
- Defence Forces Commissioned Officer
- Professionals generally have degree 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/sportspersons 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)

Group 2: Other business managers, arts/media/sportspersons and associate professionals *(continued)*

- Arts/media/sports (musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, 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: Tradesmen/women, clerks and skilled office, sales and service staff

- Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship.
 - All tradesmen/women 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/refugee/child care 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, kitchen hand, 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, College/teacher's 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, farm hand, horse trainer, nurseryman, green keeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)
- Other worker (labourer, factory hand, store man, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor)

Interstate student data transfer note

FORM 1 – PARENT/GUARDIAN CONSENT FORM

Schools are required under Australian Government Schools Assistance (Learning Together – Achievement Through Choice and Opportunity) Act 2004 to use the Interstate Student Data Transfer Note (ISDTN) when students enrol from an interstate school. Schools are required to use the ISDTN in accordance with the protocols jointly developed and agreed by the Australian Government, State and Territory Education Authorities, the Independent and Catholic education sectors through the Ministerial Council on Education, Employment, Training and Youth Affairs (see <http://www.mceetya.edu.au/transfernote>).

PART A CONSENT TO TRANSFER STUDENT DATA INTERSTATE*

I,	<input type="checkbox"/> Do give	<input type="checkbox"/> Do not give
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Consent for information about my child/children

Insert child name		D.O.B	
Insert child name		D.O.B	
Insert child name		D.O.B	

To be transferred from his/her previous school:

School name and address	
-------------------------	--

To his/her new school	
-----------------------	--

New school name		
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I understand that:

- ➔ The principal [or delegate] of my child's new school may request and/or receive information from my child's previous school verbally or in writing
- ➔ It may include all details contained on the Interstate Data Transfer Note
- ➔ Additional information may be required by my child's new school. This information will only relate to information on the flagged field on the Interstate Transfer Note
- ➔ The Principal [or delegate] of my child's new school may contact the Principal [or delegate] of my child's previous school both verbally and/or in writing
- ➔ I can request to see the information that is received from my child's previous school.

I understand that my child's new school will take all reasonable steps to protect the personal information about me/my child from misuse and loss and from unauthorised access, modification or disclosure.

Signature of parent/guardian	Date
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Complete Part B if Part A Consent is not given

**Parent or student consent is not required for non-government schools to receive student information from a student's previous non-government school if the previous school has a data collection notice which complies with the guidelines in the National Catholic and National Council of Independent Schools Association Privacy Compliance Manual 2013.*

A new school is defined as either the school at which the student is enrolled OR the school at which the student is seeking enrolment. The consent process should be initiated at the point of application for enrolment so that information is received before the enrolment process is finalised. If the student is 16 years of age or older, student consent should also be sought.

PART B CONSENT TO NOTIFY PREVIOUS SCHOOL OF ENROLMENT AT NEW SCHOOL

I,	<input type="checkbox"/> Do give	<input type="checkbox"/> Do not give
----	----------------------------------	--------------------------------------

Consent for the Principal [or delegate] of

New school name

To notify my child's/children's

Insert child name		D.O.B	
Insert child name		D.O.B	
Insert child name		D.O.B	
Previous school name and address			

That my child/children are enrolled at the above school

Signature of parent/guardian	Date	
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Complete Part B if Part A Consent is not given

**Parent or student consent is not required for non-government schools to receive student information from a student's previous non- government school if the previous school has a data collection notice which complies with the guidelines in the National Catholic and National Council of Independent Schools Association Privacy Compliance Manual 2013.*

A new school is defined as either the school at which the student is enrolled OR the school at which the student is seeking enrolment. The consent process should be initiated at the point of application for enrolment so that information is received before the enrolment process is finalised. If the student is 16 years of age or older, student consent should also be sought.

PLEASE NOTE THAT ALL FORMS MUST BE COMPLETED FULLY. COPIES OF IMMUNISATION PAPERS AND A PHOTOGRAPH MUST BE PROVIDED

DECLARATIONS

- I/we have read the above Conditions for Admission. My/our signature below declare/s my/our agreement with the College's Conditions for Admission.
- We certify that all the information entered onto this Application for Admission is true to the best of my/our knowledge.

Signature of Father/ Guardian		Date	
Signature of Mother/ Guardian		Date	

PRINCIPAL APPROVAL

Signature of Principal	
------------------------	--

For multiple student enrolment, please photocopy relevant pages or download from the College's website gcc.vic.edu.au

Please post this application for admission with:

- Application fee of \$88.00 + GST [non refundable]
- Copy of student visa, passport or citizenship if born outside Australia
- Copy of Immunisation Certificate
- Student Transfer Note
- A recent passport sized colour photograph
- Copy of Student's Birth Certificate
- Current College reports for the last two terms

Declarations:

- Signed Enrolment Declaration
- Signed Anaphylaxis Declaration
- Signed Privacy Declaration
- Signed Fees Declaration
- Signed Code of Conduct Declaration

Post or email to:

The Principal, Grace Christian College,
20 Kinchington Road, Leneva, Vic 3691

p 02 6056 2288 **e** gcc@gcc.vic.edu.au **w** gcc.vic.edu.au



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a 20 Kinchington Road, Leneva, VIC 3691
w gcc.vic.edu.au