



MLC
SCHOOL

ENROLMENT *Application*

mlcsyd.nsw.edu.au

Privacy Policy

To view the MLC School Privacy Policy please visit www.mlcsyd.nsw.edu.au/page/privacy-policy

ENROLMENT PROCEDURES

Complete the MLC School Application Form and attach to the Application:

- A non-refundable Application Fee of \$A225 payable to MLC School.
- A copy of your daughter's Birth Certificate.
- A copy of your daughter's latest school report (if applicable).
- A copy of your daughter's NAPLAN results (if applicable).
- A passport sized photo.
- A copy of your daughter's immunisation records.
- A copy of educational and/or medical assessment reports where relevant.
- A copy of any Family Court Orders (if applicable).

ENROLMENT ENTRY LEVELS

Although the School has formal entry points, new students are welcome to enter the School at other Year levels, at the discretion of the Principal and if places are available.

Formal or regular points of entry are:

- Pre-Kindergarten – Early Years (students must turn 4 years by 31 May in the year of entry). This is either a 3 day or a 5 day program.
- Kindergarten – Early Years (students must turn 5 years by 31 May in the year of entry)
- Year 5 – Junior School
- Year 6 – Middle Years
- Year 7 – Middle Years
- Year 9 – Middle Years
- Year 10 – in readiness to commence either the Higher School Certificate or the International Baccalaureate Diploma Programme

The MLC School enrolment process begins when an application for enrolment form has been completed and sent to the School, together with the application fee. This form must be accompanied by several supporting documents, including your daughter's birth certificate.

We encourage you to enrol you daughter as soon as possible. Entry is not academically selective. The School accepts enrolment applications any time after birth. We recommend that you contact the Enrolments Manager in the case of applications submitted less than two years before the required entry year.

Once a completed application for enrolment has been received, your daughter will be placed on a waiting list.

Once applications are received, families are invited to visit the School to meet the academic leadership team, take a tour of the campus and learn about our programs. Attending a tour morning is a recommended step in the enrolment process for all families.

It is the parent/guardian's responsibility to advise the School of any changes to contact details once your daughter is enrolled. If the School is unable to contact you, your daughter's enrolment application may be forfeited. Changes to entry year should be advised as soon as possible and will be considered but cannot be guaranteed.

Approximately two years prior to the nominated year of entry the School will invite students entering Year 5 to Year 11 to undertake a learner profile assessment to determine their current learning level. Those students entering the School from outside the New South Wales education system will also be asked to sit for a diagnostic assessment as well, to determine the most appropriate entry level. An acceptable standard of English is a prerequisite for all students within this entry range.

The final stage in the enrolment process is an interview with each girl and her parents.

Families with girls entering the School from Pre-Kindergarten to Year 5 will meet with the Head of Junior School before an offer of a place is made. Appropriate to the Year group families with girls entering the School from Year 6 to Year 11 will meet with the Deputy Principal and Head of Senior School, the Director of Senior Curriculum / International Baccalaureate Diploma Coordinator or the Head of the Middle Years Program or their delegate prior to an offer of a place.

ENROLMENT FEE

To accept the offer families will be required to pay the non-refundable Final Enrolment Fee of \$A2900 per student and sign an enrolment agreement (Final Enrolment Form) with the School. This payment should be received within 14 days of the receipt of the letter to confirm your daughter's enrolment at MLC School.

If the offer is not accepted, then it will lapse.

NOTE: the enrolment fee is separate from the tuition fees.

MLC SCHOOL OLD GIRLS AND CURRENT FAMILIES

Preference is given to daughters of MLC School Old Girls and to current MLC School families. It is recommended that application be made by their daughter's first birthday or three years prior to the nominated entry level. Families with preference need to observe the School's enrolment procedures.

MLC School has used its best endeavours to ensure that material contained in this publication was correct at the time of printing. MLC School gives no warranty and accepts no responsibility for the accuracy or completeness of information and MLC School reserves the right to make changes without notice at any time in its absolute discretion. Users of this publication are advised to reconcile the accuracy and currency of the information provided with MLC School before acting upon or in consideration of the information. Copyright in this publication is owned by MLC School and no part of it may be reproduced without the permission of MLC School.

Enrolment Procedures

Pre-Kindergarten to Year 12

MLC School seeks to enrol students who are able to make a positive contribution to the life of the School and who will benefit from its academic and pastoral care programs. They should demonstrate a willingness to be involved in the extensive co-curricular opportunities and be sympathetic to the School's Christian ethos.

CONDITIONS OF ENROLMENT

These Conditions are to be agreed to by parents or guardians when they accept an offer of a place for a child at the School.

INTERPRETATION

'Parents' includes guardians or any other person who has applied to have a child entered on the waiting list or enrolled at the School and, where the child has only one parent, means that parent.

FEES

1. We agree to pay to the School all fees for tuition, extra subjects, excursions, camps and the supply of goods and services to the student as determined by the School Council and as published in the Scale of Fees from time to time.
2. All fees are payable in advance and are due within 14 days of the date of the fee statement. If we fail to pay by the due date, we agree to pay an overdue charge ("Overdue Charge") calculated on the amount outstanding from the due date until the date of payment. The Overdue Charge is a rate percent per annum determined by the School from time to time. It is based on the average rate received by the School on its deposits plus an amount to reflect the administrative costs to the School in collecting outstanding fees. The Overdue Charge represents a genuine pre-estimate by the School of the loss that it would suffer if fees were not paid by the due date. We understand that we may obtain the current rate from the Finance Office.
3. If an account for fees is not paid in full by the end of the term in which they were due for payment, the student's enrolment may be suspended and the School may subsequently without further notice refuse entry to the student or terminate her enrolment.
4. A full term's notice in writing must be given to the Principal before any student is removed. The notice must be given no later than one week prior to the end of the preceding term. If this notice is not given, we agree to pay a term's fees plus GST. This amount is a genuine pre-estimate by the School of the loss that it will suffer if we do not provide the required notice.
5. We understand that no remission of fees, either in whole or in part, will be made if the student is absent due to illness, leave or suspension.
6. We authorise the School to incur expenditure on our behalf such as purchases of books, stationery and equipment, and to advance such fares from time to time as the School considers necessary.
7. We agree to pay all medical and ambulance expenses incurred on behalf of the student.

EXPECTATIONS AND BEHAVIOUR

8. We understand that our acceptance of the School's offer of a place for the student implies that she will complete her schooling at the School unless unforeseen circumstances arise.
9. We acknowledge that the School is a Christian community and that behaviours and attitudes based on Christian values are encouraged. We agree that all communication between students, parents, visitors and staff members should be conducted in a courteous and respectful manner. We agree to avoid confrontation and criticism in public and accept that there is no place in the School community for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.
10. We agree to support the values and to abide by the rules of the School as set out in the appropriate publications such as the Junior School Parent Information Guide, the Senior School Parent Information Guide and the Student Diary as published from time to time at the Principal's discretion. We note that the student must do the same and we agree to encourage her in this. We have noted the School's requirements in relation to discipline, home study, uniform code, attendance and leave.
11. We accept that the School may determine which particular programs, courses and activities are offered and/or provided at any time and which of these programs, courses and activities are compulsory. We agree to obtain for the student the textbooks, technology and learning resources recommended by the School for its compulsory programs, courses and activities and to ensure that the student has these available for use at school.
12. All students must participate in and/or attend the following activities, as determined by the Principal:
 - (a) as the School is a school of the Uniting Church in Australia, Sunday House Chapel Services, end of term Holy Communion Services (partaking of Holy Communion as a sacrament is optional but attendance at the Services is required), and devotional assemblies;
 - (b) co-curricular activities;
 - (c) the School sports program including Junior and Senior swimming and athletics carnival and the school fun run;
 - (d) important School events such as Speech Day, Speech Night, the biennial Opera House Concert for students in Years 3 to Year 12 and other events as required by the Principal, from time to time;
 - (e) various school camps and excursions that occur from time to time as an integral part of the School curriculum.
13. Requests for leave from School activities, including academic and co-curricular programs, and for early departure at the end of a day or term and/or late return from breaks are considered only in the most exceptional cases and must be applied for in writing to the Principal.

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14. We accept the School's discipline policy contained in the policy section of the School's community website. We agree to support the administration of the School's discipline policy. In particular, we accept that the Principal may in her absolute discretion, but subject to affording the student procedural fairness, suspend or dismiss the student for breaches of rules or discipline or where we have failed to comply with these conditions of enrolment.
15. We understand that the School requires parents to be actively involved in the School through attendance at parent-teacher interviews and parent forums, participation in courses offered by the School relevant to the student's education and assistance to the School in a voluntary capacity from time to time.
16. We agree that the Principal may, by giving us one term's written notice, exclude a student if the Principal considers that a mutually beneficial relationship of trust and cooperation between the School and us has broken down to the extent that it adversely impacts on that relationship.
17. We acknowledge that the Principal may, by giving us reasonable notice, ask us to remove the student from the School at the end of a school year where the student has, in the Principal's opinion, failed to meet the requirements of the Board of Studies, Teaching and Educational Standards (BOSTES) or has otherwise failed to make satisfactory progress in her academic work.

HEALTH AND SAFETY

18. We acknowledge that we have fully disclosed any special needs (including but not limited to any medical, physical, learning or psychological needs) which the student has. Where any disclosed special needs change or where any special needs arise, we agree to notify the School immediately. We also agree to complete the student's medical form accurately and provide annual updates for the School Health Centre.
19. We acknowledge that the School seeks to maintain an environment that is safe for all students and in which learning can take place. We also acknowledge that to this end the Principal or her nominee may search the student's bag, locker, mobile phone or other possessions or electronic devices where there are reasonable grounds to do so. The Principal may also carry out computer surveillance which includes using software or equipment to monitor use of computers, the sending or receiving of emails, the accessing of websites and the use of social media.
20. If the student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and if we are not readily available to authorise such treatment, we authorise the Principal or, in her absence, a responsible member of the School staff, to give the necessary authority for such treatment.
21. We understand that the School requires parents to observe School security procedures for the protection of students from direct contact with those outside the School during school hours and that we are only to make contact through the School office.

22. We acknowledge that the student's personal property is not insured by the School, which does not accept any responsibility for loss.

PRIVACY

23. We acknowledge that the School may from time to time collect personal information about parents and students, which may be necessary for the School's function or activities. We authorise the School to use and disclose information in such a manner as the Principal may deem appropriate for the purposes of the student's education, health, care, welfare or development. We acknowledge having read the School's Privacy Policy.
24. We give permission for photographs of the student to be placed in the School's records, displayed from time to time around the School including footage on the School's CCTV monitors, and published in School publications, including Excelsior, the School's community website and the weekly e-newsletter. For promotional and other marketing material including the School's public website, facebook, video footage and the digital version of Lucis, specific consent would be required if the student's identity could be established within the design framework. No student image and corresponding name would be included in any marketing or promotional material or vehicle.
25. Where relevant, we agree to provide to the School all current Family Court or other court orders or parenting plans relating to the student and us. We note that the School's Privacy Policy deals with the confidentiality of such information.

GENERAL

26. We agree that the School may change these Conditions provided it gives us at one term's notice and that the new Conditions take effect from the beginning of a term.
27. We agree to give the School notice of any change in our contact details. Each of us agrees that our obligations to the School, as set out above, are joint and several.

TERMS AND CONDITIONS

It must be noted that the terms and conditions set out in the Prospectus and on the Application Form and all associated documents, may be altered or amended from time to time by MLC School, and their provisions subject to any such amendments shall continue to apply during the whole period that a student continues to attend MLC School.

MLC School Enrolment Application Form Pre-Kindergarten to Year 12

CHECKLIST PLEASE INCLUDE WITH YOUR APPLICATION

- MLC School Enrolment Application Form
- Cheque or completed credit card form for non-refundable Application Fee of \$A225
- Copy of your daughter's Birth Certificate
- Copy of your daughter's latest school report (if applicable)
- Copy of your daughter's latest NAPLAN Test results (if applicable)
- Passport sized photo (attached in the space provided)
- Copy of your daughter's immunisation records
- Copy of educational and/or medical assessment reports where relevant
- Copy of any Family Court Orders (if applicable)

Attach
photo here

35mm x 40mm

CRICOS NO. 02328D

STUDENT DETAILS

SURNAME								
GIVEN NAMES								
PREFERRED NAME								
SYDNEY ADDRESS				POSTCODE				
TELEPHONE (HOME)								
DATE OF BIRTH							COUNTRY OF BIRTH	
NATIONALITY								
LANGUAGE SPOKEN AT HOME								
IS THE STUDENT OF ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN?								
NO <input type="checkbox"/> YES, ABORIGINAL <input type="checkbox"/> YES, TORRES STRAIT ISLANDER <input type="checkbox"/> YES, BOTH ABORIGINAL AND TORRES STRAIT ISLANDER <input type="checkbox"/>								
RESIDENCY STATUS	AUSTRALIAN CITIZEN <input type="checkbox"/> PERMANENT RESIDENCY <input type="checkbox"/> Overseas students to complete separate International Student Application Form							
PROPOSED ACADEMIC LEVEL OF ENTRY (eg Year 5)				PROPOSED CALENDAR YEAR OF ENTRY (eg 2016)				
PRESENT ACADEMIC YEAR OF SCHOOLING				PRESENT SCHOOL				
RELIGIOUS DENOMINATION								
PLEASE PROVIDE DETAILS OF ANY SPECIAL EDUCATIONAL AND/OR MEDICAL CIRCUMSTANCES THAT MAY NEED TO BE TAKEN INTO ACCOUNT TO ASSIST MLC SCHOOL*								

*Disclosure Statement: The disclosure of all medical, psychological/psychometric and educational testing information relating to a student seeking enrolment is a fundamental condition to the acceptance of that student for enrolment at MLC School. Such information is important in assessing the appropriateness of an enrolment at MLC School for the purposes of duty of care and educationally, to support fully the student's academic needs and progress.

PRE-KINDERGARTEN

PLEASE INDICATE THE PREFERRED PROGRAM FOR YOUR DAUGHTER	5 days	<input type="checkbox"/> Monday – Friday	Note: Pre-Kindergarten operates during MLC School terms
	3 days	<input type="checkbox"/> Monday/Tuesday/Wednesday	
	3 days	<input type="checkbox"/> Wednesday/Thursday/Friday	

continued overleaf

**FAMILY
DETAILS**

	PARENT/GUARDIAN 1	PARENT/GUARDIAN 2
RELATIONSHIP TO STUDENT		
TITLE (eg Mr, Mrs, Dr)		
SURNAME		
GIVEN NAMES		
DRIVER'S LICENCE NO.		
COUNTRY OF BIRTH		
NATIONALITY		
LANGUAGE SPOKEN AT HOME		
ADDRESS (HOME)		
MAILING ADDRESS		
TELEPHONE (HOME)		
TELEPHONE (MOBILE)		
EMAIL		
OCCUPATION		
COMPANY		
TELEPHONE (BUSINESS)		

**FAMILY
RELATIONSHIPS**

APPLICANT LIVES WITH:

BOTH PARENTS PARENT 1 PARENT 2 GUARDIAN GRANDPARENTS SHARED CARE

OTHER _____

WHERE THE PARENTS ARE SEPARATED OR DIVORCED, OR BOTH PARENTS NAMED ABOVE ARE NOT THE NATURAL PARENTS OF THE GIRL, PLEASE GIVE DETAILS (eg custody, step-parents, guardianship arrangements)

COURT ORDER OR PARENTING PLAN, IF ANY, RELEVANT TO THE STUDENT:

NO YES (IF YES, PLEASE ATTACH A COPY)

Survey

To assist us with planning, could you please kindly respond to the following questions:

1. HOW DID YOU FIRST HEAR ABOUT MLC SCHOOL?

Please select / tick one response only

- Live in the local MLC School area
- MLC School website
- Currently enrolled family
- A former student
- A member of a former student's family or family friend
- Word of mouth
- Sydney Morning Herald
- Local newspaper e.g., Inner West Courier, The Leader, etc
- Letterbox mailing
- Schools' guide publications
- Sydney Independent Schools Expos at
 - Sydney Uni
 - Sutherland Shire
 - North Shore
- MLC School bus signage
- MLC School Aquatic Centre
- Opera House Concert
- Avant Cards
- Online School's Directory
- I am an Old Girl
- Yellow Pages

2. WHAT ARE THE MAJOR REASONS MOTIVATING YOUR ENQUIRY ABOUT OR ENROLMENT AT MLC SCHOOL?

Multiple responses are permitted –
Please select / tick which apply

- Dedicated teaching staff
- A reputation for academic excellence
- IB Diploma offered
- Co and extra curricular activities offered
 - Music
 - Drama
 - Sport
 - Debating
 - Creative Arts
 - Outdoor Education
 - Exchange
- A non-selective school
- An all girls school
- Provides both primary and secondary schools
- Offers Pre-Kindergarten
- A focus on students' individual needs, irrespective of ability
- An inclusive cultural diversity of students
- Continuing your family tradition
- Christian values taught

- Its pastoral care support
- Excellent facilities
- Convenient location to public transport
- The School's convenient own private bus transport
- Your child's peer group is attending MLC School
- Scholarship opportunities
- Other (please specify)

3. IN THE PAST 12 MONTHS, HAVE YOU:

Multiple responses are permitted –
Please select / tick which apply

- Visited MLC School's website?
- Seen any MLC School advertising in
 - local newspaper
 - SMH
 - other publication
- Received any MLC School letterbox mailings?
- Attended an Independent Schools' expo?
- Attended an MLC School tour?
- Seen any MLC School branded buses?
- Consulted any private schools directory publications?

4. WHAT OTHER SCHOOLS ARE YOU STRONGLY CONSIDERING?

Multiple responses are permitted –
Please select / tick which apply

- Independent girls schools
- Independent co-educational schools
- Independent school of your religious faith
- Selective high schools
- Other State schools

(Optional) Please specify which school(s)

Thank you!

SIBLINGS

STUDENT'S SISTERS WHO ARE CURRENTLY ATTENDING OR ARE ENROLLED AT MLC SCHOOL FOR FUTURE YEARS:							
NAME 1		YEAR		HOUSE		LEVEL OF ENTRY AND YEAR (eg Year 5 2020)	
NAME 2		YEAR		HOUSE		LEVEL OF ENTRY AND YEAR (eg Year 5 2020)	
NAME 3		YEAR		HOUSE		LEVEL OF ENTRY AND YEAR (eg Year 5 2020)	

**MLC SCHOOL
OLD GIRLS
IN FAMILY**

STUDENT'S RELATIVES WHO ARE FORMER STUDENTS OF MLC SCHOOL	
NAME 1	
MAIDEN NAME/NAME AT SCHOOL	
YEAR/S ATTENDED (eg 1997-2002)	
FINAL ACADEMIC YEAR (eg Year 12)	
RELATIONSHIP TO STUDENT	
HOUSE	
NAME 2	
MAIDEN NAME/NAME AT SCHOOL	
YEAR/S ATTENDED (eg 1997-2002)	
FINAL ACADEMIC YEAR (eg Year 12)	
RELATIONSHIP TO STUDENT	
HOUSE	
NAME 3	
MAIDEN NAME/NAME AT SCHOOL	
YEAR/S ATTENDED (eg 1997-2002)	
FINAL ACADEMIC YEAR (eg Year 12)	
RELATIONSHIP TO STUDENT	
HOUSE	

continued overleaf

Scholarship Information

There are a range of scholarships available at MLC School, including scholarships for new students, continuing students, all-rounders, music students, Aboriginal students and daughters of Old Girls. Some of our scholarships are means tested.

For all scholarships at Year 7 level and above, candidates must sit an entrance examination held at the School. Short listed candidates are later invited to a Scholarship Activity Day at which girls will have an interview, a tour of the School and take part in a variety of activities with other short-listed candidates. The entrance examination is held early in Term 1 with the Scholarship Activity Day held later in the term. Scholarship offers are made to successful candidates by the end of Term 1.

To be considered for the Gawalgalyung Scholarship at Year 2 level, no test is required. Candidates are invited to spend the morning in the Junior School and there will also be an interview for the parents.

It is expected that successful applicants will continue their education at the School until the end of Year 12.

SCHOLARSHIP TYPES

• All-Rounder Scholarships

MLC School offers full and part scholarships for current MLC School students and prospective new students entering Year 7, and prospective new students entering Year 9. To be considered for an All-Rounder Scholarship applicants must:

- achieve excellent results in the entrance examination; and
- demonstrate the ability to make a significant contribution in three of the following areas:
 - * academically;
 - * culturally including achievement in creative and performing arts;
 - * sporting; and]
 - * leadership including achievement in debating and public speaking.

• Music Scholarships

MLC School offers full and part scholarships for current MLC School students and prospective new students entering Year 7. To be considered for a Music Scholarship applicants must:

- achieve excellent results in the entrance examination; and
- be exceptional musicians on their chosen instrument.

Successful Music Scholarship applicants are required to participate in the full music program offered by MLC School for the duration of their time at the School. This commitment requires full participation in the elective music program from Year 9 to Year 12. This is an integrated course of individual performance, ensemble performance, study of musicology, aural development and composition. Successful Music Scholarship applicants will also be required to participate in the core music ensembles and the required music performance throughout the year.

An audition will be scheduled with the Director of Music as part of the scholarship process. Applicants will need to:

- prepare and play two contrasting pieces or one piece on each instrument if playing two instruments (NB: MLC School does not provide an accompanist, applicants will need to provide their own if desired);
- sing the first verse of Advance Australia Fair unaccompanied starting on an E or a G;
- undertake aural testing for pitch and rhythm; and
- participate in an informal question and answer session.

• Edna Curtis Scholarship (for daughters of Old Girls)

MLC School offers a half scholarship for current MLC School students and prospective new students entering Year 7. To be considered for the Edna Curtis (for daughters of Old Girls) Scholarship applicants must:

- achieve excellent results in the entrance examination;
- successfully meet the All-Rounder criteria; and
- be a daughter of an Old Girl.

• Gawalgalyung Scholarship

MLC School is currently accepting applications for the Gawalgalyung Scholarship program. The Gawalgalyung Scholarship is designed to enrol Aboriginal and Torres Strait Islander girls whose financial circumstances would exclude them from attending MLC School on a full fee paying basis.

To qualify for the Gawalgalyung Scholarship applications must meet all of the following criteria:

- the applicant must be of Aboriginal and / or Torres Strait Islander descent;
- demonstrate enthusiasm and commitment to an MLC School education;
- have parental / family / guardian support; and
- agree to the MLC School conditions of enrolment.

For further information please contact the School on scholarships@mlcsyd.nsw.edu.au



MLC School

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A UNITING CHURCH DAY SCHOOL
FOR GIRLS, PRE-KINDERGARTEN TO YEAR 12

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MLC
SCHOOL