Belgrave Heights Christian School
Enrolment Application

Please complete the attached form and return it with the documentation listed below. Please note, Applications without all documentation or payment will not be accepted or processed.

- Enrolment Application Form
- Birth Certificate
- Immunisation Certificate (Kinder and Primary applications)
- Copy of the most current school report
- Copy of the most current NAPLAN results (NAPLAN conducted Yr’s 3, 5, 7 and 9)
- $100 Application Fee or $30 Application Fee for Kinder students (non-refundable)

NB: The completion of this application form will place your child on our Waiting List. All students will have an interview with a School Leadership staff member prior to places being offered.

Kinder Students:
- Applications may be made at any time.
- Offers for Kinder places will be made in Term 3 of the year prior to entry.
- Children must be 3 years old prior to commencement of 3 year old Kinder.
- Children who attend 3 year old Kinder are guaranteed a position for 4 year old Kinder.

Prep Students:
- Applications may be made at any time.
- Interviews with parents and students will take place in Term 1, the year prior to entry. During this time, consideration will be given to the child’s readiness for school.
- Offers for placement will be made via mail at the completion of the interview process.

Year 7 Students:
- All applicants are required to undertake compulsory testing at BHCS upon the student entering Year 5.
- Interviews with parents and students are conducted by a School Leadership Staff Member and will take place in Term 3 of Year 5. Consideration will be given to their academic and behavioural history.
- Offers for placement will be made via mail at the completion of the interview process.

All other applications:
- Interviews with parents and students will be conducted by a School Leadership Staff Member.
- Consideration will be given to a student’s academic and behavioural history.
- Places will be offered subject to availability and at the Principal’s discretion.

To accept an offer of placement, a further non-refundable $100 Enrolment Fee will be required, to secure your child’s position on the Enrolment List in the requested year of entry.

In the year prior to entry, a $500 Confirmation Payment (per student) will be required. This amount will be deducted from your child’s invoice in Term 4 of the year of entry. Further documentation will be required at this time.

Please detach and keep this page for your future reference and return all paperwork to:

The Registrar
Belgrave Heights Christian School
Wattle Valley Road
BELGRAVE HEIGHTS VIC 3160
## BELGRAVE HEIGHTS CHRISTIAN SCHOOL
### STUDENT/FAMILY APPLICATION FORM

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Child’s Given Names:</th>
<th>Gender: M □ F □</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Preferred Name:</th>
<th>DOB:</th>
</tr>
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<table>
<thead>
<tr>
<th>Child’s Surname:</th>
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<table>
<thead>
<tr>
<th>Academic Year You Would Like the Child to Start at BHCS (eg. Year 7):</th>
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<table>
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<tr>
<th>Calendar Year You Would Like the Child to Start at BHCS (eg. 2035):</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Do You Currently Have, or Have You Had, Any Other Child Attend at BHCS: YES □ NO □</th>
</tr>
</thead>
</table>

## Parental Information Relating to the Child

The child currently lives with: Both Parents □ Mother Only □ Father Only □ Other □

If you selected other please provide details:

<table>
<thead>
<tr>
<th>Mother/Guardian</th>
<th>Father/Guardian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred Title: MR □ MRS □ MISS □ MS □ Other □ ___</td>
<td>Preferred Title: MR □ MRS □ MISS □ MS □ Other □ ___</td>
</tr>
<tr>
<td>Surname:</td>
<td>Surname:</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Given Names:</td>
<td>Given Names:</td>
</tr>
<tr>
<td>Address:</td>
<td>Address:</td>
</tr>
<tr>
<td>Home Phone: (indicate with ‘S’ if silent number)</td>
<td>Home Phone: (indicate with ‘S’ if silent number)</td>
</tr>
<tr>
<td>Work Phone:</td>
<td>Work Phone:</td>
</tr>
<tr>
<td>Mobile:</td>
<td>Mobile:</td>
</tr>
<tr>
<td>Email:</td>
<td>Email:</td>
</tr>
<tr>
<td>Are You the Primary Carer: YES □ NO □</td>
<td>Are You the Primary Carer: YES □ NO □</td>
</tr>
</tbody>
</table>
## NON-AUSTRALIAN NATIONALS

**DOES THE CHILD HAVE A PERMANENT RESIDENCY STATUS:**

- YES [ ]
- NO [ ]

A copy of the residency certificate or Passport and Visa must be attached for all non-Australian nationals.

## ADDITIONAL DOCUMENTATION REQUIRED

### FOR KINDER/ PREP STUDENT REGISTRATIONS

- Please attach the following information:-
  - [ ] Birth Certificate
  - [ ] Immunisation Certificate

Children enrolled for Prep must be 5 years old by 30th April in the year they start Prep.

Children enrolling in Kinder must be 3 years old prior to commencement at Kinder.

### FOR ALL OTHER STUDENT REGISTRATIONS

- Please attach the following information:-
  - [ ] Birth Certificate
  - [ ] Immunisation Certificate (Primary student only)
  - [ ] Most current school report
  - [ ] Most current NAPLAN test results

## FURTHER INFORMATION

**REASON FOR CHOOSING BELGRAVE HEIGHTS CHRISTIAN SCHOOL:**

**DOES YOUR FAMILY ATTEND CHURCH ON A REGULAR BASIS:**

- YES [ ]
- NO [ ]

(please tick)

**NAME OF CHURCH:**

Belgrave Heights Christian School has an open enrolment policy. However, our school is based on the Christian faith and every child is exposed to these principles as these are woven throughout our entire curriculum.

## REGISTRATION STATEMENT

I/We request that our child be registered for placement. I/we acknowledge that this form is NOT a confirmation of enrolment or a guarantee of placement and that final enrolment is conditional upon places becoming available and completion of enrolment procedures.

**SIGNED**

__________________________  __________________________  ___ ___ / ___ ___ / ___ ___

MOTHER/GUARDIAN  FATHER/GUARDIAN

**NB:** This application will not be processed until all parents/guardians of the child have signed this form and payment has been included.

## INSTRUCTIONS

Please complete a separate form for EACH child you are seeking to REGISTER with Belgrave Heights Christian School. This must include a $100 non-refundable application fee per child ($30 for Kinder applications). Applications will not be processed without this fee. Receipt of this form complete with payment will place your child on the appropriate waiting list.

Please be advised that it remains your responsibility to inform us of any change of details during the enrolment process in order for us to be able to continue to keep you up to date with all details and to make offers for places as they become available.

**Office Use Only**

<table>
<thead>
<tr>
<th>Fees Paid:</th>
<th>Yes / No</th>
<th>Date Fees Paid:</th>
<th>Year Level Available:</th>
<th>Yes / No</th>
<th>Offer made:</th>
<th>Yes / No</th>
</tr>
</thead>
</table>