The Early Years at Seymour
Application for Enrolment

Please return completed Application for Enrolment, together with Application Fee, to:
The Director of Enrolments and Community Relations
Seymour College, 546 Portrush Road, Glen Osmond, South Australia 5064
**Application for Enrolment - Confidential Information**

Please use block letters when completing this form

### Child Details

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Date of Birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Given Names:</td>
<td>Male: [ ] Female: [ ]</td>
</tr>
<tr>
<td>Preferred Name:</td>
<td>Religious Affiliation:</td>
</tr>
<tr>
<td>Country of Birth:</td>
<td>Customer Reference Number (CRN):</td>
</tr>
<tr>
<td>Address of the child:</td>
<td></td>
</tr>
<tr>
<td>Cultural background of the child:</td>
<td></td>
</tr>
<tr>
<td>Visa Class:</td>
<td>Australian Citizen: [ ] Permanent / Temporary Resident of Australia: [ ]</td>
</tr>
<tr>
<td>Expiry date: __________________________</td>
<td></td>
</tr>
</tbody>
</table>

*If you have ticked Permanent/Temporary Resident, please provide a photocopy of your passport and visa.*

Enrolment to The Early Years Program is not a pre-cursor for enrolment to the Seymour College Junior School. Parents wishing to seek entry to the Seymour College Junior School should complete a separate application for enrolment to Seymour College.

Do you seek enrolment to Seymour College Junior School: Yes: [ ] No: [ ]

If not, which primary school will your child be attending? __________________________________________________________

### Parent/Guardian Details

<table>
<thead>
<tr>
<th>Father/Guardian</th>
<th>Mother/Guardian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Title:</td>
</tr>
<tr>
<td>Surname:</td>
<td>Surname:</td>
</tr>
<tr>
<td>Given Names:</td>
<td>Given Names:</td>
</tr>
<tr>
<td>Date of Birth:</td>
<td>Date of Birth:</td>
</tr>
<tr>
<td>CRN:</td>
<td>CRN:</td>
</tr>
<tr>
<td>Prime Parent Communicator with the Department of Human Services:</td>
<td></td>
</tr>
<tr>
<td>Home Address:</td>
<td>Home Address:</td>
</tr>
<tr>
<td>Postcode:</td>
<td>Postcode:</td>
</tr>
<tr>
<td>Home Telephone:</td>
<td>Home Telephone:</td>
</tr>
<tr>
<td>Home Email:</td>
<td>Home Email:</td>
</tr>
<tr>
<td>Mobile Telephone:</td>
<td>Mobile Telephone:</td>
</tr>
<tr>
<td>Which is the primary contact number: Mother/Guardian: [ ] Father/Guardian: [ ]</td>
<td></td>
</tr>
<tr>
<td>Occupation:</td>
<td>Occupation:</td>
</tr>
<tr>
<td>Employer:</td>
<td>Employer:</td>
</tr>
<tr>
<td>Business Address:</td>
<td>Business Address:</td>
</tr>
<tr>
<td>Postcode:</td>
<td>Postcode:</td>
</tr>
</tbody>
</table>
FA THER / G U A R D I A N  
Business Telephone:  
Business Facsimile:  
Business Email: 

M O T H E R / G U A R D I A N  
Business Telephone:  
Business Facsimile:  
Business Email: 

C U S T O D Y I N F O R M A T I O N :  

Are there any custody orders, parenting orders or parenting plans in relation to the aforementioned child?  
No: ☐  Yes: ☐ Please provide details

C O R R E S P O N D E N C E D E T A I L S  Future correspondence regarding this enrolment application should be sent to:  

Name: 
Postal Address:  
Postcode: 

F A M I L Y L I N K  If a family member is a present student or an Old Collegian, please give name (and maiden name if married), relationship, Clan and years of attendance at Seymour College.

<table>
<thead>
<tr>
<th>NAME</th>
<th>RELATIONSHIP</th>
<th>YEAR OF COMMENCEMENT</th>
<th>YEAR OF COMPLETION</th>
<th>CLAN</th>
<th>MAIDEN NAME (If applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name(s) of sibling(s) who are enrolled for future years:

<table>
<thead>
<tr>
<th>NAME</th>
<th>DATE OF BIRTH</th>
<th>YEAR LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

P R I O R I T Y O F A C C E S S G U I D E L I N E S :  
Please refer to The Early Years at Seymour prospectus for specific details regarding the Priority of Access Guidelines. Are there any factors that you would like us to take into account should Priority of Access Guidelines need to be applied? Please provide details with this application.

A D M I S S I O N D E T A I L S :

Babies and toddlers (6 weeks to 36 months): minimum of 1 session per week required for enrolment

Admission requested from: Date: ________________

Sessions requested:
☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

3 year olds: minimum of 2 sessions per week required for enrolment

Admission requested from: Date: ________________

Sessions requested:
☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday
4 year olds: minimum of 3 sessions per week required for enrolment

Admission requested from: Term: _______  Year: _________  or  Date: ________________

Sessions requested:
- [ ] Monday
- [ ] Tuesday
- [ ] Wednesday
- [ ] Thursday
- [ ] Friday

Parent/Guardian Signature

I/we enclose the application fee of $100.00 which I/we understand is non-refundable.

If this application is accepted I/we jointly and severally agree to the General Conditions of Enrolment as set out on this Application for Enrolment form.

<table>
<thead>
<tr>
<th>Father/Guardian</th>
<th>Mother/Guardian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature:</td>
<td>Signature:</td>
</tr>
<tr>
<td>Date:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

Payment of Fees Details of person undertaking to pay fees, if not Parents/Guardians as above.

Name:
Address:
Postcode:
Signature:
Date:

Should you wish to pay by Credit Card, please enter your details below:

<table>
<thead>
<tr>
<th>Type of Card:</th>
<th>Visa</th>
<th>Mastercard</th>
<th>American Express</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardholder’s Name:</td>
<td>..................................................</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cardholder’s Signature:</td>
<td>..................................................</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Card Number:</td>
<td>..................................................</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiry Date:</td>
<td>..................................................</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. **Conduct**
   Upon acceptance of a place at The Early Years at Seymour, parents undertake to support the College philosophy and to observe the College’s Code of Conduct. They further undertake to support the decisions of the Principal in relation to the required conduct.

2. **Emergency**
   In the event of any medical or other emergency arising in which the Principal considers it impossible or impracticable to communicate with the parent or guardian of the student, the Principal (or delegated staff member) is authorised to act as is thought necessary or expedient, the expenses for which will be met by the parent.

3. **Fees**
   (a) Fees are billed on a fortnightly basis, each account being payable within 7 days of the rendering of the account. The College Board reserves the right to amend the fee scale at any time.

   (b) Where payment of fees is not made by the due date the College will charge, and persons signing the acceptance of Offer of Place form agree, to pay a late payment fee of $100.00.

   (c) The person(s) signing an acceptance of Offer of Place form agree to pay all expenses incurred in pursuing recovery of overdue amounts, including (but not limited to) legal fees, location administrative costs and any fees payable to debt recovery consultants, and any default debt may be reported to a credit reporting agency.

   (d) The person(s) signing an acceptance of Offer of Place form will be liable for the payment of all fees. Where more than one person signs the said form the liability of such persons shall be joint and several.

4. **Offer and Acceptance**
   A formal Offer of Place will be made approximately one term before the child is enrolled to commence.

   Places of enrolment are offered in the order in which applications are received.

   A requirement of being an approved child care service is that we follow the Australian Government’s ‘Priority of Access Guidelines’, when there is a waiting list or a number of parents are applying for a limited number of vacant places.

   Every Child Care Benefit approved child care service has to abide by the guidelines and advise parents of the priority of access guidelines at the time of enrolment.

   When required The Early Years at Seymour will allocate enrolments on the following basis:
   - **Priority 1**: a child at risk of serious abuse or neglect.
   - **Priority 2**: a child of a parent (or both parents if you have a partner) who satisfies the Government’s work, training, study test (for the purposes of the priority of access guidelines).
   - **Priority 3**: any other child.

   Within each of these main categories, children are to be given further priority as follows:
   - children in Aboriginal or Torres Strait Islander families
   - children in families that includes a disabled person
   - children in families which include an individual whose adjusted taxable income does not exceed the lower income threshold of $41,902 for 2013 – 2014, or whose partner is on income support
   - children in families from a non-English speaking background
   - children in socially isolated families
   - children of single parents.

   The Early Years at Seymour may require a Priority 3 child to vacate a place to make room for a child with a higher priority. This can only occur if:
   - Parents are notified when you first enrolled your child that the priority of access guidelines are followed, and
   - Parents are given at least 14 days’ notice of the need for your child to vacate.

   Acceptance of each offer must be made by the return of the signed Acceptance of Offer of Place form.

5. **The Early Years at Seymour Rules**
   Parents agree to be bound by the present and future rules and policies of the College and undertake to ensure their children will be bound by those rules.

6. **Session Availability**
   Any change to the sessions indicated on the Offer of Place form will be subject to availability of places.
7. Children with Special Needs
Seymour College has an open enrolment policy. In accordance with this policy and to ensure that all children have access to the most appropriate education and support for their individual needs, we ask that you complete an Individual Needs Questionnaire. This is to ensure that we are fully informed of your child’s individual requirements and can provide the necessary support. If you have identified any specific individual needs, we will arrange an appointment to discuss further with you how The Early Years at Seymour might best support your child’s learning. Should your child’s circumstances change before the time she/he commences at The Early Years at Seymour, this information must be updated.

8. Termination of Enrolment
The College Board reserves the right to terminate the enrolment of a child whose account remains unpaid by the end of the current school semester.

9. Uniform
All children attending the 3-year-old and 4-year-old programs are expected to wear The Early Years at Seymour uniform to the College’s expectations.

10. Withdrawal of Children
A term’s notice must be given in writing before a child is withdrawn from The Early Years at Seymour. In default of such notice, a term’s fee will be payable to the College.

CONFIDENTIAL INFORMATION COLLECTION NOTICE
The College is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

This statement outlines the College’s policy on how Seymour College uses and manages personal information provided to or collected by it.

1. The Early Years at Seymour collects personal information, including sensitive information about children and parents or guardians before and during the course of a child’s enrolment at The Early Years at Seymour. The primary purpose of collecting this information is to enable The Early Years at Seymour to provide care for your child. This includes satisfying the needs of parents and guardians and the needs of the child throughout the whole period she/he attends The Early Years at Seymour.

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. Certain laws governing or relating to the operation of an approved child care service for the purposes of Child Care Benefit require that certain information is collected. You may contact The Early Years at Seymour if you have any questions about this.

4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We require medical reports about children from time to time. If you do not consent to us obtaining this information you must advise us.

5. Seymour College from time to time also has to disclose certain personal information and sensitive information to others. This includes to other schools, government departments, medical practitioners, publications and people providing services to the College, including specialist visiting teachers, (sports) coaches and volunteers. The College collects personal and sensitive information about children.

6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your child.

7. Personal information collected about children is regularly disclosed to their parents or guardians. On occasions it is published in College newsletters and magazines.

8. Parents may seek access to personal information collected about them and their child by contacting The Early Years at Seymour. However, there will be occasions when access is denied. Such occasions would include where release would have an unreasonable impact on the privacy of others or where release may result in a breach of the College’s duty of care to the child.

9. Seymour College from time to time engages in fundraising activities. The 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.)

10. If you provide Seymour College with the personal information of others, such as doctor or emergency contact details, you should inform them that you are disclosing that information to the College and why. You should also inform them that they can access that information if they wish and that Seymour College does not usually disclose the information to third parties.