



# Saturday School of Community Languages

## 2019 New student enrolment application form

E: [Saturdaycl-h.school@det.nsw.edu.au](mailto:Saturdaycl-h.school@det.nsw.edu.au) | P: 02 9244 5748

**Office use only:**

Approved: \_\_\_\_\_

Assessment required: \_\_\_\_\_

Data entry: \_\_\_\_\_

### Student information (Please print/type in capital letters)

First name: \_\_\_\_\_ Preferred name: \_\_\_\_\_  
Middle name: \_\_\_\_\_ Last name/Surname: \_\_\_\_\_  
Student mobile number: \_\_\_\_\_ Student home phone number: \_\_\_\_\_  
ERN number (mandatory for Gov. Schools): \_\_\_\_\_ NESA number: \_\_\_\_\_  
Student school email (mandatory): \_\_\_\_\_  
Alternative/personal student email: \_\_\_\_\_  
Gender (please tick):  Male  Female  Other Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Student's weekday school year in 2019 (please tick one):  
 Year 7  Year 8  Year 9  Year 10  Year 11  Year 12

### Weekday school information (Monday to Friday)

School name: \_\_\_\_\_  
School email: \_\_\_\_\_  
Weekday School SSCL Supervisor name (mandatory): \_\_\_\_\_  
Weekday School SSCL Supervisor email (mandatory): \_\_\_\_\_

### Language information

Language applying for (e.g. Chinese): \_\_\_\_\_  
Course applying for (e.g. Year 7 Chinese Continuers / Year 11 Chinese in Context): \_\_\_\_\_  
**Note: Year 10-12 students applying late must attach Appendix 1. Year 11-12 students applying for the Chinese/Japanese/Korean in Context course must attach Appendix 2. New students applying in Year 12 must attach Appendix 3 and supporting evidence of prior learning (school reports, etc.).**  
**Saturday School Centre (Please tick one only):**  
Note: Not all centres offer all languages (see website for details). Students must attend the SSCL Centre closest to their home address which offers the language course. Any request to vary this rule should be made in writing, attached with this application and endorsed by the weekday school principal.  
 Arthur Phillip  Ashfield Boys  Bankstown Girls  Berrong Girls  Berrong Boys  Chatswood  
 NSW School of Languages (Petersham)  Kogarah  Liverpool Boys  Liverpool Girls  
 Merewether  Smiths Hill  St George Girls  Strathfield Girls  The Hills Sports  
**For Year 11 and 12 students only (Please tick the appropriate box)**  
 Continuers  [Language] in Context (Chinese, Japanese, Korean) Must attach appendix 2 to this form  
 Extension (Year 12 only)  [Language] and Literature (Chinese, Japanese, Korean)

## 2019 Enrolment Information

SATURDAY SCHOOL OF COMMUNITY LANGUAGES



Does this course count towards the minimum number of 12 Preliminary Units? (Year 11 students only)  Yes  No

Previous study or knowledge of the language (please tick appropriate box/s):

At home  Primary school  High school  Community school

Overseas - If overseas, which country? \_\_\_\_\_ Year arrived in Australia: \_\_\_\_\_

If the language is not spoken at home what connection do you have with the language? \_\_\_\_\_

## Student Household Information

Address (unit or house no. and street name): \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

## Parent/Caregiver Information- Main carer (Mandatory)

Parent/Caregiver title:  Mr  Mrs  Ms  Other: \_\_\_\_\_

Parent/Caregiver first name: \_\_\_\_\_ Parent/Caregiver last name: \_\_\_\_\_

Parent/Caregiver gender:  Male  Female  Other

Relationship to student (e.g. mother) \_\_\_\_\_

Are you the Primary contact:  Yes  No Are you the Emergency contact on Saturdays?  Yes  No

Does this person have permission to pick up the student from the centre?  Yes  No

Address (Unit or house number and street name): \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Mobile number (mandatory): \_\_\_\_\_ Home phone: \_\_\_\_\_

Parent/Caregiver email (mandatory): \_\_\_\_\_

## Parent/Caregiver Information - Other (Optional)

Parent/Caregiver title:  Mr  Mrs  Ms  Other: \_\_\_\_\_

Parent/Caregiver first name: \_\_\_\_\_ Parent/Caregiver last name: \_\_\_\_\_

Parent/Caregiver gender:  Male  Female  Other

Relationship to student (e.g. father) \_\_\_\_\_

Are you the Primary contact:  Yes  No Are you the Emergency contact on Saturdays?  Yes  No

Does this person have permission to pick up the student from the centre?  Yes  No

Address (Unit or house number and street name): \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Mobile number: \_\_\_\_\_ Home phone: \_\_\_\_\_

Parent/Caregiver email: \_\_\_\_\_



## Student Household Information

It is essential that all questions are completed and the form signed by the parent/caregiver to ensure we have current medical information in case of an emergency and to guide our teaching staff.

### Allergies

My child has an allergy: Yes  No   
Description of allergy \_\_\_\_\_

### Anaphylaxis *(Anaphylaxis is a severe, potentially life threatening, allergic reaction)*

My child: is Anaphylactic Yes  No   
carries an EpiPen Yes  No   
has a current ASCIA Action Plan *(less than 18 months)* Yes  No

*Note: If yes was checked for any of the above, a coloured copy must be attached to the application*

### Asthma

My child: has Asthma Yes  No   
carries an inhaler Yes  No   
has a current ASTHMA Action Plan *(less than 18 months)* Yes  No

*Note: If yes was checked for any of the above, a coloured copy must be attached to the application*

### Other Medical Conditions *(e.g. depression, anxiety, diabetes, epilepsy, ASD)*

My child: has a medical condition Yes  No   
has a disability Yes  No   
is on the ASD spectrum Yes  No

*Note: If yes was checked for any of the above, an action plan must be attached to the application*

So that the SSCL can support your child, please explain their medical condition, disability or degree of Aspergers or Autism: \_\_\_\_\_

### Declaration by Parent/Caregiver *(Parent/caregiver to sign)*

I \_\_\_\_\_ [PRINT PARENT'S FULL NAME] understand that the information disclosed above may be discussed by the SSCL Principal with other members of the school staff, as is necessary, to enable staff to care for my child.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### Condition of Enrolment *(Parent and student to sign)*

1. Students must attend classes each Saturday on time, do homework and be actively engaged to meet the 100 hours, 200 hours, Preliminary and Higher School Certificate course requirements of NESA. Students may have their enrolment terminated if their attendance is unsatisfactory.
2. All Students (Years 7 to 12) are required to complete relevant assessment tasks in line with NESA requirements and the Assessment Policies of the Saturday School of Community Languages.
3. Students may be required to purchase materials.
4. Remote students must have access to a camera, microphone and a computer with internet connection for video conferencing or using Adobe Connect each Saturday.
5. I give my permission for my child's email to be used by the teacher/centre executive to send information or work to my child that is directly related to their language studies. I also give my permission for my child to be fully engaged using technology such as Edmodo for their language study.
6. I understand as a parent/ caregiver as a condition of my child's enrolment I will follow the Saturday School of Community Languages Parent Code of Conduct which can be found on the school website.



I, \_\_\_\_\_, accept the above conditions of enrolment.  
 [PRINT STUDENT'S FULL NAME]

Student's signature: \_\_\_\_\_

I, \_\_\_\_\_, accept the above conditions of enrolment.  
 [PRINT PARENT'S FULL NAME]

Parent's/Caregiver's signature: \_\_\_\_\_

**Residency Status (Mandatory)**

Australian citizen:  Yes  No - **If NO, all fields must be completed**

Passport number: \_\_\_\_\_ Country of Issue: \_\_\_\_\_

Student's Residency Status:  Permanent  Temporary

Visa class: \_\_\_\_\_ Sub Class: \_\_\_\_\_ Visa Expiry Date: \_\_\_\_\_

Country of birth: \_\_\_\_\_ If born overseas, date of arrival in Australia: \_\_\_\_\_

**Must attach both documents (please tick if attached):**  Passport  Visa Note: Application will not be accepted unless attached.

**Declaration by weekday school principal**  
 (Application will not proceed until weekday school principal ticks each box)

1. The language requested **is** the student's heritage/ background community language.
2. This language will not be taught at this school in 2019 in the year group requested.
3. The weekday school accepts responsibility for entering this student with NESA as a candidate for the 100 hours or 200 hours course, Preliminary or Higher School Certificate, using the online entry codes for the Saturday School of Community Languages Centre where the student is enrolled.
4. The weekday school will notify the SSCL of any history or circumstances known to them which may pose a risk of any type to the student, other students, or staff at the SSCL, including **any severe allergies/medical or behavioural conditions or history of violence**.
5. The weekday school will provide a weekday school supervisor who will: 
  - a) respond to enquiries and provide advice regarding the student's illness or absences that affect the student's attendance and ability to complete work
  - b) be contactable by email
  - c) regularly check on students through the Millennium portal, including attendance levels
  - d) follow up any concerns from the SSCL centre regarding the student's application to studies or wellbeing with the student and parents
6. To the best of my knowledge, the information contained in this application is accurate
7. I am aware that this application will not proceed until **all pages/check boxes are completed** and supervisor and principal have signed.

Weekday school supervisor of SSCL enrolments: \_\_\_\_\_  
 [PRINT NAME] [SIGNATURE]

Principal: \_\_\_\_\_  
 [PRINT NAME] [SIGNATURE]

School stamp: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Please complete and EMAIL this completed application form and any attachments to [Saturdaycl-h.School@det.nsw.edu.au](mailto:Saturdaycl-h.School@det.nsw.edu.au)  
 All enrolment forms to be scanned and submitted **separately** with the student's full name as the file name (e.g. Jane Smith 2019 Enrolment Form). Only PDF documents from a school or teacher email address will be accepted. Scans direct from printers will not be processed.

**Privacy Notice:** The information provided on the enrolment form is being obtained for the purpose of processing the student's application for enrolment. It will be used by the Department of Education for general student administration and communication and other matters relating to the education and welfare of the student.