



Founded 1917

**The Cathedral School**  
of St Anne & St James  
TOWNSVILLE

**SUBMITTED** Day Month Year

# Enrolment Application

Year Level ▪ Year of entry

**Student Name**

Parents/guardians

Parents Name / Parent Name

# Parents / Guardians

---

## Parent/Guardian Details

### Parent/Guardian Detail 1

Title *(Mr, Mrs, Miss, Ms, Dr, Prof, Rev)*

First name

Last name

Email

Relationship type



Gender *(Male, Female, Other)*

Lives with the child? *(Yes, No)*

- Mother
- Father
- Agent
- Stepmother
- Stepfather
- Aunt
- Uncle
- Grandmother
- Grandfather
- Foster mother
- Foster father
- Adoptive mother
- Adoptive father
- Guardian
- Carer

## Phone Numbers

### Phone Number 1

Type *(Mobile, Home, Work)*

Phone number

Residential Address

Postal address same as above? *(Yes, No)*

Do you speak a language other than English? *(select language)*

Occupation *(select occupation)*

Are you a defence family? *(Yes, No)*

Workplace/employer

School education *(select education)*

Post-school Qualification *(select qualification)*

Occupational group *(select occupational group)*

[+ Add Parent/Guardian](#)

I acknowledge that all biological parents, legal guardians and carers for the student have been entered into this application

## Student Details

---

First name

Middle name

Last name

Preferred name

Date of birth

Gender (*male, female, other*)

Indigenous status (*no, Aboriginal, Torres Strait Islander, both*)

Religion (*select*)

## Family Connections

---

Does the child have any siblings 18 years old or younger? (*Yes, No*)

*If yes:*

### Sibling Details

#### Sibling Detail 1

Full name

Date of birth

Gender

Status

Entry Year

Entry Term

Year level of entry

[+ Add sibling details](#)

Family members who have attended The Cathedral School/St Anne's (needed for linking families/generations and assigning Priorities) e.g. siblings already attending the school, parent or grandparent is past student, staff child, other family attended school, sibling also applying for enrolment etc.

Does the child have any family members who have attended The Cathedral School/St Anne's? *(Yes, No)*

*If yes:*

### Family Member Details

#### Family Member Detail 1

Name

Relationship to student

Year of enrolment

House

[+ Add family member details](#)

## Financial Assistance

---

Please indicate if you will be receiving any form of financial assistance towards paying school fees. If your child becomes eligible for financial assistance after enrolling, please advise the School promptly.

Financial assistance



- AIEF Scholarship
- Cape York Scholarship
- Other assistance

## Reason for Application

Reason for choosing The Cathedral School



- School reputation
- Pastoral care
- School size
- Facilities & grounds
- Academic standards
- Range of opportunities
- Christian ethos
- Response to enquiries
- Family connection with the school

## Enrolment Details

---

Proposed year of entry *(select year)*

Is this a Short Term Enrolment *(Yes, No)*

***If yes:***

Short Term Choice



- Summer School
- Study Abroad

Short Term start date

Short Term finish date

Start term

Proposed entry level

Day student or boarder *(day student or boarder)*

***If boarder:***

Will the student be a weekly (5 day) or full boarder? *(full boarder, weekly 5 day boarder)*

Current school/Kindergarten *(select school)*

Days attending per week *(select number)*

Current year level *(select year level)*

Previous School Teacher/Principal

Name of referee

Job Title

Contact Email

Phone Number

## Residency

---

Country of birth *(select country)*

Nationality *(select nationality)*

Residency/visa status *(select)*

Does the student speak a language other than English? *(select language)*

Is English a second language? *(Yes, No)*

# Student Support

---

## Education Needs

In order for us to meet your child's needs, it is very important that you provide information on any condition that may impact on the student's ability to participate in the full school program, or may require particular medication, attention or support. Failure to disclose information may result in a review of the enrolment.

Does the student require social and/or learning support? *(Yes, No)*

*If yes:*

Please attach copies of a current EAP documentation and/or Individual Learning Plan



Does the student have verification or pending verification of a disability within the Education Adjustment Program?

*If yes:*

Please indicate which apply



- Autism Spectrum Disorder
- Hearing Impairment
- Intellectual Disability
- Physical Impairment
- Speech-Language Impairment
- Vision Impairment
- Social Emotional disorder

Does the student have any other diagnosed disabilities or difficulties they are requiring reasonable adjustments for?

- No
- Specific Learning Disorder (Dyslexia, Dysgraphia, Dyscalculia)
- Dyspraxia
- Attention Deficit Disorder
- Global Developmental Disorder
- Oppositional Defiance Disorder
- Sensory Processing Disorder
- Literacy Difficulties
- Numeracy Difficulties
- Central Auditory Processing Disorder
- Reactive Attachment Disorder

Has any previous education provider prepared a documented plan to support the student's additional learning needs or for the purposes of determining an Education Adjustment Program (EAP) level? *(Yes, No)*

Has the student ever been suspended and/or excluded from school? *(Yes, No)*

*If yes:*

Please provide details

Does the student have any medical condition that may require particular care or medication at school? *(Yes, No)*

*If yes:*

Medical Condition explanation

Please indicate if the student has any of the following

- Allergies
- Anaphylaxis
- Asthma
- Diabetes
- Epilepsy
- Anxiety Disorders
- Depression
- Eating Disorder

## Documentation

---

Please upload a copy of the student's birth certificate



Please upload copies of the student's most recent school reports



Please upload copies of the student's NAPLAN results



Please upload copies of any relevant court orders



Please upload a current letter from the child's Treating Physician(s) detailing the child's diagnosis and recommendations to help the school meet the child's needs



Please upload copy of Medicare immunisation History Statement



Please upload a copy of the student's passport



Do you have any additional notes or comments about your child's school reports or specific educational needs?



# Terms & Conditions

---

## APPLICATION FOR ENROLMENT

1. I understand that this is an Application for Enrolment, and does not guarantee my child a place at the School.
2. I understand the Application Fee is non-refundable.
3. I confirm that I have provided all relevant information regarding my child's educational, social, and medical status that may impact his/her participation in the full school program. I will inform the School if there is any change in this information whilst my child is enrolled at the School.
4. I confirm that I am a custodial parent/guardian of the child named in this Application for Enrolment and that I apply for this enrolment with the full knowledge and consent of any and every person having any right to their custody or guardianship.
5. I authorise the School to collect information from my child's previous school/s, kindergarten/s and/or daycare centre/s.
6. I consent to the personal information provided by me to be used in accordance with the School's Privacy Policy which is available on the School website [www.cathedral.qld.edu.au](http://www.cathedral.qld.edu.au)

## CRITERIA FOR ENROLMENT

1. The School does not discriminate on the basis of gender, race, religion or disability, but seeks to provide the best educational environment for each child.
2. Enrolment at The Cathedral School is open to boys and girls from Prep to Year 12, with boarding students from Year 7 to Year 12.
3. The School has an open enrolment policy and will accept any student for enrolment, provided that:
  - the school has capacity
  - the enrolment will not cause unjustifiable hardship on the School
  - the School deems our educational offerings appropriate for the student
  - the School deems our pastoral care programs are sufficient for the student's needs
  - the family has a commitment to the ethos and expectations of the School
  - the family has the capacity to meet the financial requirements
  - conditions under 'Special Circumstances' are met

## POINT OF ENTRY

1. The main entry years are Prep and Year 7, but enrolments are accepted at any year level where vacancies exist.
2. The school adheres to State Government legislation governing the age of entry to the Prep year.
3. Students entering at other year levels (including those coming from educational systems outside of Queensland) will be placed according to their educational and social/ emotional needs.

## ENROLMENT PROCESS

1. Application for Enrolment - Parents complete the Application for Enrolment form and submit this to the School with the required supporting documentation and pay the non-refundable Application Fee. Full and frank disclosure is necessary to allow the School to make informed decisions about the student's educational and personal needs.
2. Recording of student name - Applicants will be entered in the database under the name recorded on the Birth Certificate, unless
  - a court order is provided, or
  - both parents request that the child be known by another name, or
  - the Principal acknowledges that special circumstances warrant the change, and that the name change is not intended to defraud, to contravene a court order or to infringe the rights of the other parent.
3. Review – Applications are reviewed for completeness. Any that are incomplete are notified and placed on hold until completed. Completed applications are reviewed with consideration given to the 'Criteria for Enrolment'. Applicants who do not meet the criteria are notified and their application cancelled. Alternatively, where all suitable places are allocated, applicants are given the option to join the waitlist. The opportunity to remain on the waitlist is reviewed at the end of each academic year.
4. Interview – Applicants who meet the 'Criteria for Enrolment' are invited to attend an interview before the student is due to commence at the School. It is important for applicants to arrange interviews within the designated timeframe in order for their application to remain active. The interview is an opportunity to clarify expectations and ensure that the family and school are compatible. Latest and fullest documentation must be provided prior to this interview. Following the interview, incompatible applicants are notified and their application cancelled.
5. Offer of Enrolment - If the School can provide a place for the child, an Offer of Enrolment is made after the interview.
6. Confirmation of Enrolment - To accept the place offered, the School must receive a completed Enrolment Contract and the Confirmation Fee must be paid within the designated time frame. The Enrolment Contract must be signed by all parties to the enrolment. Late submissions may jeopardise the student's place in the School.
7. Tenure of place - Once confirmed, the student has a place at The Cathedral School until the completion of Year 12, unless the enrolment is terminated earlier.

## SPECIAL CIRCUMSTANCES

1. Siblings and staff children - To keep families together, the School will prioritise the enrolment of siblings of current families and children of full-time staff members, where applicants meet the Criteria for Enrolment. Where there is more than one child in the family, it is highly recommended to submit applications for all children at the same time.
2. The Cathedral School Early Learning Centre children – The School will prioritise the enrolment of children into Prep who have completed Kindergarten at The Cathedral School Early Learning Centre.
3. Boarding students – The School will prioritise the enrolment of a boarding student.
4. Date of receipt of application will be used if other priorities and factors prove equal.
5. Students with additional educational needs - The School will accept students with additional needs, provided that such enrolment will not pose unjustifiable hardship on the School. Decisions on such matters will be made by the Principal after consultation with parents, relevant educational and medical professionals, the Registrar, the Head of School and Learning Enrichment staff. (Ref: Students with Additional Needs Policy)

6. International students - The School will accept overseas students with valid student visas, provided that
  - capacity exists in the required year level and ESL programs,
  - the student meets the published Entry Requirements, and
  - suitable arrangements for accommodation, welfare and health insurance are in place prior to the student's arrival.
7. Conditional Enrolments - In rare circumstances the School may make a conditional offer, which will be subject to additional terms and conditions. If an applicant accepts a conditional offer, the applicant is bound by the terms and conditions of the school's Enrolment Contract and any additional terms and conditions applicable to their enrolment as outlined on their Letter of Offer.
8. Short-term Enrolments - The School will accept students for short-term study programs, provided that:
  - capacity exists, and
  - the student can participate in the full school program without having a detrimental effect on the learning of other students in the cohort

#### DEFERRALS, EXTENDED ABSENCES AND TRANSFERS

1. Deferrals – The parent may defer the commencement date of a confirmed enrolment for a period no longer than the end of the current academic year. Students must return to school for the commencement (day 1) of the next academic year. As outlined in the Fee Schedule, a holding fee will be charged to guarantee the student's re-entry to the school. The parent must provide the School with updated school reports and any other relevant enrolment documentation prior to commencement. Full and frank disclosure is necessary to allow the School to make informed decisions about the student's educational and personal needs.
2. Extended Absences – Approval for an extended absence (e.g., temporary family relocation/holiday, student exchange program) must be sought from the Principal for a maximum period of absence no longer than the end of the current academic year. Students must return to school for the commencement (day 1) of the next academic year. As outlined in the Fee Schedule, a holding fee will be charged to guarantee the student's re-entry to the school.
3. Transfer Agreements – The Cathedral School has no formal transfer agreements with other schools.

#### WAITLIST

1. When all suitable places have been allocated, further applicants will be reviewed in consideration of the 'Criteria for Enrolment' and suitable applicants offered a place on the waitlist for a period of 12 months or until the end of the current academic year – whichever is longer. In order to remain on the waitlist, applications must be kept current with timely receipt of relevant information and supporting documentation.
2. Any vacancies that arise will be filled from the waitlist, in accordance with the priorities outlined under 'Special Circumstances'.

#### CONDITIONS OF ENROLMENT

1. In accepting a place at The Cathedral School, the student and the parents (or guardians) agree to meet financial commitments as per the Conditions for Payment of School Accounts and be bound by and to comply with the terms and conditions of the Enrolment Contract as well as school rules, policies, guidelines, procedures or codes of conduct, including any changes that may be made to these during the student's enrolment at the School. The current school rules, policies, guidelines, procedures or codes of conduct are published on the school website.

2. The student and the parents (or guardians) agree to any special conditions outlined in the Letter of Offer.

#### WITHDRAWAL OF ENROLMENT

1. The Principal (or their nominee) may withdraw a student's enrolment at the school for any breach of any condition of enrolment including full and frank disclosure of the student's educational and personal needs, unsatisfactory conduct, behaviour or attendance, failure by the student or parent/guardian to follow school rules, policies, guidelines, procedures or codes of conduct, failure to pay tuition/boarding fees or other charges, and a break down in the relationship of trust and cooperation between the parent, school or its staff to the extent it is detrimental to the education or welfare of the student or the good of the school.
2. The parent may withdraw a student's enrolment by giving one term's notice of withdrawal.
3. A fee penalty will be applied for withdrawal of enrolment without the required notice.

I/We agree to the above terms and conditions of this application.

Selected

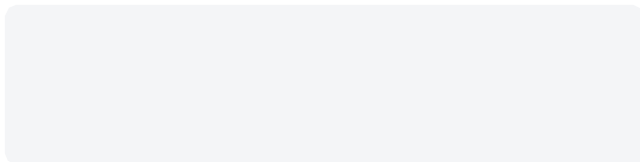
By signing this form, I am agreeing to the terms and conditions and privacy policy of the school (as they are stated in this document)

#### Originator

The Cathedral School  
154 Ross River Rd Mundingburra QLD 4812

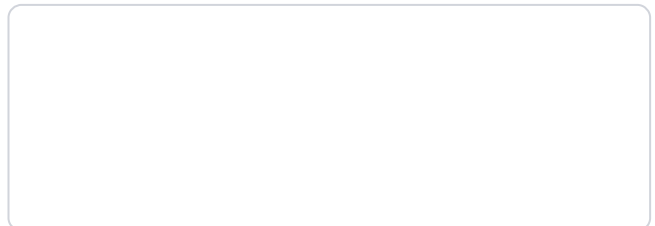
#### Parent Name

Digital signature



Signed directly on  
IP address

#### Parent Name



Unable to sign

By signing here, you expressly consent to receiving these terms and conditions electronically and acknowledge that all other notices or documents required to be given in respect to the terms and conditions may be sent to you by electronic communication. You acknowledge and agree that any agreement formed upon the signing of these terms and conditions has originated from, and is deemed to have been formed in the location of The Cathedral School.