

Enrolment Application

Nautilus Senior College

Thank you for your interest in seeking enrolment into Nautilus Senior College.

Please complete all sections of this form. Upon application, **you must provide a copy of the students Birth Certificate and previous school report.** If you have difficulty obtaining information, such as previous school reports, please contact Nautilus Senior College as we may be able to offer assistance. A final decision regarding the student's placement will only be decided after all information required has been provided to the school and an interview with the student has been conducted. **Please Note:** an application does not automatically entitle the student a place in Nautilus Senior College. We will notify you of the results of your application. The information you provide will be used for student enrolment if your application is successful. Successful applicants will receive written Confirmation of Enrolment.

Nautilus Senior College is a special assistance school for children experiencing social, emotional or behavioural challenges.

STUDENT DETAILS			
Surname:		First name:	Middle name:
Date of birth:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	Town of birth:
Country of Birth:			
Residential address:			
Postal address:			
Contact Number:			
Are you:	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Neither		
What year are you applying for:	<input type="checkbox"/> Year 9 <input type="checkbox"/> Year 10		
What is the intended start date:			
Does the student speak a language other than English at home?		<input type="checkbox"/> No	<input type="checkbox"/> Yes
If Yes, what language(s) other than English are spoken?			
Educational Details			
Name of last school attended:			
Location of last school attended (town/state):			
Last academic year of completion:	<input type="checkbox"/> Year 7 <input type="checkbox"/> Year 8 <input type="checkbox"/> Year 9 <input type="checkbox"/> Year 10		
Have you attached a copy of the students last school report? <input type="checkbox"/> Yes or <input type="checkbox"/> No			

Office Use Only	Year:	Pathway:	Class:	Start Date:
If No, do you give permission for Nautilus Senior College to obtain a copy of the student's last school report from your previous school? <input type="checkbox"/> Yes or <input type="checkbox"/> No				
Why did the student leave the previous school?				
Why do you want to enrol into Nautilus Senior College?				
Where did you hear about Nautilus? <input type="checkbox"/> Friends <input type="checkbox"/> Agency <input type="checkbox"/> TV/Radio <input type="checkbox"/> School <input type="checkbox"/> Other _____				
Referral Agency Details—if applicable				
Name of Agency:				
Case Manager Name:				
Contact Number:		Email Address:		
Do you give us permission to contact this agency to discuss any details about the services they provide for this student?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Please attach a letter of recommendation</i>				
Assessment / Support Details				
Has the student ever received an assessment from a psychiatrist, psychologist, behavioural therapist or other practitioner?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, from whom	<input type="checkbox"/> Doctor <input type="checkbox"/> School Counsellor <input type="checkbox"/> Other _____ <i>Please attach a copy of results or a copy of the report</i>			
Date of Assessment:				
Is the student still receiving any support from this service or any other service or provider?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Service:		Type of Service:		
Name of Worker involved:		Contact Number:		

Employment Details	
Is the student employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, tick the appropriate box below:
Employment Category:	<input type="checkbox"/> Casual <input type="checkbox"/> Part-time <input type="checkbox"/> Full-time
Employer Name:	
Centrelink Details	
Is the student receiving any Centrelink allowances?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, which one (<i>tick all that apply</i>) :	<input type="checkbox"/> Austudy <input type="checkbox"/> Abstudy <input type="checkbox"/> Youth Allowance

Living Arrangements
The Student lives: <input type="checkbox"/> with Parent / Guardian <input type="checkbox"/> with Relatives <input type="checkbox"/> Hostel <input type="checkbox"/> Other: _____

Student Medical Details		
Does the student have a disability or current diagnosis?		<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, details: _____
Is the student currently taking any medication?		<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please list below:
Name & Type	Dosage	Reason

Allergies			
Does the student have any allergies?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
He / She is allergic to:			
Has this involved hospitalization in the past?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is it life threatening?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Has it been called anaphylaxis?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student been prescribed an EpiPen?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the student have any previous injuries or medical conditions that may affect their learning activities or interactions?			
<input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, please describe:	
General Practitioner (GP) Details			
Doctor's Name:		Phone Number:	
Name of practice or medical center:			
Address:			
Medicare Card Details			
Medicare Card Number:		Expiry Date:	
IRN Number:		Card colour:	
Student Name on Card:		Student Name on Card:	
Health Care Card Number:		Expiry Date:	
Do you give the School permission to call an Ambulance in the case of an Emergency?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the student covered by Private Health—Ambulance Cover?		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Vaccination Details	
Is your child immunised?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> • Polio • Diphtheria, Tetanus, and Pertussis (DTaP) • Haemophilus influenza type B • Measles, Mumps, and Rubella (MMR) • Hepatitis B • Varicella (Chickenpox) • Other _____ 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Is vaccination certificate included with this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No

FAMILY DETAILS			
Parent / Guardian 1			
Full Name:			
Residential Address:			
Contact Number 1:		Contact Number 2:	
Email Address:			
Country of Birth:			
Are you:	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Neither		
Occupation:	<input type="checkbox"/> Senior Management, Government Administration, Defence or Qualified Professional <input type="checkbox"/> Business Manager, Arts/Media/Sportsperson, Associate Professional <input type="checkbox"/> Tradespeople, clerk, skilled office, sales and service staff <input type="checkbox"/> Machine operator, hospitality staff, assistants, labourers and related worker <input type="checkbox"/> Have not been in paid work for the last 12 months <input type="checkbox"/> Other _____		
What is your highest level of schooling completed?	<input type="checkbox"/> Year 9 equivalent or below <input type="checkbox"/> Year 10 equivalent <input type="checkbox"/> Year 11 equivalent <input type="checkbox"/> Year 12 equivalent		

What is your highest qualification completed?	<input type="checkbox"/> No non-school qualification <input type="checkbox"/> Certificate 1 to IV (including trade certificate) <input type="checkbox"/> Advanced Diploma / Diploma <input type="checkbox"/> Bachelor Degree or above
Main language other than English spoken at home by Parent/Guardian 1 :	

Parent / Guardian 2			
Full Name:			
Residential Address:			
Contact Number 1:		Contact Number 2:	
Email Address:			
Country of Birth:			
Are you:	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Neither		
Occupation:	<input type="checkbox"/> Senior Management, Government Administration, Defence or Qualified Professional <input type="checkbox"/> Business Manager, Arts/Media/Sportsperson, Associate Professional <input type="checkbox"/> Tradespeople, clerk, skilled office, sales and service staff <input type="checkbox"/> Machine operator, hospitality staff, assistants, labourers and related worker <input type="checkbox"/> Have not been in paid work for the last 12 months <input type="checkbox"/> Other _____		
What is your highest level of schooling completed?	<input type="checkbox"/> Year 9 equivalent or below <input type="checkbox"/> Year 10 equivalent <input type="checkbox"/> Year 11 equivalent <input type="checkbox"/> Year 12 equivalent		
What is your highest qualification completed?	<input type="checkbox"/> No non-school qualification <input type="checkbox"/> Certificate 1 to IV (including trade certificate) <input type="checkbox"/> Advanced Diploma / Diploma <input type="checkbox"/> Bachelor Degree or above		
Main language other than English spoken at home by Parent/Guardian 2 :			

EMERGENCY CONTACT DETAILS

In the case of an Emergency, please make contact with the persons listed below in preference order:

1st Preference:	<input type="checkbox"/> Parent/Guardian 1 <input type="checkbox"/> Parent/Guardian 2 <input type="checkbox"/> Other—please list details on the left	Name: _____ Contact Number: _____ Relationship: _____
2nd Preference:	<input type="checkbox"/> Parent/Guardian 1 <input type="checkbox"/> Parent/Guardian 2 <input type="checkbox"/> Other—please list details on the left	Name: _____ Contact Number: _____ Relationship: _____

INCIDENTAL PERMISSION NOTES

Please read the following information and tick all boxes in which you give permission:

1. From time to time it is necessary for staff from Nautilus Senior College to access records or information regarding a student so that we may be better placed to support their needs during their enrolment. As a general rule if we are to access external information, we discuss this need with the student concerned and inform them of the explicit purposes of needing the information.

☐ I give permission for Nautilus Senior College to request **access to any records or information** regarding me (if student is over 18yrs old), or my child, which may be required to support their ongoing placement at Nautilus Senior College. I am aware that all records, reports or case notes will be filed in my child's individual file and will be maintained under the Privacy & Confidential Policy, which includes storage in a locked filing cabinet and access granted only to authorised staff.

2. There will also be time where we are lucky enough to have the opportunity to promote the activities of Nautilus Senior College, internally through staff newsletters or externally either through the school newsletter, or public media such as local newspaper or television news.

☐ I give permission for Nautilus Senior College to **use my image or voice in information, promotion or publication about the school or it's auspice body Mid North Coast Community College Limited** either internally through staff newsletters or externally through the school newsletter or public media such as local newspaper or television news. I am aware the school takes all care possible to ensure that the image or opinion is used for legitimate purposes but in the case of Newspaper and Television the image taken by them remains their property.

3. As part of their studies, Nautilus students are required to participate in a range of activities in their PDHPE lessons. Throughout the school year we will be making use of a wider range of sites, with activities may include playing sports, participating in a range of physical games and challenges, and swimming. Being situated in town means we are within walking distance of locations and resources. Throughout the year we like to take the opportunity for impromptu short excursions, if there are activities close by that may aid in the students incidental learning.

☐ I give permission for the student to **participate in PDHPE activities in sites near to the school.**

☐ I do ☐ I do not (please tick) give permission for my child to **leave school supervision when afternoon PDHPE classes finish at approximately 3:00pm.**

☐ I do ☐ I do not (please tick) give permission for my child to **be transported in a bus in cases of extreme weather.**

☐ I understand the purpose of **excursions** is for the benefit of learning, therefore the student will abide by Nautilus Senior College's Policies whilst out in public. I understand that should he/she not follow the guidelines, they may be asked to return to the College, return home, or if warranted, lose my place in the program.

I have read and fully understand and agree to the terms above:

Student Name: _____ Student Signature: _____

Date: _____

Parent/Guardian Name: _____ Parent/Guardian Signature: _____

Date: _____

Student Code of Conduct

Students have a code of conduct that affects all aspects of their participation at Nautilus Senior College. Students are asked to conduct themselves in accordance with the code whilst involved with Nautilus Senior College, both on premises and on outings.

RESPECT: Respect for self Respect for peers Respect for staff	RESPONSIBILITY: For own learning For own actions For others reactions For the environment	HONESTY: Be honest with yourself and honesty with others will follow.
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Nautilus Senior College Rules

As a student of Nautilus Senior College, there is an expectation for students to follow the school rules as listed below:

- All students will follow the College Code of Conduct
- All students will dress in a neat and tidy manner, wear suitable covered footwear and keep jewellery to a minimum
- Students are not to be under the influence of illegal drugs or alcohol whilst on school grounds
- Students are not to bring weapons onto school grounds
- Students are not to use electronic devices such as mobile phones during class time unless approved by the teacher
- All bikes, scooters and skateboards must not be used during school hours and must be secured
- Students are not to use school electronic devices to access social media, stream video/music, or change computer settings unless approved by the teacher
- Student drivers must park in the designated parking area, drive in a safe manner and follow road rules
- Student drivers must not transport other students unless prior written approval has been supplied to the school by the passengers guardian
- Student drivers must not access their vehicles during school hours
- Any damage to school property must be paid for and will be billed to the legal guardian, or where the student is independent, the student
- If a student engages in any physical altercations, the Police may be called and the matter dealt with under the Law

Further clarifications on school rules, policies and procedures can be found in the Student Handbook.

Please Note: Nautilus Senior College will not be responsible for any theft of student personal property. You bring these items to school at your own risk.

Parent Code of Conduct

Purpose

NSC is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students, staff and visitors of the School.

It is the intention of NSC to provide clear guidelines to all parents and visitors regarding the conduct expected of them whilst on the School premises, engaging in School related activities or representing the School. Parents and visitors are expected to uphold the School's core values at all times.

Application

The Code applies to all parents and visitors to the School. The application of this Code is not limited to the School site and School hours. It extends to all activities and events that are school-related and when visiting or representing the School.

The Code also requires that parent or visitor actions do not bring the School into disrepute at any time regardless of whether the action occurs within or outside of School activities.

Definition of a 'Parent or Visitor'

For the purposes of this policy, a 'Parent' or 'Visitor' includes anyone visiting the School who is not a current student, employee, contractor or volunteer. (Refer to Student Code of Conduct and Employee Code of Conduct).

Conduct and Bearing of All Parents and Visitors

It is expected that every parent and visitor will:

- Uphold the School's core beliefs and values;
- Behave in a manner that does not endanger the health, safety and wellbeing of themselves or others;
- Abide by all health and safety rules and procedures operating within the School and other locations at which they may visit whilst representing the School;
- Ensure that their actions do not bring the School into disrepute;
- Respect the authority of members of staff and observe School rules as required;
- Strictly adhere to the School's policies and procedures as required;
- Behave with courtesy and consideration for others;
- Refrain from all forms of bullying and harassment;
- Refrain from activities, conduct or communication that would reasonably be seen to undermine the reputation of the School, employees or students of the School (including activities on social media);
- Respect School property and the property of staff, contractors, volunteers and other students;
- Not be intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health whilst visiting the School site, attending School functions or engaging in School based activities.

Unacceptable Conduct

Unacceptable conduct includes, but is not limited to:

- Touching, handling, pushing or otherwise physically or sexually engaging with students, children or others in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person;
- Any form of physical or verbal violence including fighting, assault or threats of violence;
- Any form of cyber bullying or cyber abuse;
- Any form of threatening language, gestures or conduct;
- Language or conduct which is likely to offend, harass, bully or unfairly discriminate against any student, employee, contractor, volunteer or other;
- Theft, fraud or misuse of School resources;
- The use of inappropriate or profane words or gestures and images;
- Visiting School, attending social, sporting or other functions whilst intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health;
- Smoking on the School premises or within the immediate environs of the School;

Breach

Parents and visitors who breach the Code of Conduct will be contacted by the Principal. Appropriate action, which may include being banned from coming onto School grounds, attending School functions or School based activities, is at the discretion of the Principal.

In accordance with applicable legislation and the School's Child Protection Policy, the Police and/or Department of Human and Health Services will be informed of any unlawful breaches of this Code.

Related Policies

- Student Code of Conduct
- Employee Code of Conduct
- Child Protection Policy

Additional Information

Bus Pass—If you require a Bus Pass, please ask school administration for an Application Form

Student ID Card—Students will be issued with a Student ID card upon request. Please advise College administration if you require a Student Card

Student Handbook—A copy of the Student Handbook can be found on our website at www.nsc.edu.au or can be requested from College administration

Change of Details—Please notify the school immediately if any details regarding the student or parental/guardian contacts have changed by emailing the school at admin@nsc.edu.au or by calling school administration on (02) 6516 2251.

Nautilus Programs

Year 9 & Year 10 options: RoSA or ToS

This notice is to confirm the arrangements for the Nautilus Senior College Transition and Vocation classes are designed to achieve a Transcript of Study (ToS). The program for these classes is not designed to deliver the Record of School Achievement (RoSA). These classes provide Year 10 requirements via a Project Based Program (PBP) and not the standard dedicated hours per individual subject which is required to achieve the RoSA.

Please note both the RoSA and Non-RoSA (ToS) pathways allow students to successfully complete Year 10. Both ToS and RoSA pathways allow students to progress to the HSC.

The benefit of the ToS is its increased flexibility. We have the ability to tailor the program to meet student vocational desires. Should any student in the classes mentioned above wish to aim for the RoSA please let us know and a modified program will be put in place to ensure the student has this opportunity.

Should you require further information please do not hesitate to contact us.

Thank you for completing the Interview Request Form. Once your form has been received, you will be contacted by one of our Administration Staff to schedule a date for an interview. Please return completed form to:

In Person:	By Post:	By Email:
Nautilus Senior College 77 Hastings River Drive Port Macquarie NSW 2444	Nautilus Senior College PO Box 5693 Port Macquarie NSW 2444	admin@nsc.edu.au

If you have any questions or require any assistance in completing this form, please contact us on 02 6516 2251.

OFFICE USE ONLY

Interview Date: _____ Time: _____ am / pm Location: _____

Attendance: ☐ ALC Administrator/ Staff ☐ Student ☐ Parent/Guardian/ Caregiver ☐ Support Person

☐ Other: _____

Rescheduled Interview Date: _____ Rescheduled Interview Time: _____ am / pm

ENROLMENT ACCEPTANCE

Enrolment Accepted: ☐ Yes or ☐ No

If No, outline reasons for acceptance being denied & attach documentation: _____

Has an IEP been completed: ☐ Yes or ☐ No

Enrolment Approved by: _____ Date: _____

Year: ☐ Year 9 ☐ Year 10

Class: _____ Pathway: ☐ RoSA ☐ Non-RoSA

Duration: ☐ 1 Year ☐ 2 Years ☐ 3 Years

Date of Enrolment (School Start Date): _____

Have you enrolled this student in BOSTES: ☐ Yes or ☐ No BOSTES Number: _____

NOTE: Only enrol on NESA for RoSA, only

Collection of school information by the Australian Government under the Australian Education Act 2013

Dear Parent/Guardian

Collection of information about schools

The Australian Government provides funding to Australian schools under the Australian Education Act 2013. That Act and the associated Australian Education Regulation 2013 require that your child's school provide the Australian Government with certain information about the school, its financial arrangements, and its student body, in order that the funding is properly calculated and accounted for.

What information is collected by the Australian Government?

The authority that operates your child's school such as, a state or territory education department, a Catholic Education Office, or an independent school authority, will provide basic information about the school to the Australian Government, such as its name, address, contact details, years of schooling, and number and makeup of its staff.

The authority must provide the Australian Government with information about the school's finances, including annual audited financial statements and certification that Government funding has been used for proper purposes relating to education.

In addition, the authority will provide certain performance information at an aggregate level, including student attendance rates, student results in the National Assessment Program, and for secondary schools, post-school student destinations; such as going into the workforce, vocational education and training, or higher education.

The authority is required to publish much of this information, and it is also published by the Australian Curriculum Assessment and Reporting Authority (ACARA) on the myschool web site at www.myschool.edu.au.

The school authority must also provide information to the Australian Government about the makeup of the school's student body during an annual school census. This is because Australian Government funding varies according to whether students are primary, secondary, receiving distance education, or are overseas students; and is calculated to provide additional funding, called 'loadings', for students at educational disadvantage.

The authority must provide information about the number of students attending the school, including the number of:

- primary and secondary students
- full-time and part-time students
- Aboriginal and Torres Strait Islander students
- students with disability
- students with low English proficiency
- students receiving distance education
- boarding students
- overseas students.

Who receives this information?

Most of the information is provided by school authorities to the Australian Government Department of Education. Some of it is provided directly to ACARA.

The Department of Education may in turn pass the information on to ACARA, state and territory education departments and authorities, the Australian Bureau of Statistics (ABS), and the Productivity Commission. The department will also provide the information to other organisations if required or authorised by law to do so.

Why is this information collected?

The Department of Education collects information about schools under the Australian Education Act 2013 for the purposes of that Act, which include:

- calculation of Australian Government funding
- oversight of funding conditions and requirements

- monitoring of financial performance and educational outcomes of schools
- publishing and providing information about schools to the public.

The department also uses the information for research, statistical analysis, and policy development on school education for the Australian Government.

Information passed to ACARA, state and territory education authorities, the ABS, and the Productivity Commission is used by those organisations for their public purposes. For example, the information collected from school authorities under the Australian Education Act 2013 forms part of the national statistical collection maintained by the ABS.

Is my child identified in the information collected by the Australian Government?

Where school authorities are required to provide the Australian Government with information about students, that information is aggregated statistical data that does not identify individual students. The information is not matched with any other information held by the Australian Government that can be used to identify individual students.

However, from time to time the Department of Education engages contractors to audit or verify school records, to ensure that the information that a school provides to the department is accurate. The information previously collected by the department may also be passed onto these contractors for this purpose.

When carrying out an audit, the contractors may need to access information about individual students from the school's records. This information may be 'personal information' within the meaning given in the Privacy Act 1988. The contractors may pass this information onto officers within the department if there is a discrepancy in the data provided by the school and the school's records and further investigation is required.

There may be other circumstances in which a school authority will voluntarily provide information about individual students to the department, when seeking additional funding for those students. Most commonly, these are where a student has not been in attendance at a school during the annual school census but the authority wishes to receive funding for him or her, and where the authority believes that the demographics of the students at the school are not representative of the households in the ABS statistical areas serviced by the school.

Other than in exceptional circumstances (for example, investigation of fraud relating to overseas students), the department does not disclose personal information to any overseas recipients.

Contacts for further information

If you have questions about the collection of information about schools by the Australian Government under the Australian Education Act 2013, please contact:

The Recurrent Assistance for Schools team at: GrantsandData.help@education.gov.au.

The Department of Education's privacy policy is available on the department's website at www.education.gov.au. The privacy policy contains information about:

- how individuals can access and seek correction of the personal information held by the department
- how complaints about breaches of the Privacy Act 1988 can be made
- how the department will deal with these complaints.

If you wish to contact the department about privacy related matters, please e-mail the department at privacy@deewr.gov.au or write to:

Privacy Contact Officer
 Legal and Compliance Group
 Location C12MT1
 Department of Education
 GPO Box 9980
 Canberra ACT 2601