ENROLMENT CHECKLIST

>> Completed Enrolment Application Form
>> Photocopy of student's Birth Certificate
>> Photocopy of student's three most recent School Reports
>> Other documents that may be necessary to cater for the student's education (details outlined in Enrolment Application Form)
>> Payment of Application Fee by Cash (in person), Credit Card or Cheque

Mail to:
The Registrar Northholm Grammar School
Locked Bag 505
Galston NSW 2159

WHAT HAPPENS NEXT?

THE ENROLMENT PROCESS

>> A letter will be sent to you confirming we have received your application.

>> The Registrar will arrange an interview for both the parents and student/s enrolling, with the Principal. Prior to the interview you will be required to provide any other relevant documentation necessary for us to assess your child's educational needs.

>> When you receive your letter of offer you will need to return the signed Acceptance of Offer form, together with the non refundable Enrolment Fee of $1250. This needs to be received by the Registrar within two weeks of receiving your offer.

>> Please note that the Acceptance of Offer is a legally binding contract between yourself and the school. Please contact the Registrar if you have any questions regarding the enrolment process.

Phone: 02 9656 2000
Email: registrar@northholm.nsw.edu.au

LEARN WITH PURPOSE LIVE WITH PASSION
ENROLMENT APPLICATION FORM

STUDENT DETAILS

Surname: ____________________________ First Name: ____________________________
Second Name: ________________________ Preferred Name: ________________________
Gender: M  F  Date of Birth: ________ / _______ / _______ (Please provide a photocopy of their Birth Certificate with this form)
Country of Birth: ____________________________ Nationality: ________________________
Is the applicant Aboriginal or Torres Strait Islander? Yes [ ] No [ ]
Does the student speak another language other than English at home? Yes [ ] No [ ] Language: ____________________________
Religion: ____________________________ Current Grade: ____________________________

Current School: ____________________________
Academic Year of entry into Northholm (eg. Year ?): ____________________________
Year of entry into Northholm (Calendar Year eg. 2015): ____________________________
With whom does the student live?
  a. Both Parents [ ]
  b. Mainly Mother [ ]
  c. Mainly Father [ ]
  d. Legal Guardian [ ]
  e. Other: ____________________________

PARENT / GUARDIAN DETAILS

FATHER’S DETAILS - LIVING AT THE SAME ADDRESS AS THE STUDENT

Title: ____________________________ Surname: ____________________________ Given Name: ____________________________ Postcode: ____________________________
Home Address: ____________________________
Home Phone: ____________________________ Mobile Phone: ____________________________ Email: ____________________________
Occupation: ____________________________ Business Phone: ____________________________
Nationality: ____________________________ Country of Birth: ____________________________
Language spoken at home: ____________________________ Religion: ____________________________
Are you an ex-student of Northholm? Yes [ ] No [ ]

MOTHER’S DETAILS - LIVING AT THE SAME ADDRESS AS THE STUDENT

Title: ____________________________ Surname: ____________________________ Given Name: ____________________________ Postcode: ____________________________
Home Address: ____________________________
Home Phone: ____________________________ Mobile Phone: ____________________________ Email: ____________________________
Occupation: ____________________________ Business Phone: ____________________________
Nationality: ____________________________ Country of Birth: ____________________________
Language spoken at home: ____________________________ Religion: ____________________________
Are you an ex-student of Northholm? Yes [ ] No [ ]
NON CUSTODIAL PARENT DETAILS (IF APPLICABLE)

NON CUSTODIAL PARENT DETAILS – A NATURAL PARENT NOT LIVING WITH THE STUDENT

Title: 
Surname: 
Given Name: 
Home Address: 
Mobile Phone: 
Email: 
Postcode: 
Home Phone: 
Business Phone: 
Nationality: 
Country of Birth: 
Language spoken at home: 
Religion: 
Are you an ex-student of Northholm? Yes No

Where parents are separated, or both parents named in this Enrolment Application Form are not the biological parents, please provide full details of custody, guardianship and attach any documentation pertaining to court orders and/or parenting arrangements.

PRIORITY ENTRANCE STATUS (IF APPLICABLE)

Please list any other family member who have previously attended or currently attend Northholm Grammar School:

1. Full Name: 
   Relationship to the Student: 
2. Full Name: 
   Relationship to the Student: 

Please list other children for whom you have already submitted an Enrolment Application Form:

1. Surname: 
   Given Name: 
   Grade of Entry: 
   Year of Entry: 
2. Surname: 
   Given Name: 
   Grade of Entry: 
   Year of Entry: 

Please list any other siblings in your family (under 18):

Given Name: 
DOB: / / 
Current School: 
Current Academic Year: 

Given Name: 
DOB: / / 
Current School: 
Current Academic Year: 

THIS SECTION MUST BE COMPLETED - STUDENT LEARNING PROFILE

Please enclose a copy of your child’s three most recent School Reports (only applicable if enrolment commences within the next two years)

SCHOOLING HISTORY

School Attended: 
Years: 

Years: 

Years: 

Years: 

Please list your child’s academic, cultural, and sporting interests, and any hobbies and achievements:

Is there any information about your child’s educational or health needs which we should know? Yes No

Is there a diagnosed physical or emotional condition or social situation which may affect the education of your child? Yes No

If you answered yes to either of these questions, please provide more detailed information, including Doctors or Specialist Reports, or documented evidence where applicable.

This information does not prejudice your child’s enrolment application. The information you provide assists our staff to determine how they may best cater for your child’s individual needs. Where necessary this may include the development of individual education plans that will enable us to more effectively support your child’s learning, health or wellbeing needs.

Please note: If this section is not completed we will assume your child has no special needs that we should be aware of:
SURVEY

How did you hear about Northholm?
6. Internet Listing □  7. Guide to Schools □

Have you attended a Northholm Open Day?  Yes: □  No: □

Please indicate your three main reasons for applying at Northholm Grammar School:

- Reputation of the School □
- Pastoral Care □
- Christian Ethos □
- Academic results □
- Co-Curricular Opportunities □
- Subject Choice □
- Small School size □
- Location □
- Rural Environment □
- Resources □
- Other: ____________________

SIGNATURES

1. I/We understand the acceptance of this Enrolment Application Form does not constitute an offer of a place at Northholm Grammar School.

2. I/We request that my/our child ____________________ be admitted as a student to Northholm Grammar School and have noted the Fees and Business Notices.

3. I/We enclose the application fee of $85.00 (first child’s application) $50.00 (subsequent applications)

(This fee is non-refundable. Payment can be made by Cash, Credit Card or Cheque)

Signature of Father/Guardian: ____________________ Name: ____________________ Date: ____________________

Signature of Mother/Guardian: ____________________ Name: ____________________ Date: ____________________

ENROLMENT APPLICATION FEE

Method of Payment: □ Cash □ Credit Card □ Cheque (Please make cheque payable to Northholm Grammar School)

Amount: $ ________

Card Type: □ Visa □ Master Card □ American Express

Credit Card Number: ____________________ Expiry Date: ____ / ____

Name on Card: ____________________

Signature: ____________________

OFFICE USE ONLY

Student Enrolment Code: ____________________  Family Enrolment Code: ____________________
Application Fee: $ ________  Date received: ____________________  Receipt No: ____________________
Enrolment Deposit: $ ________  Date received: ____________________  Receipt No: ____________________
Capital Enrolment Fee: $ ________  Date received: ____________________  Receipt No: ____________________

CHECKLIST:

[ ] Birth Certificate  [ ] Educational Report  [ ] Medical Reports  [ ] Student Learning Profile