

# Application for Admission

# WALFORD



## FOUR EASY STEPS TO A SUCCESSFUL APPLICATION

- 1/ COMPLETE THE ENCLOSED APPLICATION FORM
- 2/ INCLUDE A CERTIFIED COPY OF BIRTH CERTIFICATE (OR OTHER EVIDENCE OF DATE OF BIRTH)
- 3/ COMPLETE PAYMENT
- 4/ RETURN YOUR COMPLETED APPLICATION ALONG WITH ANY RELEVANT DOCUMENTS AND FEE TO:

**THE DIRECTOR OF ADMISSIONS  
WALFORD ANGLICAN SCHOOL FOR GIRLS  
316 UNLEY ROAD HYDE PARK SOUTH AUSTRALIA 5061**

**PO BOX 430 UNLEY SOUTH AUSTRALIA 5061**



## Admission Information

### Criteria for Enrolment

Applications for enrolment will be considered using the following criteria:

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Girls enrolled in Reception (For ELC entry)

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Siblings of current students.

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Children or grandchildren of Walford Old Scholars.

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The number of positions available at the appropriate program/year level.

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The date of receipt of the application.

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The resources of the School.

### Entry Age and Requirements

Children are welcome to participate in **Playgroup** from 12 months of age and must attend the session with a parent/guardian/approved caregiver.

Children will be accepted into **Adamson**, a program for three year olds, based on their developmental needs and at the discretion of the Early Learning Centre Director. It is a prerequisite of commencement in this program that a child must be completely toilet trained. A minimum requirement of two sessions (six hours) per week applies.

Children will progress to **Dowie**, a program for four year olds, based on their developmental needs and at the discretion of the Early Learning Centre Director. In accordance with Government policy regarding Universal Access to quality Pre-school, a minimum of five sessions (15 hours) per week applies.

Children will be eligible to enrol in **Chewings**, a full time attendance Reception Ready Program for children commencing School in the following year.

Applications for admission at **Reception** level will be considered for children **reaching their fifth birthday before 30 April** in the year of enrolment. Generally, only one intake of Reception pupils is taken at the beginning of Term 1 in a given year.

It is noted that the enrolment of a child aged five into **Reception** is a matter of parental choice and that in South Australia no child is required to attend school until they are six years of age.

### Application Process

To place your child on a wait list one year or more ahead of enrolment, lodgement of a completed Application for Admission form and payment of the prescribed non-refundable application fee of \$75.00 applies. This fee is waived for children and grandchildren of Walford Old Scholars.

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A copy or extract of the applicant's Birth Certificate and recent school reports (if applicable) must accompany the Application Form. Upon receipt of the completed form and application fee, the applicant's name will be added to the list of applicants seeking entry to the School in the nominated year and at the level designated.

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Formal offers in writing by the Principal will be made up to two years preceding that in which entry is being sought. A place at Walford is not assured until it is confirmed in writing by the School, the Enrolment Acceptance form completed and the Enrolment Fee paid in full.

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Applicants may elect to defer the point of entry to a later year. Deferred applications will be added to the waiting list for the newly nominated year and level and will be considered according to the original date of lodgement of the Application for Admission form. A deferral made after a formal offer has been issued does not guarantee a place in a later year or level.

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It is essential that the School be kept informed of changes to the information given on this form. No responsibility can be taken by the School for non-delivery of its communications. A considerable period of time may pass between waitlisting and enrolment of a student and we therefore ask applicants to provide the School with timely advice of changes to contact details. Failure to do so may preclude offer of enrolment.

### Students with Special Needs and Considerations

For the purposes of this policy, a child with "special needs" is considered to be any child who requires specialised attention above and beyond the individual attention already afforded to students at Walford. Such special needs may be as a result of intellectual impairment, physical impairment or disabilities, social/emotional difficulty, sensory impairment, autism, behaviour management difficulties, learning difficulties or special achievements/talents.

The School acknowledges that it has a responsibility to provide all of its students with a quality of education and care which embraces the stated ethos of the School and assists in the development of the individual to her full potential.

Whilst all applications for admission are welcome, enrolment cannot be confirmed until full consideration has been given to the individual needs of the applicant, and whether the school can adequately meet those needs. As the process of identifying need and seeking resources can be lengthy, parents are encouraged to make an early application for enrolment.

Parents of students with special needs are requested to provide information about their daughter and her condition including:

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Reports and assessments pertaining to a school setting.

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Any special requirements (such as health and personal care).

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Agency support (past and present).

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Any other relevant information.

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As in the case of all enrolments, if false or misleading statements are made in the enrolment form, or if relevant information was not disclosed at the time of enrolment, the Principal may suspend or terminate the enrolment at any time where there is reasonable justification for doing so.



## Application for Admission

DETAILS OF STUDENT

SURNAME \_\_\_\_\_ GIVEN NAME(S) \_\_\_\_\_

PREFERRED NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

COUNTRY OF BIRTH \_\_\_\_\_ NATIONALITY \_\_\_\_\_

GENDER  FEMALE  MALE

SCHOOL, PRE-SCHOOL OR CHILDCARE CENTRE CURRENTLY ATTENDING \_\_\_\_\_

BROTHERS AND SISTERS (WITH DATE OF BIRTH) \_\_\_\_\_

NAMES OF CLOSE RELATIVES WHO ATTEND OR HAVE ATTENDED WALFORD. PLEASE INCLUDE DATE OF ATTENDANCE, HOUSE, MAIDEN NAME (WHERE APPLICABLE) AND RELATIONSHIP TO APPLICANT.

\_\_\_\_\_

\_\_\_\_\_

IS THE STUDENT OF ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN? ABORIGINAL  YES  NO TORRES STRAIT ISLANDER  YES  NO

IS ANOTHER LANGUAGE OTHER THAN ENGLISH SPOKEN AT HOME?  YES  NO PLEASE SPECIFY: \_\_\_\_\_

### FATHER/GUARDIAN 1

### MOTHER/GUARDIAN 2

SURNAME (MR / DR) \_\_\_\_\_ SURNAME (MRS / MS / DR) \_\_\_\_\_

GIVEN NAME(S) \_\_\_\_\_ GIVEN NAME(S) \_\_\_\_\_

RESIDENTIAL ADDRESS \_\_\_\_\_ RESIDENTIAL ADDRESS \_\_\_\_\_

POST CODE \_\_\_\_\_ POST CODE \_\_\_\_\_

POSTAL ADDRESS \_\_\_\_\_ POSTAL ADDRESS \_\_\_\_\_

TELEPHONE (HOME) \_\_\_\_\_ TELEPHONE (HOME) \_\_\_\_\_

TELEPHONE (WORK) \_\_\_\_\_ TELEPHONE (WORK) \_\_\_\_\_

TELEPHONE (MOBILE) \_\_\_\_\_ TELEPHONE (MOBILE) \_\_\_\_\_

EMAIL \_\_\_\_\_ EMAIL \_\_\_\_\_

OCCUPATION \_\_\_\_\_ OCCUPATION \_\_\_\_\_

PLACE OF EMPLOYMENT \_\_\_\_\_ PLACE OF EMPLOYMENT \_\_\_\_\_

DETAILS OF PARENTS / GUARDIANS

### I/WE WISH TO PAY BY

VISA  MASTER CARD  AMEX

CHEQUE  CASH  ETF

NAME OF CARDHOLDER \_\_\_\_\_

AMOUNT: \$75.00

CARD NUMBER \_\_\_\_\_

EXPIRY DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

SIGNATURE \_\_\_\_\_

WALFORD ANGLICAN SCHOOL FOR GIRLS  
BSB: 035 213  
A/C: 271162

PLEASE USE YOUR SURNAME IN THE DESCRIPTION

REQUIRED PAYMENT

### FOR OFFICE USE

DATE RECEIVED

RECEIPT NUMBER

## YEAR OF ENTRY: 20\_ \_

### EARLY LEARNING (Co-Educational)

PLAYGROUP (1-3 YEARS)  ADAMSON (3-4 YEARS)  DOWIE (4-5 YEARS)  CHEWINGS/RECEPTION READY (4-5 YEARS. TERMS 3 AND 4 ONLY)

WILL YOUR DAUGHTER BE PROGRESSING TO RECEPTION AT WALFORD?  YES\*  NO\*\*

\* PLEASE TICK RECEPTION BELOW

\*\* PLEASE PROVIDE DETAILS OF THE PRIMARY SCHOOL YOUR DAUGHTER WILL BE ATTENDING: \_\_\_\_\_

### JUNIOR SCHOOL

RECEPTION  YEAR 1  YEAR 2  YEAR 3  YEAR 4  YEAR 5

### MIDDLE & SENIOR SCHOOL

BOARDING  DAY STUDENT

YEAR 6  YEAR 7  YEAR 8  YEAR 9  YEAR 10  YEAR 11  YEAR 12

### I/WE HEREBY:

- 1/ APPLY TO WALFORD FOR ENROLMENT OF OUR CHILD.
- 2/ UNDERSTAND THAT ACCEPTANCE OF THIS FORM DOES NOT CONSTITUTE ADMISSION TO WALFORD, A PLACE MUST BE OFFERED AND ACCEPTED.
- 3/ HAVE READ AND UNDERSTOOD THE APPLICATION FOR ADMISSION INFORMATION AND AGREE TO BE BOUND BY THIS.
- 4/ ENCLOSE THE APPLICATION FEE (NON REFUNDABLE).
- 5/ ATTACH A COPY OF OUR CHILD'S BIRTH CERTIFICATE.
- 6/ ATTACH A COPY OF OUR CHILD'S LATEST SCHOOL REPORT AND NAPLAN TEST RESULTS (IF APPLICABLE).
- 7/ ATTACH A COPY OF ANY EDUCATIONAL AND/OR MEDICAL ASSESSMENT REPORTS WHERE RELEVANT.
- 8/ ATTACH A COPY OF ANY FAMILY COURT ORDERS (IF APPLICABLE).
- 9/ DECLARE THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT.

FATHER OR GUARDIAN'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

MOTHER OR GUARDIAN'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### WE WOULD APPRECIATE YOUR FEEDBACK TO ASSIST US WITH FUTURE PLANNING AND IMPROVEMENT:

WHAT FACTORS INFLUENCED YOUR DECISION TO APPLY TO WALFORD?

REPUTATION  ACADEMIC PROGRAM  SCHOOL VALUES  GIRLS' ONLY  OLD SCHOLAR/FAMILY CONNECTION  
 LOCATION  SCHOOL TOUR  CHRISTIAN EDUCATION  OTHER: \_\_\_\_\_

WHAT PROMPTED YOU TO CONTACT THE SCHOOL?

RECOMMENDATION  ADVERTISEMENT  WEBSITE  SOCIAL MEDIA  OTHER: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

PLEASE RETURN YOUR COMPLETE FORM WITH PAYMENT:

POST: THE DIRECTOR OF ADMISSIONS  
WALFORD ANGLICAN SCHOOL FOR GIRLS  
PO BOX 430 UNLEY SOUTH AUSTRALIA 5061

EMAIL: ADMISSIONS@WALFORD.ASN.AU  
PHONE: +61 8 8373 4062  
FAX: +61 8 8272 0313



## Privacy Policy

The following information is provided to families to assist in understanding the implications of the School's Privacy Policy, a copy of which is available on the School's website.

### Collection Notice

- 1/** 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 or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to the student and to enable them 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 under the Privacy Act. We may ask you to provide medical reports about students from time to time.
- 5/** The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, tertiary institutions and admissions agencies, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, coaches, volunteers and counsellors.
- 6/** Personal information collected from students is regularly disclosed to their parents or guardians.
- 7/** The School may store personal information in the 'cloud', which means that it resides on servers that may be situated outside Australia.
- 8/** The School's Privacy Policy sets out how parents or students may seek access to personal information collected about them. However, there may be occasions when access is denied. Such occasions would include 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, or where students have provided information in confidence.
- 9/** The School Privacy Policy also sets out how you may complain about any perceived breach of the Australian Privacy Principles and how the School will deal with such a complaint.
- 10/** The School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
- 11/** On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines, on our website and on other digital platforms like Facebook and Twitter. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in any or all of these forms of media. The School will obtain permission from each student's parent or guardian at the beginning of each school year.
- 12/** After obtaining consent from parents or guardians the School may include the contact details of parents and students in a class list and/or School Directory.
- 13/** 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, that they can access that information if they wish and, that the School does not usually disclose this information to third parties.
- 14/** Traffic on the School computer systems, networks and facilities will be monitored from time to time to ensure compliance with school policies governing appropriate use of the internet, email and social media.

If you would like further information about the way the School manages the personal information it holds, or wish to seek access to personal information held by the School, please contact the Principal in writing.