‘Education is not the filling of a bucket, but the lighting of a fire’
W.B Yeats

Bishop Druitt College is a special place. It is not so much a school as a family. We are proudly a school that reflects the diversity of our community. Its very organicity makes it special.

We want our children to achieve the best they can in a school that encourages them to ask questions, not merely recite facts. We want them to explore their boundaries and excel in those things for which they have specific talents. We want them to understand their place in their world and, more importantly, for them to develop the poise and confidence to define their individual and collective futures.

We are a school that caters for a broad spectrum of student achievement. Our graduates take their place confidently in universities and professions across the nation. BDC stands head and shoulders with the best performing schools in the country. We also cater for those who learn differently from others, and our Learning Resource Centre is one of our shining lights.

A BDC education is about the whole child. It is about the whole experience of learning. Whether it is as a part of our outstanding music program, our other successful programs in the performing and visual arts, or the diverse and robust sporting programs on offer, students at BDC are given the chance to grow outside of the classroom.

BDC is a school with a soul. Our school community places great emphasis on the virtues of tolerance and respect. It is a happy place where learning is valued. Yeats’s notion of lighting a fire is what motivates us at BDC. We want to ignite the passion to learn in our students. We want them to grow into caring, dynamic, optimistic young men and women who will inherit the future with confidence.

Carmel Spry, Acting Principal

Complete all sections and submit to:
Enrolment Officer, Bishop Druitt College
110 North Boambee Road (P.O. Box 8004)
Coffs Harbour NSW 2450
Phone: +61 02 6651 5644  Fax: +61 02 6651 5654
Email: enrolments@bdc.nsw.edu.au

- Please use one form per student.
- An Enrolment Application Fee and supporting documents are to be included.
- Required documents are listed at the end of this form.
- The college uses a single application, please complete in full.
- Incomplete documentation will delay the enrolment process.

YEAR LEVEL OF ADMISSION

<table>
<thead>
<tr>
<th>Year of Enrolment</th>
<th>Date of Commencement (if not start of year)</th>
</tr>
</thead>
</table>

Primary
Indicate year level for which enrolment is sought

<table>
<thead>
<tr>
<th>K</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
</table>

(Tick)

Secondary
Indicate year level for which enrolment is sought

<table>
<thead>
<tr>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
</tr>
</thead>
</table>

(Tick)
PERSONAL INFORMATION

Legal Surname

Legal Given Name(s)
First: __________________ Second: __________________

Preferred Name

Date of Birth
DD/MM/YYYY Sex Male ☐ Female ☐

Student Mobile

Current School
School Name __________________ Suburb/Town __________________

Include Early Learning Centre or Pre-school for Kindergarten enrolments

Current Year Group __________________ Length of time at current school __________________

Student’s Religion/Denomination
If none, write “No Religion” __________________

Is the student of Aboriginal or Torres Strait Islander origin? (Tick one only)
No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐ Yes, Aboriginal & Torres Strait Islander ☐

In which country was the student born?
Australia ☐ Other (specify) ☐ Year of arrival __________________

Does the student speak a language other than English at home?
No, English only ☐ Yes, other (please specify) __________________

Prime Residential Address
This is the student’s principal place of residence during term.
Note: Do not use PO Box numbers
Parent / Legal Guardian A ☐ Parent / Legal Guardian B ☐ Other (if other please complete below) ☐

Address __________________ Suburb/Town __________________ State ☐ Postcode ☐

Student lives with (tick all that apply):
Both Parents ☐ Mother ☐ Father ☐ Step Parent ☐ Grandparent(s) ☐ Legal Guardian ☐ Carer ☐

If student does not live at the same address with both parents, please indicate family situation:
Parents separated ☐ Parents divorced ☐ Mother/Father deceased ☐ Single ☐ Other (please specify) ☐

ACADEMIC INFORMATION

Detail student’s strengths (e.g. subjects/skills/talents)

Detail areas that require assistance (e.g. subjects/skills/delays/conditions)

Any specific needs which may impact on your child’s school education, participation or opportunities?
Yes ☐ No ☐

If yes, does their current school receive additional funding?
Yes ☐ No ☐

Please describe the special education needs, including psychological tests results (please supply all relevant documentation)

...
# Medical Needs

Please note: if your child suffers from asthma, allergies, another medical condition or needs to have medication administered, you must provide a copy of a medical management plan.

<table>
<thead>
<tr>
<th>Medical Condition</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctor's Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doctor's Phone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child's Medicare Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Private Health Fund</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Known Allergies

<table>
<thead>
<tr>
<th>What causes allergy?</th>
<th>Mild</th>
<th>Severe</th>
<th>Anaphylactic</th>
</tr>
</thead>
<tbody>
<tr>
<td>List symptoms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please provide</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>details of any allergy management plans</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes is your action plan attached?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

### Dietary Restrictions/Requirements

<table>
<thead>
<tr>
<th>If yes please provide details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Intolerances

<table>
<thead>
<tr>
<th>Causes</th>
<th>Mild</th>
<th>Severe</th>
</tr>
</thead>
<tbody>
<tr>
<td>List symptoms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please provide details of your current action plan</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Asthma

<table>
<thead>
<tr>
<th>If yes, please ensure your asthma plan is attached? (update required every 6 months)</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

### Immunisation status up to date?

<table>
<thead>
<tr>
<th>A copy of your child’s immunisation certificate is attached?</th>
<th>Yes</th>
<th>No</th>
<th>Previously supplied</th>
</tr>
</thead>
<tbody>
<tr>
<td>If not, please state the reason</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Is your child taking any medication?

<table>
<thead>
<tr>
<th>If yes please list any medication your child is taking regularly</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If a student requires prescription or non-prescription medication at the college it should be registered by a parent at the primary or secondary office and a medication request form completed.

### Other Medical Conditions

<table>
<thead>
<tr>
<th>If yes please provide details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**PARENT/LEGAL GUARDIAN A DETAILS**

Parent/Legal Guardian A (Parent or female with parental responsibility)

<table>
<thead>
<tr>
<th>Title</th>
<th>Given Name(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Family Name

Note: If the Parent/Legal Guardian A’s partner is not the Father or Legal Guardian, please complete details for them in Carer/Step Parent 1

Preferred postal address

<table>
<thead>
<tr>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Residential address, if different from above

<table>
<thead>
<tr>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Email

Home Phone

Business Phone

Mobile

Country of Birth

Does the Parent/Legal Guardian A speak a language other than English at home?

- [ ] Yes, other (please specify)
- [ ] No, English only

Parent/Legal Guardian A's religion

If none, write “No Religion”

**EMPLOYMENT DETAILS**

Employer

Occupation

Category/Classification

The following employment and education details are required for Australian Government MCEEDYA ‘National Reporting on Student Outcomes’. Refer to separate form for more information.

1. [ ] Senior management in large business organisation, government administration and defence, and qualified professional
2. [ ] Other business manager, arts/media/sportsperson and associate professional
3. [ ] Tradesperson, clerk and skilled office, sales and service staff
4. [ ] Machine operator, hospitality staff, assistant, labourer and related worker
8. [ ] Not in paid work in the last 12 months

**EDUCATION DETAILS**

What is the highest year of schooling the Parent/Guardian A has completed?

(Tick one only)

For persons who have never attended school, tick Year 9 or equivalent, or below

- [ ] Year 12 or equivalent
- [ ] Year 10 or equivalent
- [ ] Year 11 or equivalent
- [ ] Year 9 or equivalent, or below

What is the level of the highest qualification the Parent/Guardian A has completed? (Tick one only)

- [ ] Bachelor degree or above
- [ ] Certificate I to IV (including trade certificate)
- [ ] Advanced diploma/diploma
- [ ] No non-school qualification

ATTACHMENT REMINDER: If applicable, please attach copies of any family law, Personal Protection Order or other relevant court orders which restrict access to the student.
**PARENT/LEGAL GUARDIAN B DETAILS**

Parent/Legal Guardian B (Parent or male with parental responsibility)

<table>
<thead>
<tr>
<th>Title</th>
<th>Given Name(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Family Name

Preferred postal address, if different from Parent/Legal Guardian A

<table>
<thead>
<tr>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Residential address, if different from above

<table>
<thead>
<tr>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Does the Parent/Legal Guardian B speak a language other than English at home?

- Yes, other (please specify)
- Yes, other (please specify)
- Yes, other (please specify)
- Yes, other (please specify)

Parent/Legal Guardian B’s religion

If none, write “No Religion”

**EMPLOYMENT DETAILS**

Employer

Occupation

Category/Classification

The following employment and education details are required for Australian Government MCEEDYA ‘National Reporting on Student Outcomes’. Refer to separate form for more information.

1. Senior management in large business organisation, government administration and defence, and qualified professional
2. Other business manager, arts/media/sportsperson and associate professional
3. Tradesperson, clerk and skilled office, sales and service staff
4. Machine operator, hospitality staff, assistant, labourer and related worker
5. Not in paid work in the last 12 months

**EDUCATION DETAILS**

What is the highest year of schooling the Parent/Guardian B has completed? (Tick one only)

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent, or below

What is the level of the highest qualification the Parent/Guardian B has completed? (Tick one only)

- Bachelor degree or above
- Advanced diploma/diploma
- Certificate I to IV (including trade certificate)
- No non-school qualification

**ATTACHMENT REMINDER**: If applicable, please attach copies of any family law, Personal Protection Order or other relevant court orders which restrict access to the student.
### OTHER CARER/STEP PARENT DETAILS 1

Details of other adult Carer who regularly provides care for the student, including:
- Carer who provides separate residential support, or
- Carer who lives with Parent/Legal Guardian A

<table>
<thead>
<tr>
<th>Carer / Step Parent 1</th>
<th>Title</th>
<th>Given Name(s)</th>
<th>Family Name</th>
<th>Address</th>
<th>Postcode</th>
<th>Phone</th>
<th>Mobile</th>
<th>Email</th>
<th>Country of Birth</th>
</tr>
</thead>
</table>

### OTHER CARER/STEP PARENT DETAILS 2

Details of other adult Carer who regularly provides care for the student, including:
- Carer who provides separate residential support, or
- Carer who lives with Parent/Legal Guardian B

<table>
<thead>
<tr>
<th>Carer / Step Parent 2</th>
<th>Title</th>
<th>Given Name(s)</th>
<th>Family Name</th>
<th>Address</th>
<th>Postcode</th>
<th>Phone</th>
<th>Mobile</th>
<th>Email</th>
<th>Country of Birth</th>
</tr>
</thead>
</table>

### EMPLOYMENT DETAILS

<table>
<thead>
<tr>
<th>Employer</th>
<th>Occupation</th>
</tr>
</thead>
</table>

### ATTACHMENT REMINDER:
If applicable, please attach copies of any family law, personal protection order or other relevant court orders which restrict access to the student.

### SIBLING(S) NOT ATTENDING BISHOP DRIUJT COLLEGE

Enter details of student’s siblings who are not attending BDC.
For more siblings please attach separate details.

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>Enrolled</th>
<th>Year Level or Alumni Year</th>
</tr>
</thead>
</table>

### Sibling(s) and other relatives attending, or who have attended, Bishop Druitt College

Enter details of student’s siblings and other relatives attending BDC.
For more siblings or relatives please attach separate details.

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Year Level or Alumni Year</th>
</tr>
</thead>
</table>
EMERGENCY CONTACTS

Please nominate a person, who resides locally, other than parent/guardian/carer who may be contacted in the event of an emergency. Please advise your emergency contact/s that you have provided their details to the college for this purpose.

Emergency Contact 1

Name

Home Phone

Mobile Phone

Relationship to student

Emergency Contact 2

Name

Home Phone

Mobile Phone

Relationship to student

PLEASE NOTE: Parents will be the FIRST contact in the case of an emergency. The people you nominate here will only be contacted if neither parent/guardian/carer can be reached.

SAFETY AND WELFARE INFORMATION

PLEASE NOTE: The following information is required to assist the school in assessing and managing the enrolment of students who may pose a risk of harm to themselves, other students and/or staff.

Are there any circumstances about the student seeking to be enrolled that the school should know prior to enrolment? (Behaviour, residential circumstances, court orders etc.)

Yes  

If yes, describe circumstances:

No

To your knowledge, is there anything in the student’s history that might pose a risk of any type to the student, other students, staff or visitors?

Yes  

If yes, describe circumstances:

No

Has the student ever been asked to leave a school, been suspended, or refused enrolment elsewhere?

Yes  

If yes, describe circumstances:

No

Has the student ever been asked to leave a school, been suspended, or refused enrolment for involvement with illicit or unsanctioned drugs?

Yes  

If yes, describe circumstances:

No
Enrolment Interview

You will be invited to discuss this application at an interview, at which time the school and families will have the opportunity to discuss specific behavioural, pastoral and/or welfare issues. Please assist the school to manage your interview by informing the school’s Enrolments Officer of any special interview requirements such as:

- Access provisions (please specify)
- Interpreter required (please specify language required)
- Other (please specify)

Equity Statement

The school is proud of its open enrolment policy, which means that there are no entrance examinations or requirements as to faith or cultural background in order to gain admission. This approach enables us to build a school community which benefits from the interactions of a group with varying interests and abilities as represented in the wider community.

Permissions

I give permission for the School to publish, exhibit, post or copy any image (whether still or moving), photograph, video or film of:

- my child
- my child’s performance
- my child’s work

for student educational purposes and for the promotional or marketing use of the school.

I acknowledge that such consent is given on the understanding that use by the school will be without any acknowledgement, payment, renumeration or compensation to me or my child.

The school undertakes that it will not use the material referred to above other than for the purposes specified and for the education of students.

If you wish to withdraw your consent at any time, then please contact the school via enrolments@bdc.nsw.edu.au

Information Collection Policy

This policy is available on the college website.

Privacy Policy

This policy is available on the college website.

Parent/Legal Guardian A

Signature

Name (printed)

Parent/Legal Guardian B

Signature

Name (printed)
Declarations and Commitments

ANGRICAN PHILOSOPHY, VALUES AND AIMS

Application for enrolment of your child in an independent Anglican school means that you are choosing an Anglican education for your child. It requires your commitment to support the philosophy, values and aims of the school and a willingness to co-operate in their implementation. Specifically, it means:

- Religious Studies (Christian Studies in Primary; Religion, Ethics and Philosophy in middle years; and Studies of Religion 1 in Year 10) are core subjects
- All students (K-12) participate in fortnightly chapel services which include prayer or quiet reflection.
- Anglican values such as faith, hope, love, courage, community and equity are emphasised.
- Academic excellence and the acquisition of skills are promoted within an Anglican framework.

Your child is expected to adhere to the school’s standards for:

- behaviour, dress and discipline
- application to course work and study
- participation in school activities.

Your co-operation is essential to assist your child attain these goals. Parents / Guardians are encouraged to participate in the total life of the school including: Parent/teacher nights, school/community chapel services and activities of the Parents and Friends’ Association.

DECLARATIONS REQUIRED FOR ENROLMENT AND ACCEPTANCE OF A PLACE

We apply for enrolment of our child at Bishop Druitt College, subject to the rules and regulations of the school. If this application is accepted we jointly and severally:

1. Agree to be bound by the present and future rules and regulations of the school and that our child will be bound by those rules and regulations. The school has the power to expel, suspend or otherwise discipline students in accordance with the school’s Behaviour Management and Discipline Policy, which may from time to time be amended at the discretion of the school.

2. Agree to encourage our child to participate fully in all aspects of the life and programs of the school and uphold its ethos and expectations.

3. Agree to provide our child with the correct uniform and ensure that it is worn correctly to school and all school occasions and functions where required.

4. Agree to our liability to pay such fees and charges as are sent by the school, including the recovery of costs incurred by the school with its commercial agents.

5. Authorise the school, in the event of our child suffering from sickness or injury, to take such action as it deems necessary to obtain medical and/or hospital care and attention, after making all reasonable attempts to contact parents and/or guardians. You indemnify the school, for all costs, expenses and actions, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.

6. If the School Council or the Principal believes that a mutually beneficial relationship of trust and cooperation between the parent/guardian and the school has broken down to the extent that it adversely impacts on that relationship, then the school, the School Council or the Principal may require the parent to remove the child from the school.

AND we further agree to be bound by the following:

1. A non-refundable application fee of $150.00 per child must accompany this form. THIS FEE IS NON-REFUNDABLE AND NON-TRANSFERABLE.

2. A non-refundable acceptance fee of $350.00 per child is payable on acceptance of the offer of a place. THIS FEE IS NON-REFUNDABLE AND NON-TRANSFERABLE.

3. In the event of the college tuition fees account falling outside terms, notice may be given requiring the student to be withdrawn from the school pending payment of the outstanding fees and charges.

4. Extended Absentee Policy:
   - Students who plan to be absent from school for one term or more must give notice to the Principal in writing. Students will be charged fifty percent of tuition fees during their absence if they wish to maintain their placement in the school.
   - Students will not be charged the course levy during the time that they are absent.
   - Students participating in reciprocal exchange program with schools overseas will continue to pay tuition fees to Bishop Druitt College during their absence.
   - Current students partaking in a paid overseas exchange study program must give one term’s notice to the Principal in writing.
   - Students will be exempt from paying tuition and course levy fees whilst completing their paid exchange study program.

5. The school reserves the right in its absolute discretion to discipline a student, including suspension whether temporarily or permanently without a refund of fees.

6. Parent/guardians are required to complete a ‘student exit form’ giving one term’s notice if they wish to withdraw a student. Failure to do this will result in a full term’s fee being charged in lieu of notice.

7. Bishop Druitt College is required to record the destination school of an Exiting Student.
SIGNATURES

By signing I declare that I understand and agree to be bound by the Bishop Druitt College enrolment application and I declare that the information provided is true and correct.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name</td>
</tr>
<tr>
<td>Relationship to Student</td>
<td>Relationship to Student</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>

ENROLMENT CHECKLIST

Please provide copies of the following items with this application. Incomplete documentation will delay the enrolment process.

- Copy of birth certificate
- If student born outside of Australia (Copy of Australian residency/citizenship papers, visa or passport)
- If parents born outside of Australia (Copy of Australian residency/citizenship papers, visa or passport)
- Copy of school entry/4 year old immunisation records or conscientious objection statement
- Copies of two recent school reports, ELLA, LANNA or NAPLAN test results (if available)
- Payment of application fee (see next page for payment options)
- Court orders / parenting plan (if applicable)
- Medical, physical or psychological reports (if applicable)
- Individual education plan / personal learning plan (if applicable)

APPLICATION CONDITIONS

Receipt of this application by Bishop Druitt College does not guarantee acceptance of a student. The acceptance of the application is dependent upon receipt of all the required supporting documentation and an interview with the Principal or representative is required before a place can be offered. Most places will be filled in the following order: children of clergy or staff; sibling of current or past student; date of application.

Please notify the school of any changes of details so that we can keep in contact with you.

Bishop Druitt College reserves the right to amend, modify, add or remove from these declarations of enrolment such items as required from time to time. The school will undertake to notify parents, guardians and carers of such changes in writing while their child remains at the school. The College Council may alter these conditions of entry at any time.

PLEASE ADVISE THE SCHOOL IN WRITING OF ANY CHANGE OF ADDRESS OR OTHER PARTICULARS
PAYMENT OF APPLICATION FEE

I/We wish to apply for enrolment of my/our child _______ for Year _______, 20____ at Bishop Druitt College and I/we enclose the $150 non-refundable non-transferable application fee.

Payment will be made by

☐ Cash
☐ Cheque (payable to Bishop Druitt College)
☐ Credit Card (please complete payment option below)

Payment of the non-refundable non-transferable application fee via credit card (AMEX and Diners not accepted) can be made by completing the details below.

Please debit my credit card.

Credit Card Number ____________ ____________ ____________ ____________ ____________ ____________
Name on Card __________________ Expiry Date ____________ Amount ____________ Signature ____________
Contact phone number of cardholder __________________________

Please note that these details will be destroyed once payment has been processed.

PAYMENTS OF TUITION FEES

The following payment options are available via the Parent Lounge:

Option 1
To pay the annual fees in full upfront each year as per the advertised Schedule of Fees and Charges.

Option 2
To pay fees every term by the due date as per the advertised Schedule of Fees and Charges.

Option 3
To pay fees by a periodic agreement as per the advertised Schedule of Fees and Charges.

Fee accounts will be forwarded to the email address for Parent/Legal Guardian A and Parent/Legal Guardian B, unless otherwise advised.

In the event of the college tuition fees account falling outside terms, notice may be given requiring the student to be withdrawn from the school pending payment of the outstanding fees and charges.

I/We also acknowledge that additional charges throughout the year will apply when students are involved in optional activities and may be billed to my account or paid via Tours and Excursions on the Parent Lounge, and that these additional charges are due for payment by the specified date.

Parent/Legal Guardian A
Name __________________ Signature __________________ Date ____________

Parent/Legal Guardian B
Name __________________ Signature __________________ Date ____________

Please note that Fee statements are electronically mailed. Please ensure that your email address(es) are kept up to date.

Please note that these details will be destroyed once payment has been processed.