



**OXLEY**  
CHRISTIAN COLLEGE

# Application for Enrolment

(Australian residents only)

## Prep to Year 12

Please read this document in conjunction with the Business Statement and Fees Schedule.



Published: 21 March 2023

## Vision Statement

To delight in God's love through inspired learning.

## Mission Statement

To provide an education for excellence within a Biblical Christian worldview.

## Introduction

The College Vision and Mission Statements affirm that Oxley is a Christian College in which Biblical principles and Christian perspectives are upheld and taught. The College Statement of Faith (page 14) identifies foundational beliefs and our Christian Values (page 15) express their outworking. These beliefs and values inform our world view, curriculum and College practices. The College is a ministry of Life Ministry Centre Ltd, primarily for Christian families who seek a Christian faith based education that provides its part in a coherence of life between family, church and school.

Having said that, Oxley welcomes families who wish their children to undertake the distinctively Christian education we offer. The acceptance of an offer for enrolment indicates agreement from the enrolling family that they understand the College is a Christian setting in which there is a requirement to support the teaching of Biblical principles, Christian perspectives and values.

All families are invited to attend a pre-enrolment interview and only in exceptional circumstances would this not take place (e.g. if parents are overseas). The interview process provides an opportunity to discuss educational programs and to clarify expectations of the family and the College. On rare occasions, matters may be raised which lead the family or the College to decide that the requirements of the parents or child may not be adequately met at Oxley.

Please do not hesitate to contact the College Registrar to assist you with the application process.

We look forward to welcoming your family to the College and pray that your children will flourish in their educational journey at Oxley.

Dr Douglas Peck

Principal

## Important Information

Please read the Business Statement and Fees Schedule carefully before completing this form. This application form is confidential. We appreciate this form includes a number of detailed questions. This information is required to assist us in adequately providing for your child's educational and support needs.

## Application Process

Please note it is compulsory to answer every question (where applicable in this application) in order to minimise delays in the application process.

All correspondence should be addressed to the Registrar, Oxley Christian College, PO Box 553, LILYDALE VIC 3140. Alternatively, please contact the Registrar on 03 9727 9900 if you have any queries regarding your application.

## Commonwealth Government Requirements

Family information is required by the Commonwealth Government for planning the future educational needs in Australia. This includes:

- Country of Birth
- Language(s) spoken at home
- Aboriginality
- Highest level of qualification completed
- Highest year of secondary school
- Occupation

Please assist us by giving true and accurate information. It is particularly important not to overstate your occupation group, as it only relates to government funding and does not impact on the status of your application.

## Custodial

Copies of all Family Court Orders must be provided, in order for the College to manage access restrictions or parenting plans. You must also inform us in writing if there have been any changes to these arrangements.

## Health

The College must be informed of any major health issues such as diabetes, asthma or anaphylaxis. Copies of diabetes, anaphylaxis or asthma management plans must be included with this form.

## Immunisation

By law, children must have an Immunisation Status Certificate or Immunisation History Statement to attend school. One of these certificates must be included with your enrolment application. Your enrolment application will not proceed if the certificate is not included. If you have decided not to immunise your child(ren), you are still required by law to provide one of these certificates. Oxley Christian College reserves the right to refuse an enrolment application if your child's immunisation status is not confirmed by supporting documentation. Immunisation Certificates can be obtained by either phoning 1800 653 809 or online via [www.medicareaustralia.gov.au/online](http://www.medicareaustralia.gov.au/online).

## Legal Responsibility

This application form should be signed by the person/people who are legally responsible for the student and who will be responsible for school fees. In the event that the primary and additional carer(s) wish to be jointly responsible for school fees, please inform the College in writing of this arrangement and what percentage each person wishes to contribute.

## Photographs

We require your permission to take and use photographs of students which can be used in College promotional material and on our website.

## Primary and Secondary Carers

Please let us know the name/s of the primary carer/s of the student. This parent/guardian is the person the student usually lives with. We do appreciate that some families have primary and secondary carers. Include details of the secondary carer (if applicable) and also let us know if it is appropriate for this person to receive mail, school reports, the school newsletter and information relating to parent teacher interviews.

## Student Uniform Policy

As Oxley Christian College is a distinctly Christian school, the College uniform must be worn at all times in the manner prescribed by the College without any unauthorised additions or deletions of garments, jewellery or other symbolic garments. Our College uniform is intended to support a sense of Christian community, a high regard for others and a healthy pride in Oxley. Simplicity and neatness is emphasised in order to underline this principle.

## Withdrawal

A full Term's notice in writing to the Principal is required prior to withdrawing a student from the College, in all circumstances. If written notice is not received one full Term before the withdrawal of a student, the College will charge a Term's Tuition Fee (per student) in lieu of notice, in accordance with Clause 10 of the Business Statement. If the College requests parents / guardians to withdraw their child for disciplinary reasons, the same arrangements will apply, at the discretion of the College.

# Student Information (Please complete a separate application form for each student)

## CITIZENSHIP

Is your child: (Tick if applicable)

An Australian Citizen? ☐

A Temporary Resident of Australia? ☐  
If yes, please supply supporting documentation

A Permanent Resident of Australia? ☐  
If yes, please supply supporting documentation

If you are not an Australian Citizen or do not have Permanent Residency Status then you will need to provide evidence of your visa status. You will also be required to complete an International Enrolment Application Form. The International Enrolment Application Form can be downloaded from the website ([www.oxley.vic.edu.au](http://www.oxley.vic.edu.au)) or obtained from the Registrar (03 9727 9900).

## PERSONAL DETAILS

SURNAME

STREET

GIVEN NAMES

SUBURB

PREFERRED NAME

POSTCODE

SEX Male ☐ Female ☐

COUNTRY OF BIRTH

DATE OF BIRTH

Please provide a copy of the Birth Certificate

MAIN LANGUAGE SPOKEN AT HOME

STUDENT'S RELIGIOUS AFFILIATION

English ☐ Other (Please specify): \_\_\_\_\_ ☐

WHAT CHURCH DOES THE STUDENT ATTEND?  
(If applicable)

IS YOUR CHILD IMMUNISED? Yes ☐ No ☐  
Please provide either an Immunisation Status Certificate, or an Immunisation History Statement (even if your child has not been immunised).

OTHER CHILDREN IN FAMILY (Name)

Age

Currently attending Oxley?

Future Student of Oxley?

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

## YEAR LEVEL APPLYING FOR

CURRENT YEAR LEVEL

NAME OF CURRENT SCHOOL

ENTRY YEAR LEVEL SOUGHT

DATE AND YEAR DESIRED ENTRY

PHONE NO. OF CURRENT SCHOOL

VSN NUMBER

## INDIGENOUS STATUS

Is your Child of Aboriginal or Torres Straight Islander origin?

No ☐

Yes, Aboriginal ☐

Yes, Torres Straight Islander ☐

Yes, both Aboriginal and Torres Straight Islander ☐

# Student Information continued

## SPECIAL CIRCUMSTANCES

MEDICAL (Please specify)

SPECIAL LEARNING REQUIREMENTS (Please specify)

OTHER (Please specify)

Copies of medical and specialist reports (particularly those relevant to specific learning needs) custodial, and other relevant legal documents must be attached.

## STUDENT PROGRESSION

At its discretion, the College may offer enrolment of a student at a year level most appropriately suitable for the cognitive, physical and socially functional development of a child. Progression to the next year level at the beginning of a College year is the expected norm at the discretion of the College. Factors considered may include student commitment to learning, satisfactory progress, attendance, and behaviour.

The College offers a supported and differentiated curriculum across all year levels. However, based on the learning needs and performance levels of a child in the Middle Years (especially Years 9 and 10), progression to the VCE program is similarly at the discretion of the College. Given the high level of required commitment to studies and the academic demands of the VCE at Oxley, in the best interests of a student the College reserves its right to further discuss with parents / guardians alternative pathways for a Year 11 and 12 program that may include an unscored VCE, or enrolment in externally sourced VET or VCAL studies.

## Photo and Video Permission

### BY PARENT/S OR GUARDIAN/S WHO IS / ARE LEGALLY RESPONSIBLE FOR THE STUDENT

#### Permission 1 – College Publications and Marketing

I / We (cross out as applicable) give permission for photographs, videos and other identifying information related to my/our child's participation in College activities and programs to be used by the College in:

- College newsletters, the College website and other electronic media;
- College marketing, advertisements and promotional materials, including in magazines and newspapers;
- College productions, visual presentations at student dinners and awards and end of year celebrations.

Yes ☐ No ☐

#### Permission 2 – School Photos and Yearbook

I / We (cross out as applicable) give permission for my/our child to participate in the annual class/group photos and understand that the photo and name of my child will be included in the College Yearbook, which is distributed to all families enrolled at the College and which may be viewed by other parties outside the College community.

**Note:** Where permission is not given, your child will not take part in the annual class/group photos.

Yes ☐ No ☐

Oxley Christian College Privacy Policy can be viewed on request.

SIGNED

(Parent / Guardian)

DATED

SIGNED

(Parent / Guardian)

DATED

## Student Declaration (Student to sign if applying for Year 7 or above)

I agree to abide by the College expectations of conduct, to respect and uphold the College's Christian values and practices (see page 15), and other regulations, and to refrain from any behaviour that could adversely affect or damage the Oxley Christian College reputation.

SIGNED

(Student)

DATED

SIGNED

(Parent / Guardian)

DATED



# Parent / Guardian Information

## PERSONAL DETAILS OF PRIMARY CARER/S

<b>PARENT/GUARDIAN 1</b>	<b>PARENT/GUARDIAN 2</b>
RELATIONSHIP TO STUDENT (If not biological father please complete Custodial Information section) Father <input type="checkbox"/> Stepfather <input type="checkbox"/> Guardian <input type="checkbox"/>	RELATIONSHIP TO STUDENT (If not biological mother please complete Custodial Information section) Mother <input type="checkbox"/> Stepmother <input type="checkbox"/> Guardian <input type="checkbox"/>
SURNAME	SURNAME
GIVEN NAMES	GIVEN NAMES
TITLE Mr <input type="checkbox"/> Dr <input type="checkbox"/> Pastor <input type="checkbox"/> Rev <input type="checkbox"/>	TITLE Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Pastor <input type="checkbox"/> Rev <input type="checkbox"/>
COUNTRY OF BIRTH	COUNTRY OF BIRTH
RELATIONSHIP TO PARTNER Husband <input type="checkbox"/> De Facto <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/>	RELATIONSHIP TO PARTNER Wife <input type="checkbox"/> De Facto <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/>
ARE YOU A PAST STUDENT of Oxley Christian College Yes <input type="checkbox"/> No <input type="checkbox"/>	ARE YOU A PAST STUDENT of Oxley Christian College Yes <input type="checkbox"/> No <input type="checkbox"/>
RELIGIOUS AFFILIATION	RELIGIOUS AFFILIATION
WHICH CHURCH DO YOU ATTEND? (If applicable)	WHICH CHURCH DO YOU ATTEND? (If applicable)
<b>RESIDENTIAL ADDRESS</b> (Compulsory)	<b>RESIDENTIAL ADDRESS</b> (Compulsory)
STREET ADDRESS	STREET ADDRESS
SUBURB	SUBURB
POSTCODE	POSTCODE
SHARED RESIDENCY BETWEEN PARENTS Estimated number of weeks/weekends the student resides at this address in the care of this person (if applicable)	SHARED RESIDENCY BETWEEN PARENTS Estimated number of weeks/weekends the student resides at this address in the care of this person (if applicable)
<b>POSTAL &amp; BILLING ADDRESS</b> If same as above write "as above"	<b>POSTAL &amp; BILLING ADDRESS</b> If same as above write "as above"
STREET ADDRESS	STREET ADDRESS
SUBURB	SUBURB
POSTCODE	POSTCODE
<b>CONTACTS</b>	<b>CONTACTS</b>
TELEPHONE	TELEPHONE
MOBILE	MOBILE
EMAIL	EMAIL
<b>EMPLOYMENT</b>	<b>EMPLOYMENT</b>
OCCUPATION	OCCUPATION
EMPLOYER	EMPLOYER
WORK PHONE	WORK PHONE

## Parent / Guardian Information continued

### MAIN LANGUAGE OTHER THAN ENGLISH SPOKEN AT HOME?

PARENT/GUARDIAN 1	PARENT/GUARDIAN 2
Italian <input type="checkbox"/>	Italian <input type="checkbox"/>
Greek <input type="checkbox"/>	Greek <input type="checkbox"/>
Vietnamese <input type="checkbox"/>	Vietnamese <input type="checkbox"/>
Cantonese <input type="checkbox"/>	Cantonese <input type="checkbox"/>
Mandarin <input type="checkbox"/>	Mandarin <input type="checkbox"/>
Arabic (including Lebanese) <input type="checkbox"/>	Arabic (including Lebanese) <input type="checkbox"/>
Turkish <input type="checkbox"/>	Turkish <input type="checkbox"/>
Hindi <input type="checkbox"/>	Hindi <input type="checkbox"/>
Spanish <input type="checkbox"/>	Spanish <input type="checkbox"/>
Tagalog (Filipino) <input type="checkbox"/>	Tagalog (Filipino) <input type="checkbox"/>
Other (Please specify) <input type="checkbox"/>	Other (Please specify) <input type="checkbox"/>

### WHAT IS THE HIGHEST YEAR OF SCHOOL THE PARENTS STEP-PARENTS/GUARDIANS HAVE COMPLETED?

(For persons who have never attended school, mark 'Year 9 or equivalent')

Tick one box only in each column

Year 12 or equivalent <input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/>
Year 11 or equivalent <input type="checkbox"/>	Year 11 or equivalent <input type="checkbox"/>
Year 10 or equivalent <input type="checkbox"/>	Year 10 or equivalent <input type="checkbox"/>
Year 9 or equivalent or below <input type="checkbox"/>	Year 9 or equivalent or below <input type="checkbox"/>

### WHAT IS THE LEVEL OF THE HIGHEST QUALIFICATION THE PARENTS/STEP-PARENTS/GUARDIANS HAVE COMPLETED?

Tick one box only in each column

Bachelor degree or above <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/>
Advanced diploma/Diploma <input type="checkbox"/>	Advanced diploma/Diploma <input type="checkbox"/>
Certificate I to IV (including trade certificate) <input type="checkbox"/>	Certificate I to IV (including trade certificate) <input type="checkbox"/>
No non-school qualification <input type="checkbox"/>	No non-school qualification <input type="checkbox"/>

### CITIZENSHIP

Tick one box only in each column

Are you:	Are you:
An Australian Citizen? <input type="checkbox"/> Please supply supporting documentation if not born in Australia	An Australian Citizen? <input type="checkbox"/> Please supply supporting documentation if not born in Australia
A Permanent Resident of Australia? <input type="checkbox"/> If yes, please supply supporting documentation	A Permanent Resident of Australia? <input type="checkbox"/> If yes, please supply supporting documentation
A Temporary Resident of Australia? <input type="checkbox"/> If yes, please supply supporting documentation	A Temporary Resident of Australia? <input type="checkbox"/> If yes, please supply supporting documentation

### INDIGENOUS STATUS

Tick one box only in each column

Are you of Aboriginal or Torres Straight Islander origin?	Are you of Aboriginal or Torres Straight Islander origin?
No <input type="checkbox"/>	No <input type="checkbox"/>
Yes, Aboriginal <input type="checkbox"/>	Yes, Aboriginal <input type="checkbox"/>
Yes, Torres Straight Islander <input type="checkbox"/>	Yes, Torres Straight Islander <input type="checkbox"/>
Yes, both Aboriginal and Torres Straight Islander <input type="checkbox"/>	Yes, both Aboriginal and Torres Straight Islander <input type="checkbox"/>

# Parental Occupation

Schools receive a portion of their government funding based on the occupations of student's parents. The collection of this information (annually) is a government requirement, but does not impact on the status of a student's enrolment. It is important that the information you provide is accurate and does not overstate your occupation group. Note: The College receives lower funding for group 1, and higher funding for groups 4 and 8. Please *carefully* select the appropriate parental occupation group from the list below.

## OCCUPATION GROUP

What is your occupation group?

## OCCUPATION GROUP

What is your occupation group?

## SELECT FROM THE FOLLOWING PARENTAL OCCUPATION GROUPS

### Group 1: Elected officials, senior executives/manager, management in large business organisation, government administration and defence, and qualified professionals

**Elected officials** (mayor parliamentarian, alderperson, trade union secretary, board member)

**Senior executives/general managers/department heads in industry, commerce, media or other large organisation**

- **Public sector manager** (public service manager (section head or above), regional director, hospital/health services education)
- **Other administrator** (school principal, faculty head/dean, library/museum/gallery director, research facility director)
- **Defence forces** (Commissioned Officer)

**Qualified 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** (GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, vet, psychologist, therapy professionals, dietician, radiographer, podiatrist)
- **Education** (primary/secondary school teacher, university lecturer, professor, VET, special education)
- **Law** (lawyer, judge, barrister, coroner, solicitor, legal officer)
- **Engineering** (architect, surveyor, chemical/civil/mechanical/mining engineer)
- **ICT** (computer systems manager, designer, software and applications programmers)
- **Science** (all scientists)
- **Business** (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer, economist)
- **Social** (social/welfare/community worker, counsellor, minister of religion, urban/rural planner, librarian, archivist, interpreter/translator)
- **Air/sea transport** (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller)

### Group 2: Other business managers/professionals and associate professionals

**Other business managers/professionals**

- **Farm/business owner/manager** (crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager)
- **Specialist manager** (works manager, engineering/production manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, real estate manager, advertising, public relations manager, human resource manager, call or contact centre manager, human resource professionals)
- **Finance** (bank manager, finance/investment/insurance brokers/advisors, credit/loans officer, accountant)
- **Retail sales/services manager** (shop, post office, petrol station, café/restaurant, club, hotel/motel/caravan park, cinema, theatre, travel/betting agency, sports centre, car rental, car/fleet/station manager, other hospitality, retail services managers)
- **Arts/media** (musician, actor, dancer, painter, potter, sculptor, journalist, writer/author, media presenter, photographer, designer, illustrator, proof reader, graphic designer, web designer)
- **Sportsperson** (coach, trainer, sports official, sportsperson)

**Associate professionals** generally have diploma/technical qualifications and support managers and professional

- **Medical, science, architectural, building, surveying, engineering, computing, ICT support technician**
- **Health** (enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician)
- **Legal** (police officer, prison officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private investigator, debt collector, law clerk, court officer bailiff)
- **Business/administration** (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office manager, project manager/administrator, mail supervisor, other managing supervisors, management and organisation analysts, contract, program)
- **Defence Forces** (senior non-Commissioned Officers [NCO])
- **Other** (library assistant, museum/gallery technician, research assistant, proof reader)



### Group 3: Tradespeople and advanced/intermediate clerical, office, sales, carer and service staff

- **Tradespeople** generally have completed a 4-year trade certificate, usually by apprenticeship. All tradespeople are included in this group. (metal fitters and machinists, motor mechanics, structural steel/welding trades workers, carpenters and joiners, plumbers, painters, electricians, chefs/cooks, hairdressers)

#### Advanced/intermediate clerical, office, sales, carer and service staff

- **Recording clerk** (bookkeeper, bank/post office clerk, statistical/actuarial clerk, account/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/supply logistics/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk)
- **Inquiry/admissions clerk** (customer inquiry/complaints/service clerk, hospital admissions clerk)
- **Office** (secretary, personal assistant, desktop publishing operator, switchboard operator)
- **Sales** (sales representative (goods and service), auctioneer, insurance agent/assessor/loss adjuster, market researcher, real estate sales agent)
- **Carer** (aged/disability/refugee/child care/welfare support worker, nanny, nursing support)
- **Service** (parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor/supervisor, inspectors and regulatory officers)

### Group 4: Machine operators, sales/office/service/hospitality staff, assistants, labourers and related workers

#### Machine operators

- **Driver or mobile plant operators** (car/taxi/bus/coach/tram/truck/train driver, driving instructor, courier/deliverer, forklift driver, garbage collector, bulldozer/loader/grader/excavator/earthmoving plant operators, farm/horticulture/forestry machinery operators)
- **Production/processing machine operator** (engineering, chemical, petrol, gas, water sewerage, cement, plastics, rubber, textile, footwear, wood/paper/glass/clay/stone/concrete production/processing machine operators)
- **Other machine operator** (photographic developer/printer, industrial spray painter, boiler/air conditioning/refrigeration plant operators, railway signals/points, crane/hoist/lift/bulk materials handling machinery operators, driller, miner)

#### Sales office, hospitality staff and other assistants

- **Sales** (sales assistant, motor vehicle/caravan/parts salesperson, sales representatives, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker/filler)
- **Office** (typist, word processing/data entry/business/keyboard/machine operator, receptionist, office assistant, general clerk)
- **Hospitality staff** (hotel service supervisor, receptionist, waiter, bar attendant, barista, kitchen-hand, porter, housekeeper, fast food cooks)
- **Assistant/aide** (trades assistant, school/teacher's/education aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant)

Defence Forces ranks below senior NCO

**Agriculture, horticulture, forestry, fishing, mining worker** (farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)

**Other worker** (labourer, factory hand, store person, guard, commercial cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor, security office)

### Group 8 Not in paid employment for greater than 12 months

- 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'.

## Financial Assistance – Camps, Sports & Excursions

Funding under the Victorian Government's Camps, Sports & Excursions Fund (CSEF) assists eligible families to cover the costs of school trips, camps and sporting activities. These costs are included in the College Tuition Fees that are billed to your school account.

If you hold a valid concession card, or you are a temporary foster parent, you may be eligible for the CSEF. Please complete the section below and the College will forward you an application form and details on how to apply. Upon approval by the Victorian Government, the allowance will be paid to the College, which will then be applied to your school account.

- |   |  |
|---|--|
| <input type="checkbox"/> Centrelink Health Care Card          | <input type="checkbox"/> Foster Parent       |
| <input type="checkbox"/> Centrelink Pensioner Concession Card | <input type="checkbox"/> No CSEF entitlement |
| <input type="checkbox"/> Veteran Affairs Pensioner            | (select if none of the above apply)          |

Should you have any questions, please do not hesitate to contact either Mrs Dawn Pryor, Accounts Receivable Officer, or Mr Andrew Holland, Business Manager, on 9727 9900.

## Custodial Information Section (if applicable)

It is a requirement that all families confirm in writing (with relevant documentation) the names of the adults who have legal guardianship of the enrolled children. Should there be any family Court Orders regarding the custodial arrangements for children enrolled at Oxley, it is a requirement that the College receive copies prior to enrolment and/or at the time any new or subsequent orders are made during the enrolment of the children.

### BIOLOGICAL PARENT/S (who are not the primary carer/s of this student)

FATHER'S NAME	MOTHER'S NAME
Deceased <input type="checkbox"/>	Deceased <input type="checkbox"/>
STREET ADDRESS	STREET ADDRESS
SUBURB	SUBURB
POSTCODE	POSTCODE
PHONE	PHONE
Would like to receive (If applicable) <input type="checkbox"/> School reports <input type="checkbox"/> Mail <input type="checkbox"/> School newsletter <input type="checkbox"/> Parent/teacher interview information	Would like to receive (If applicable) <input type="checkbox"/> School reports <input type="checkbox"/> Mail <input type="checkbox"/> School newsletter <input type="checkbox"/> Parent/teacher interview information

### CUSTODIAL ARRANGEMENTS (Please specify)


Please attach copies of any / all current court orders.

### ADDITIONAL CARERS (e.g. Grandparents)

NAME	NAME
RELATIONSHIP TO STUDENT	RELATIONSHIP TO STUDENT
STREET ADDRESS	STREET ADDRESS
SUBURB	SUBURB
POSTCODE	POSTCODE
PHONE	PHONE
Would like to receive (If applicable) <input type="checkbox"/> School reports <input type="checkbox"/> Mail <input type="checkbox"/> School newsletter <input type="checkbox"/> Parent/teacher interview information	Would like to receive (If applicable) <input type="checkbox"/> School reports <input type="checkbox"/> Mail <input type="checkbox"/> School newsletter <input type="checkbox"/> Parent/teacher interview information

## Legal Declaration

BY PARENT/S OR GUARDIAN/S WHO IS / ARE LEGALLY RESPONSIBLE FOR THE STUDENT

I / We

- understand that we are seeking enrolment in a Christian organisation;
- certify that the information given in this enrolment application is true and correct;
- are consenting to the Oxley Christian College Privacy Policy (a copy of this policy is available upon request), including the collection and use of information as required.
- agree to be bound by the conditions in the Business Statement (provided separately);
- agree to support all College policies, regulations and arrangements (which may be amended from time to time);
- agree to abide by and uphold College codes of conduct;
- have read the Statement of Faith and Our Christian Values (pages 14 and 15) and understand that the curriculum and teaching will be based on Biblical principles and values; and that students will participate in various services of Christian worship and prayer;
- agree to uphold the Christian Values and Practices of our College;
- agree to uphold all requirements and standards of the College's Student Uniform Policy, as advertised periodically

FULL NAME	FULL NAME
SIGNATURE	SIGNATURE
RELATIONSHIP TO STUDENT	RELATIONSHIP TO STUDENT
DATE	DATE

SIGNATURE(S) OF PERSON(S) ACCEPTING **LEGAL RESPONSIBILITY** FOR THE STUDENT.

## Financial Declaration

BY PARENT/S OR GUARDIAN/S WHO IS/ARE FINANCIALLY RESPONSIBLE FOR THE STUDENT

I am / We are the person(s):

- accepting financial responsibility for the student;
- who will pay all fees and charges and will be regarded as the 'debtor'. (Financial information will be available to the debtor only);
- agreeing to be bound by the conditions in the Business Statement (provided separately);
- liable to pay one term's Tuition Fees should I / we not provide at least one full term's notice in writing to the Principal of the withdrawal of our child(ren) from the College (for any reason), in accordance with Clause 10 of the Business Statement;
- not currently, nor previously, a bankrupt, undischarged bankrupt and am / are not presently in any stage of bankruptcy or insolvency.
- certifying that I / we have paid all fees incurred in respect of a current or previous enrolment of this student at other schools or kindergartens.

FULL NAME	FULL NAME
SIGNATURE	SIGNATURE
RELATIONSHIP TO STUDENT	RELATIONSHIP TO STUDENT
DATE	DATE

SIGNATURE(S) OF PERSON(S) ACCEPTING **FINANCIAL RESPONSIBILITY** FOR THE STUDENT.

### Split Billing (ONLY for parents that have separated or divorced)

Please indicate the percentage of fees and charges each parent / guardian will be responsible for.

SPLIT BILLING (e.g. 70%)	%	SPLIT BILLING (e.g. 30%)	%
FULL NAME		FULL NAME	
SIGNATURE		SIGNATURE	
DATE		DATE	

# Standard Collection Notice

1. Oxley Christian College ('the School') collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. This may be in writing, through technology systems or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to students enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the School.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles ('APP') under the Privacy Act 1988. We may ask you to provide medical reports about students from time to time.
5. A student's enrolment may be delayed or prevented if the School cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.
6. The School may disclose personal and sensitive information for educational, administrative and support purposes. This may include to:
  - other schools and teachers at those schools, including a new school to which a student transfers to facilitate the transfer of the student;
  - government departments (including for policy and funding purposes);
  - medical practitioners;
  - people providing educational, support and health services to the School, including specialist visiting teachers, sports coaches, volunteers, and counsellors;
  - providers of learning and assessment tools;
  - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
  - agencies and organisations to whom we are required to disclose personal information for education and research purposes;
  - people providing administrative and financial services to the School;
  - anyone you authorise the School to disclose information to; and
  - anyone to whom the School is required or authorised to disclose the information to by law, including child protection laws.
7. Personal information collected from students is regularly disclosed to their parents or guardians.
8. The School uses information management and storage systems (Systems) provided by third party service providers. Personal information is stored with and accessible by the third party service providers for the purpose of providing services to the School in connection with the Systems.
9. The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the School's use of on online or 'cloud' service providers is contained in the School's Privacy Policy.
10. The School's Privacy Policy, accessible on the School's website and Parent Portal, sets out how parents or students may seek access to and correction of their personal information which the School has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student, where students have provided information in confidence or where the School is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, given the grounds for refusal, it would be unreasonable to provide reasons).
11. The School Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.
12. The School may engage 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 School'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.
13. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines, on our intranet and on our website. This may include photographs and videos of student activities such as sporting events, concerts and plays, school camps and school excursions. The School will obtain permissions from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos or other identifying material in our promotional material or otherwise make this material available to the public such as on the internet.
14. The School may include students' and students' parents' contact details in a class list and School directory to enable us to provide the services offered. If you do not agree to this, you must advise the School now.
15. If you provide the School 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 School and why.

## ACKNOWLEDGEMENT AND CONSENT

By signing this Acknowledgement and Consent you are agreeing to the collection and storage of personal information by the College, as described above. Please note that a full copy of the College's Privacy Policy is available on request.

SIGNATURE OF PARENT 1 / GUARDIAN 1

SIGNATURE OF PARENT 2 / GUARDIAN 2

PRINT NAME OF PARENT 1 / GUARDIAN 1

PRINT NAME OF PARENT 2 / GUARDIAN 2

DATE

DATE

## Application fee (Payment details)

To pay the application fee (\$100 per family, non-refundable), please complete the following:

### Method of Payment

Credit Card ☐  
(Complete details below)

Cheque \$ \_\_\_\_\_  
(Payable to 'Oxley Christian College' – enclosed)

Cash \$ \_\_\_\_\_  
(Enclosed)

Card Type  
(Please Tick)

Visa ☐

Mastercard ☐

Cardholder Name \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

Card Number \_\_\_\_\_

Card Expiry \_\_\_\_\_

Amount Payable \_\_\_\_\_

CSV: \_\_\_\_\_

## How did you hear about Oxley?

Friend or relative ☐

Internet search ☐

I am a past student of Oxley ☐

Newspaper/Advertising ☐

Radio ☐

Mailout/Flyer ☐

Choosing a School for your Child ☐

Dux Magazine ☐

Billboard / Roadside Banner ☐

Good Schools' Guide ☐

Non Government School Guide ☐

Other \_\_\_\_\_

## Parent / Guardian Application Check List

Please ensure you have attached the following documents with this application. The application will not be processed if there is outstanding information/documentation or the application is incomplete.

- ☐ Application Fee
- ☐ Birth Certificate (certified copy)
- ☐ Immunisation Status Certificate or Immunisation History Statement
- ☐ Current copy of any medical management plan if student has Asthma, Anaphylaxis, Diabetes
- ☐ Copies of latest school reports
- ☐ Other reports relevant to academic abilities and learning needs e.g. medical, psychologist, speech therapist etc
- ☐ NAPLAN results (if available/applicable)
- ☐ Victorian Student Number
- ☐ Interstate Transfer Consent Forms (if applicable)
- ☐ Custodial Details/Court Order (if applicable)
- ☐ Certified copy of VISA or Residency Documentation for Student and Parents (if applicable)

This Application together with Student Information and the Enrolment Application Fee (per family, non refundable) should be forwarded to the Registrar, Oxley Christian College, PO Box 553, Lilydale VIC 3140.

### Office Use Only

Student: \_\_\_\_\_

Year: \_\_\_\_\_

Year Level: \_\_\_\_\_

Receipt no: \_\_\_\_\_

☐ Application Fee

☐ Signed Application Form

☐ Birth Certificate

☐ Immunisation Status Certificate or Immunisation History Statement

☐ Medical Management plans (ie, Asthma, Anaphylaxis or Diabetes)

☐ Other reports

☐ NAPLAN Results

☐ Copies of latest school reports

☐ VSN Number

☐ Interstate Transfer (if applicable)

☐ Custodial Details (if applicable)

☐ VISA or Residency Document

# Statement Of Faith

## The Bible

We believe in the Divine inspiration, the infallibility and supreme authority of the Old and New Testaments in their entirety. They alone constitute the sole and absolute authority in all matters pertaining to Christian faith and practice.

## Trinity

We believe there is one God, perfect and holy, existing eternally in three equal divine persons of the Father, the Son and the Holy Spirit. God is the creator and sustainer of all things, both visible and invisible, the heavens, the earth and all that is contained in the universe.

## Jesus Christ

We believe that the Lord Jesus Christ is the eternally existing only begotten Son of God, the Lord of all creation who was with God in the beginning and at the appointed time took the form of man, lived a sinless life and died on a cross, being raised again on the third day.

## Virgin Birth

We believe that Jesus was the Word made flesh, supernaturally conceived by the Holy Spirit and born of the Virgin Mary.

## Redemption

We believe that Jesus Christ lived a sinless life and died as a sacrifice on the cross, shedding His blood for the remission of sin for all mankind. He is the only source of salvation from the penalty and consequence of sin.

## Resurrection

We believe that Jesus Christ rose from the dead in His own glorified body for man's justification, ascended into Heaven and is seated at the right hand of the Father.

## Salvation

We believe that all men are in a fallen sinful and lost condition as a result of the original sin of Adam and Eve who were created without sin. In this state of depravity man is helpless to save himself and is under the condemnation of God to eternal punishment in Hell. Salvation from this state is solely by grace and is received through genuine repentance toward God and trust in the Lord Jesus Christ. This experience is known as "new birth" and is an instantaneous and complete operation of the Holy Spirit who alone convicts men of sin, leads them to repentance, creates faith within them and regenerates. The regenerate person is indwelt by the Holy Spirit who imparts gifts and manifests fruits through the believer.

## Second Coming

We believe the Lord Jesus Christ will visibly return to earth in person to establish His Kingdom. This will occur at a date undisclosed by scripture.

## Kingdom of God

We believe that the Kingdom of God is made up of believers from all nations and denominations who are under the headship of the Lord Jesus Christ. The Church is the visible manifestation of the Body of Christ in the local community expressing itself through local congregations.

## The Christian Life

We believe that the Christian life is expressed outwardly by conformity to the standards expressed in the Bible which is the sole and absolute authority in all matters pertaining to Christian faith and practice.



# Our Christian Values

As a Christian body committed to our faith...

## **we worship God**

- because he has demonstrated His love to us and deserves our highest praise

## **we seek to model the life of Christ**

- because through Christ, God has shown us how he wants us to live

## **we uphold the standards of truth, goodness and beauty acclaimed in the Bible**

- because we believe that the Bible is God's Word

## **we rely on prayer and the Holy Spirit**

- because we believe that God has provided these as a means of relating with Him

## **we spread the Good News and seek ways to serve God**

- because we believe that all people should have the opportunity to respond to the love of God and make the world a better place in which to live

As individuals...

## **we act with integrity, self control & humility**

- because we believe that God is just and holds us accountable for our actions

## **we practise moral values such as honesty, patience, justice & mercy**

- because we believe that God wants us to follow His example of righteousness

## **we base our relationships on love, forgiveness & reconciliation**

- because we believe that we should follow the example of Christ's love for us

## **we aspire to excellence and wisdom in the use of our abilities and talents for the benefit of others**

- because we believe that these are gifts entrusted to us by God

As members of the community...

## **we seek to discover who we are and our place in the universe**

- because we believe that we learn about God through his creation

## **we value the uniqueness of individuals and provide a nurturing, caring environment**

- because we are all precious in God's sight

## **we show respect, tolerance and live in harmony with others**

- because we believe in the equal right of all people to live in peace

## **we help those in need from a sense of compassion**

- because we believe that we should love one another

## **we seek ways to sacrificially serve the community**

- because we follow Christ's example of serving others

As mankind...

## **we have a hope for the future**

- because we believe that we are created by God and redeemed by Jesus Christ

