



# Enrolment Application For New Families



<b>FAMILY ENROLMENT INFORMATION</b>	<b>3</b>
<b>BELIEFS, POLICIES AND PROCEDURES OF IMMANUEL CHRISTIAN SCHOOL</b>	<b>7</b>
<b>APPLICATION CHECKLIST</b>	<b>8</b>
<b>APPENDIX I - STATEMENT OF FAITH</b>	<b>9</b>
<b>APPENDIX II - DOCTRINAL BASIS FOR IMMANUEL CHRISTIAN SCHOOL</b>	<b>10</b>
<b>APPENDIX III - IMMANUEL CHRISTIAN SCHOOL DISCIPLINE POLICY</b>	<b>12</b>
<b>APPENDIX IV - IMMANUEL CHRISTIAN SCHOOL TERMS OF TRADE</b>	<b>13-16</b>



## Family Enrolment Information

### ***Family Details***

Family Name	
Family Address	<hr/> <hr/> <hr/>
Family Phone No	
Family Email address	

### ***Father's Details (where they differ from the family details above)***

Father's name	
Address	<hr/> <hr/> <hr/>
Phone No	Home <hr/> Work <hr/> Mobile <hr/>
Email address	
Church attended	
Occupation	



**Mother's Details (where they differ from the family details above)**

Mother's name	
Address	<hr/> <hr/> <hr/>
Phone No	Home <hr/> Work <hr/> Mobile <hr/>
Email address	
Church attended	
Occupation	

**Family Medical Information**

Family Doctor	
Doctor's phone number	
Next of kin or emergency contact person	Name _____ Phone _____



## Church and School Involvement

To assist in evaluating your application for enrolment, please complete the following questionnaire. Please feel free to use another sheet of paper for your replies if necessary. The information you supply will be treated as strictly **confidential** by the School and Board.

Does your family attend Christian worship services regularly?	YES/NO
In what church activities apart from worship services do you participate?	<p>Father</p> <hr/> <hr/> <p>Mother</p> <hr/> <hr/>
Please state why you want your child to attend a Christian school	<hr/> <hr/> <hr/> <hr/>
How do you think your child will be helped by attending a Christian school	<hr/> <hr/> <hr/> <hr/>



<p>In your view, who is responsible for your child's education? Please explain.</p>	<hr/> <hr/> <hr/> <hr/> <hr/>
<p>At Immanuel Christian School we encourage parents to become involved in making a contribution to the functioning of the school if possible. This could include such activities as, teacher help, administrative work, lunch supervision, specialty classes, publications, use of talents or expertise etc.</p> <p>Are there areas where you would be willing to be involved in?</p>	<p>Father</p> <hr/> <hr/> <hr/> <hr/> <hr/> <p>Mother</p> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>All parents are required to assist with cleaning rosters and working bees.</p>	<p>Are you able to do this?</p> <p>YES/NO</p>
<p>Are you transferring from another school?</p>	<p>Name of school</p> <hr/> <p>Do you have any outstanding fees?      YES/NO</p>
<p>Have you been involved with any Christian School in the past?</p>	<hr/> <hr/> <hr/>



## Beliefs, Policies and Procedures of Immanuel Christian School

You are required to sign this section to indicate that you understand, agree with and are willing to abide by the following beliefs, policies and procedures of Immanuel Christian School. If you are at all unclear about any section, or cannot agree with any section please contact the Principal to discuss further.

I/We have read the Immanuel Christian School Prospectus and Constitution, and agree with and support the Christian philosophy and direction of the school.	YES / NO
I/We have read the Statement of Faith (Appendix I) and can confirm that it is in agreement with my/our own faith.	YES / NO
I/We have read the Doctrinal Basis for Immanuel Christian School (Appendix II) and agree with and support the Christian philosophy and direction of the school.	YES / NO
I/We have read the Immanuel Christian School Discipline Policy (Appendix III) and agree with and will do my utmost to support the philosophy contained in it.	YES / NO
I/We understand that upon admission we will support the school by requiring our children to obey all school authorities, school rules and fulfil all the requirements of the educational programme including class and school discipline and dress standards.	YES / NO
I/We have read and agree to abide by the current terms of trade of ICS (Appendix IV).	YES / NO



I/We allow the school to use the information in this form for any purpose they see fit for the education and welfare of my child.	YES / NO
I/We attest that all the information supplied by me/us in this application is true and correct.	YES / NO

**Parent/Guardians's Signatures:**

\_\_\_\_\_

\_\_\_\_\_

**Date:**

\_\_\_\_\_

## Application Checklist

Prior to lodging your application please ensure you have -

Visited the school?	YES / NO
Completely filled out this family application form?	YES / NO
Signed the Beliefs, Policy and Procedures Section & the Terms of Trade?	YES / NO
Non-refundable deposit included as per Terms of Trade	YES / NO
Completed a child application form for every child being enrolled?	YES / NO
Included a reference from the Minister or an elder of the Christian Church you regularly attend who we can contact if necessary?	YES / NO
Copy of Birth Certificate enclosed	YES / NO
Copy of Immunisation Certificate enclosed	YES / NO
Desired Course Options (Years 11, 12 & 13) (please list subjects & Year level):	





## **Appendix I - Statement of Faith**

**Immanuel Christian School is governed by an Association of Christians called the Christian Schools Association of Avondale.**

**In its constitution the following statement of faith is outlined:**

We believe in:

The unity of the Father, the Son and the Holy Spirit in the Godhead;

The sovereignty of God in creation, revelation, redemption and final judgment;

The Divine inspiration, inerrancy and trustworthiness of Holy Scripture, as originally given, and its supreme authority in all matters of faith and conduct;

The universal sinfulness and guilt of human nature since the Fall, rendering man subject to God's wrath and condemnation;

The deity of the Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, His present mediatory work, and His personal return in power and glory;

Redemption from the guilt, penalty, pollution and power of sin only through the sacrificial death, as our Representative and Substitute, of Jesus Christ, the Incarnate Son of God, and received by the grace of God through faith alone;

The necessity of the work of the Holy Spirit to make the death of Christ effective to the individual sinner, granting him repentance towards God and faith in Jesus Christ;

The indwelling and sanctifying work of the Holy Spirit in the believer;

The bodily resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation;

The one holy, universal Church, which is the body of Christ, to which all true believers belong and in which they are united through the Spirit.



## **Appendix II - Doctrinal Basis for Immanuel Christian School**

**Immanuel Christian School is governed by an Association of Christians called the Christian Schools Association of Avondale.**

**In its constitution the following doctrinal basis is outlined:**

The basis of the School is the Scriptures of the Old and New Testaments, here confessed to be the infallible word of God, as interpreted by the historic creeds of the Protestant Reformation.

We also believe that the Lord God, by graciously giving the Scriptures has revealed to His people certain basic principles intensely relevant to education, namely:

Since all of life is religion, God summons men to serve Him everywhere and requires that children be educated in the fear of the Lord, and

That the Word of God written is the power of God to salvation, the truth that enlightens our understanding and the only infallible authority for man's activity, preservation and ultimate restoration, is the handiwork of God and that the glorification of his Name is the purpose of creation, the Scriptures provide the key to the knowledge of God, man and the world, and

That since God has created all things by his Word and Spirit and constantly reveals his wisdom and power in the things that are made, man can understand the world rightly only in its relation to the Triune God, and

That man was created in the image of God to enjoy covenant fellowship with his Creator, and was instructed to exercise dominion over the world in strict and loving obedience to God, to interpret all reality in accordance with his design and law, and to reflect in his person and works the excellencies of his Maker, and

That man, by disobeying God's law forsaking his office as divine image bearer, estranged himself from God and his neighbour and brought God's curse upon creation. As a result, man became blind to the true meaning of life and misuses and represses the knowledge of God which confronts him in creation and Scripture, and



That the Christ of the Scriptures, the Word of God incarnate, redeems man's life in its entirety, restores his fellowship with God and his neighbour, and renews man's mind to know rightly God, himself and the world in which he lives, and

That the Kingdom of God established the rule of Jesus Christ over all things and makes education and science possible and meaningful. Since man must subject every thought to the obedience of Christ, every attempt to withdraw any aspect of life from the divine commandment to love the Lord with all man's heart, soul and mind must be rejected, and

That the purpose of Christian education is to direct the child to commit his heart to Christ the Truth, to attain to understanding, wisdom and righteousness, and to perform his competent and responsible service to the Lord, and

That God has given parents the responsibility to nurture and educate their children in His ways, and in order to facilitate their educational task, parents should establish Christian schools, and

That the school, established and controlled by an association of Christian believers in accordance with legitimate standards and provisions, possesses the freedom to function in the field of education in complete and voluntary submission to the Kingship of Christ.

### **The basis of our School**

*All education by the Association shall be so given that the students may grow in grace and in the knowledge of our Lord Jesus Christ and that they may increase in wisdom and stature and in favour with God and man.*



## Appendix III - Immanuel Christian School Discipline Policy

As parents/guardians enrolling our child/children at Immanuel Christian School I/We agree to take the overall responsibility for the discipline, training and correction of our children according to Biblical principles and procedures. This will involve our support of Immanuel Christian School teachers as they endeavour to train our children according to biblical principles of, for example

- self discipline/self control
- perseverance
- respect for others and others' property
- respect for authority
- honesty
- obedience
- Godliness

With such training we aim to help our children become effective and productive in their knowledge of our Lord Jesus Christ (2 Peter 1:3-8). In carrying out our responsibility as parents we are mindful of our Lord's dealing with us, as stated in Hebrews 12:15

*"My son, do not make light of the Lord's discipline and do not lose heart when He rebukes you, because the Lord disciplines those He loves, and He punishes everyone He accepts as a son."*

Just as our Lord also rejoices in a repentant heart and offers forgiveness, we too, along with the school staff, will endeavour to encourage repentance and to make counsel, prayer and forgiveness an integral part of disciplinary action.



## Appendix 1V - Immanuel Christian School Terms of Trade

Immanuel Christian School is a private, parent funded school serving the Christian community. All services provided by Immanuel Christian School are supplied under the following terms and conditions.

### 1) Definitions

The following definitions are used in this document

- a) 'The Association' means the Christian Schools Association of Avondale.
- b) 'The School' means Immanuel Christian School.
- c) 'The Board' means the Board of Immanuel Christian School.
- d) 'The Treasurer' means the Treasurer of the Board of Immanuel Christian School or any other person that may be authorised by the Board from time to time.
- e) 'Fee' means the regular tuition fee payable to enable your children to attend the school.
- f) 'Charge' means the one off expenses that occur from time to time such as class trips, sport costs; breakage costs etc.

### 2) General

- a) In all cases amounts referred to in these terms of trade include GST.
- b) The arrangements outlined in these terms of trade will continue from year to year unless amended terms of trade are issued by the Board.
- c) Only the Treasurer can negotiate a temporary variation to these terms of trade to assist you with meeting your payment obligations.
- d) If such a variation is negotiated with you it will be set out in writing and signed by the Treasurer. A copy will be kept by the Board for its records.
- e) No variation is valid unless it is set out in writing and signed by the Treasurer.

### 3) Fee Setting and Invoicing

- a) School fees are set by the Board.
- b) Typically school fees only change at the beginning of each year. These changes are usually agreed at the Special General Meeting of the Association held in September of the previous year; however fees can change at any time before the start of each new term.
- c) The Board will endeavour to give you at least one full term's notice before any change in fee takes place.
- d) Every effort will be made to send fee invoices to you at least one week before the start of each school term.
- e) Charges may be set by the Board or the staff of the school. Charges are invoiced during the term as required.



#### 4) Payments

The Board expects you to keep your financial commitments to the school up to date so the stronger measures outlined in these terms of trade should seldom be required. 'Up to date' means that debts are paid in full by their due date.

##### Fees

- a) On enrolment parents are required to pay a non-refundable deposit of \$500 which will be credited against the fees for the term in which the student starts school.
- b) School fees are to be paid term by term. They are due for payment on the first day of the term to which they apply e.g. Term two fees are to be paid by the first day of term two.
- c) As school fees are known well ahead of time it is expected that you will plan to ensure full payment can be made by the due date.

##### Charges

- d) Charges are due for payment on the 20<sup>th</sup> of the month following the month on which they are invoiced.

#### 5) Payment Difficulties

- a) If you are unable to pay a debt to the school in full by the due date, you must contact the Treasurer well before the due date to arrange suitable payment terms.
- b) If all debt to the school is not paid in full by the start of each term **and** a payment plan has not been approved by the Treasurer, or you do not meet your obligations under a payment plan **and** an amended plan has not been agreed, your children will be unable to attend school until the matter is resolved.

#### 6) Debt Recovery

If your debt to the school is not paid within the appropriate timeframe:

- a) The Board may, with your permission, seek to recover any outstanding fees or charges by discussing the matter with the officers of the church you attend – with a view to seeing if the church or members therein are able to assist you in clearing your debt to the school.
- b) You undertake to pay late payment fees of 2.5% per month on any amount outstanding and to indemnify the School and pay all costs and expenses on a solicitor and own client basis if legal action is necessary, and/or collection fees, which the School may incur in recovering from you any overdue amount. **Note:** Non-payment will affect your credit rating.

#### 7) Withdrawing Children from the School

- a) If you wish to remove your child or children from the School permanently, or for an extended period of time, then you must notify the School in writing by the first day of the term **prior to the term in which you wish to remove your child**. For example if you wish to remove your child in the middle of term three then you must have notified the School in writing by the first day of term two. If your child is to be withdrawn at the end of a term, written notice is required no later than the first day of that term.



- b) If you do not give the School the required notice of withdrawal then the full fees and charges for the term in which your child is withdrawn must be paid **as well as** the fees and charges for the following term.
- c) If you withdraw your child or children because of extenuating and unforeseeable circumstances then the Board may, at its discretion, waive some or all of the above fees.

#### **8) Disclosure Permission**

- On enrolment parents agree to disclose their phone number and address to be included in a school family directory.
- On enrolment parents give permission for photos of their children at school and on school-related activities to be used in promotional material without further permission being sought.

#### Right to Enrolment

Immanuel Christian School is a private school where the entitlement to attend is based upon the following criteria;

- a) Initial approval by the Board of all applications for enrolment (this is a 'one off' event usually undertaken when a family first seeks a place for their child or children at Immanuel)
- b) The ongoing adherence by children and parents to the school 'Code of Conduct' and to behavioural expectations as set by the Principal and teaching staff from time to time.
- c) The timely payment of school fees and other charges.
- d) The adherence to all school rules and requirements as determined from time to time.

School fees are charged on a term by term basis and the continued right to enrollment is effectively confirmed at the commencement of each term by the payment of the term's invoice for school fees or agreement of a payment plan to do so.

As a Private School, the Board retains the right to withdraw enrollment entitlements for any child or children at any time and for any reason. If the Board, in its sole discretion and without having to disclose its reasons, is of the opinion that the continued enrollment of any child is not in the best interests of the school then the Board may withdraw the offer to enroll at the beginning of the next school term.

In extenuating circumstances, the Board may request the immediate withdrawal of a student prior to the end of any given term. In such cases it may be that formal suspension or expulsion procedures will need to be followed with consequential formal notification to the Ministry of Education.

#### Overview

The above terms of trade are necessary in order to ensure that the relationship between the School and Parents and Students is clear and fair to all concerned. In all circumstances the School and Board will always seek to deal with Parents and Students in a fair and reasonable manner and in the best interests of the School community as a whole.



Agreement to the Terms of Trade

I / We, hereby expressly agree to be bound by the Terms of Trade of Immanuel Christian School.

..... Parent / Caregiver Date .....

..... Parent / Caregiver Date .....