



**Barker**  
College

Enrolment Registration



**Together in Learning.**  
**Together in life.**

# Educating for the Future

The educational landscape has changed immeasurably in the last decade to the point where what was considered cutting edge in 2000 is now old news.

The students who move beyond the School gates at the end of their journey will have on average 17 different jobs and 5 different careers throughout their professional lifetime. None of these will be based on gender. With a focus on preparing young men and women for the future, Barker students will be together in learning, together in life.

A 21st century education teaches students to be flexible with their knowledge and understanding whilst at the same time encouraging collaboration and diverse thinking. Today's students are taught to

apply knowledge in new situations, look at cross-curricular integration through project based learning, and most of all, develop an ability to adapt. Problem solving, team work, time management, higher order thinking and digital literacy are some of the skills needed for the future.

We are committed to sending Barker students into the world equipped with the skills they need to be future ready. The future has changed and so have we.



# Enrolling at Barker

To enrol at Barker all students must first be placed on the Registration List for their year group of entry.

In addition to the Registration List, Barker offers the opportunity of Confirmed Places to students applying to enter Pre-K, Kindergarten, Year 3, Year 5 and Year 7 in strict order of date of application.

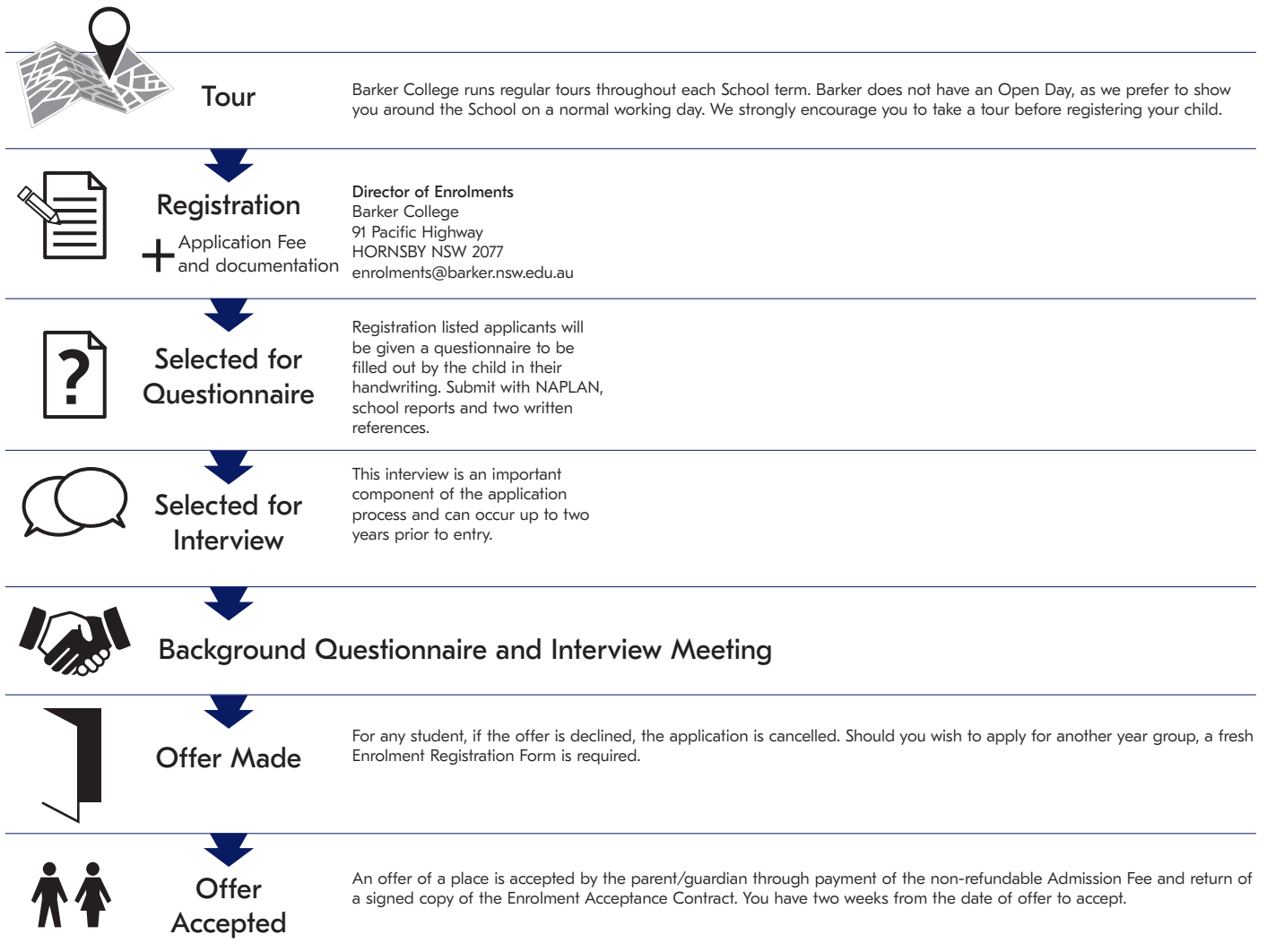
Year 7 is the last regular point of entry to Barker for day-students. Students applying to enter Year 10, are placed on the registration list in the first instance and will be interviewed after full documentation has been received, approximately 9 months prior to commencement.

Once a Confirmed Place, has been accepted, the place is non-transferable to another year group and the fee is non-refundable.

It is expected that students entering Pre-K will have turned four years of age by 31 March and students entering Kindergarten will have turned 5 years of age by 31 March the year they commence at School.

Boarding is available from Years 10 - 12 only. All Boarders are interviewed in the year prior to commencement, by the Director of Boarding and a Senior member of the Academic staff.

## Enrolment Steps



† Once a Confirmed Place, for students, has been accepted, the place is non-transferable to another year group and the fee is non-refundable.

# Enrolment Registration Form



A photograph of  
the student must be  
stapled here.

Head and  
Shoulders only

Date of Application

Admission

Day

Boarding (Yrs 10 - 12)

Grade of Entry

Calendar Year of Entry

Confirmed Place

(Years Pre-K, K, 3, 5 or 7)

Yes

An offer of a place will be sent and an invoice for \$2,250 (half current Admission Fee)

No

Your child will be placed on the Registration List

## A. Child Details

Name

Surname

First Name

Middle Name(s)

Preferred Name

Date of Birth

Day

Month

Year

Gender

Male

Female

Address

Street

Suburb

State

Postcode

Country of Birth

Country

Citizenship

Australian

Other

Aboriginal Status

Aboriginal

Torres Strait Islander

Neither

Residential Status

Permanent Resident

Temporary Resident

Visa Subclass Number

Languages Spoken at Home

Years at English Language School

Religion/Denomination

Current Education

Current Year

Name of School

Health

Medical Conditions

Physical/Psychological Disabilities/Learning Difficulties

Siblings

Number of Brothers

Number of Sisters

Circle the student's place among siblings

1 2 3 4 5 6

## B. Parent/Guardian 1

<b>Name</b>	Title	<input type="text"/>							
	Surname	<input type="text"/>							
	First Name	<input type="text"/>							
	Preferred Name	<input type="text"/>							
<b>Occupation</b>	<input type="text"/>								
<b>Gender</b>	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>					
<b>Residential Address</b>	Street	<input type="text"/>							
	Suburb	<input type="text"/>							
	State	<input type="text"/>	Postcode	<input type="text"/>					
<b>Contact</b>	Home Telephone	<input type="text"/>							
	Mobile Telephone	<input type="text"/>							
	Work Telephone	<input type="text"/>							
	Email	<input type="text"/>							
<b>Aboriginal Status</b>	Aboriginal	<input type="checkbox"/>	Torres Strait Islander	<input type="checkbox"/>	Neither	<input type="checkbox"/>			
<b>Relationship To Child</b>	Parent	<input type="checkbox"/>	Guardian	<input type="checkbox"/>	Step Parent	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="text"/>

## C. Parent/Guardian 2

<b>Name</b>	Title	<input type="text"/>							
	Surname	<input type="text"/>							
	First Name	<input type="text"/>							
	Preferred Name	<input type="text"/>							
<b>Occupation</b>	<input type="text"/>								
<b>Gender</b>	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>					
<b>Residential Address</b>	Street	<input type="text"/>							
	Suburb	<input type="text"/>							
	State	<input type="text"/>	Postcode	<input type="text"/>					
<b>Contact</b>	Home Telephone	<input type="text"/>							
	Mobile Telephone	<input type="text"/>							
	Work Telephone	<input type="text"/>							
	Email	<input type="text"/>							
<b>Aboriginal Status</b>	Aboriginal	<input type="checkbox"/>	Torres Strait Islander	<input type="checkbox"/>	Neither	<input type="checkbox"/>			
<b>Relationship To Child</b>	Parent	<input type="checkbox"/>	Guardian	<input type="checkbox"/>	Step Parent	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="text"/>

## D. Family References

Please provide the details of **TWO** character references for your family. If possible, a Minister/Pastor of Christian Church. Please note that family members are **NOT** referees.

Referee Name	<input type="text"/>
Relationship	<input type="text"/>
Email	<input type="text"/>
Telephone	<input type="text"/>
<hr/>	
Referee Name	<input type="text"/>
Relationship	<input type="text"/>
Email	<input type="text"/>
Telephone	<input type="text"/>

## E. Relationships

This information is helpful to avoid confusion or embarrassment.

**Complete if relevant**      Parents Separated       Parents Divorced       Father Deceased       Mother Deceased

**With whom does the child reside?**      Both Parent/Guardian       Parent/Guardian 1       Parent/Guardian 2       Shared/Other

**Copies of court orders**      If parents are separated or divorced, please attach copies of current Court Orders affecting the child.

## F. Family Connections

Have any family members attended Barker College previously, or are there any family members presently at Barker or enrolled to attend. Please list immediate family first.

Full Name at School	Relationship to child	House and/or Tutor Group	Leaving Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## G. Payment

\$330 (incl. GST) non-refundable Application Fee is required for this form to be processed.

Cheque	<input type="checkbox"/>	Made payable to Barker College
Credit Card	<input type="checkbox"/>	Card Type* <input type="text"/>
Card Number	<input type="text"/>	<input type="text"/>
Expiry Date	<input type="text"/>	CCV <input type="text"/>
Cardholder's Name	<input type="text"/>	
Cardholder's Signature	<input type="text"/>	

## H. Signatures

I/We agree to supply, when requested, any information regarding the education or medical history of our child.

Parent/Guardian 1

Signature

Date

Parent/Guardian 2

Signature

Date

NB: Both signatures are required. If the signature of only one parent/guardian appears, please provide a reason.

## Registration Checklist

- Payment of \$330 (incl. GST) Application Fee (non-refundable) by cheque or credit card
  
- Attached a photo of the child
  
- Included details of referees
  
- Signatures for both parent/guardian
  
- Attached a copy of the child's Birth Certificate
  - If both parents are listed on the Birth Certificate as being born in a country other than Australia, you must provide one of the following documents as evidence of the child's Australian citizenship:  
Australian Passport, citizenship and/or visa details.
  - If the child is not Australian by birth, you must provide a copy of the child's:  
Australian Passport, citizenship and/or visa details.
  
- Attached a copy of any Court Orders affecting the child
  
- Attached any English Proficiency Assessment (where English is not the child's first language)



## 1. Enrolment Information

Entrance to the School is normally in Pre-Kindergarten, Kindergarten, Year 3, 5 and 7. Entrance at other year levels is limited to vacancies which may occur from time to time.

Barker is not registered as an education provider for students holding student visas. Parents/guardians who are permanent residents of Australia or who hold a visa which allows their child to undertake education while in Australia are welcome to apply to go on the Registration List.

## 2. Application to go on Registration List

Parents/guardians wishing to enrol their child at the School must complete an Enrolment Registration Form, submit it with the documents listed on the Registration Form and pay the Application Fee of \$330 (incl. GST). The School will then place the child on the Registration List. A child will not be placed on the Registration List unless all requested documents are provided and the Application Fee paid. Being on the Registration List does not guarantee a place for the child.

The Council of Barker College sets the Application Fee and the other fees payable during the enrolment process and reviews these from time to time.

## 3. School's Considerations

When considering making offers of a place at the School, the School may give preference to:

- siblings of students attending the School;
- children who are descendants of a former student of the School;
- children whose families can demonstrate an active involvement in a Christian congregation; and/or
- children whose families are transferring from interstate or overseas.

## 4. Selection of Students

At some time decided by the School after a child has been placed on the Registration List, the School will undertake an assessment process. As part of the assessment process, the School may:

- ask the parents/guardians to provide more information about the child;
- invite the parents/guardians to bring the child to the School for an interview.

## 5. School not obliged to make offer of place

The School reserves the right not to offer any child a place at the School or to defer the offer of a place to any child at its discretion but particularly when the parents/guardians, having been aware of their child's specific educational needs, decline to declare those needs, or withhold relevant information pertaining to their child.

## 6. Offer of a place

At the satisfactory conclusion of the assessment process, the School may make an offer to the parents/guardians to enrol the child. To accept the offer, the parents/guardians must, within 14 days of receiving it, deliver to the School:

- a. the Acceptance Form which includes acceptance by the parents/guardians of the then current Conditions of Enrolment;
- b. the non-refundable Admission Fee.

For entry into Year 10, the Admission Fee is \$2,800. For Junior and Middle School entry, the Admission Fee is \$4,500.

Failure to reply within the required time may result in the position being re-offered where other children are waiting for entry to the School.

The School may terminate an enrolment, before or after the child commences at the School, where there are insufficient resources to deal with a child's needs and where the parents/guardians have not declared or have withheld known information pertaining to their child's needs.

If an offer of a place is declined or not accepted, the parents/guardians, should they wish to reapply, must complete an Enrolment

Registration Form and otherwise comply with all the usual requirements, including payment of relevant fees.

Where places are not available in the desired year of entry, the School may offer to put the child's name on a short registration list for entry to that Year group. When places become available, children on the short registration list may be offered a place in order of date of application.

## 7. Other Aspects of Enrolment

Parents/guardians applying for a place for their child to enter Pre-Kindergarten, Kindergarten, Year 3, Year 5 or Year 7 will be offered a Confirmed Place on date of application. A Confirmation Fee of 50% of the current Admission Fee is required to hold the place until the child commences in the grade offered. Payment of this Confirmation Fee holds a place for these entry points only and is not refundable or transferable.

Once all Confirmed Places are filled, applicants will be placed on a waitlist.

## 8. School Fees

Fee invoices are issued prior to the commencement of each Term and are payable within the first ten days of the Term, unless an arrangement has been made to pay fees in full at the commencement of the year, or by direct debit either fortnightly or monthly across a prescribed period. All School fees and charges are reviewed on an annual basis.

## 9. Changing Details for Your Child

All correspondence regarding the enrolment of a student should be addressed to the Director of Enrolments or email [enrolments@barker.nsw.edu.au](mailto:enrolments@barker.nsw.edu.au).

If you wish to change the year your child is due to start at the School, please send written details including your child's full name, address, current starting date and school Year Level and the proposed new starting date and school Year Level.

All changes of address must be communicated to the Enrolments Office in writing, or via email at [enrolments@barker.nsw.edu.au](mailto:enrolments@barker.nsw.edu.au), clearly stating the student's full name, previous address details and new address details.

## 10. Standard Data Collection Notice

10.1 The School collects personal information, including sensitive information about students and parents/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 students enrolled at the School, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the School.

10.2 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.

10.3 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.

10.4 Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. We may ask you to provide medical reports about students from time to time.

10.5 The School may disclose personal and sensitive information for educational, administrative and support purposes. This may include to:

- other schools and teachers at those schools;
- government departments;
- medical practitioners;
- people providing educational, support and health services to the School, including specialist visiting teachers, coaches, volunteers, counsellors and providers of learning and assessment tools;
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority;
- people providing administrative and financial services to the School;

- anyone you authorise the School to disclose information to; and
- anyone to whom the School is required or authorised to disclose the information to by law, including child protection laws.

**10.6** Personal information collected from students is regularly disclosed to their parents/guardians.

**10.7** The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia.

**10.8** The School's Privacy Policy, accessible on the School's website, sets out how parents/guardians or students may seek access to and correction of their personal information which the School has collected and holds. However, access may be refused in certain circumstances such as 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. Any refusal will be notified in writing with reasons if appropriate.

**10.9** The School's Privacy Policy also sets out how parents/guardians and students can make a complaint about a breach of the APPs and how the complaint will be handled.

**10.10** The School may engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

**10.11** On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines, on our intranet and on our website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions.

**10.12** 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.

If you have any question or require further information, please initially contact the School's Privacy Officer by email at [privacy\\_officer@barker.nsw.edu.au](mailto:privacy_officer@barker.nsw.edu.au)

## 11. Enrolment Conditions

If the School offers parents/guardians a place at the School for their child, they will be asked to agree to the School's then current Enrolment Conditions. These are the current Conditions but they may change before an offer of a place is made.

### Fees

**11.1** We agree to pay to the School all fees for tuition, extra subjects, educational and school related activities (including excursions and camps) and the supply of goods and services to our child as determined by the Council of Barker College and as published in the Fee Schedule from time to time.

**11.2** We understand that all fees are payable on or before the expiry of ten days after the commencement of each Term. If we fail to pay an account for fees and/or charges by its due date, we agree to pay an Administration Fee. The Administration Fee is currently \$330 (inc. GST) per occurrence and reflects the administrative costs to the School in collecting outstanding fees.

**11.3** If an account for fees and/or charges is not paid in full by the end of the Term to which those fees and/or charges relate, we understand that our child's enrolment may be suspended and the School may subsequently, without further notice, refuse entry to our child or terminate the enrolment.

**11.4** We agree that a full Term's notice in writing must be given to the Head of Barker College if we intend to remove our child from the School. This means that we should give the notice before the commencement of the School Term at the end of which our child is to leave. As an act of grace, the School will accept the notice up until the end of the first week of the Term. We accept that, if the notice is not given within this time, we will be required to pay a Term's fees plus GST to compensate the School for the loss it will suffer because we have not given the required notice.

**11.5** We understand that no remission of fees, either in whole or in part, will be made if our child is absent due to illness, leave or suspension.

## 12. Expectations

**12.1** We authorise the School to incur expenditure on our behalf such as the purchases of books, software, stationery and equipment, and to charge the appropriate cost, in relation to our child, to our Family Account in the School's Debtors Ledger.

**12.2** We understand that the School may consider that for our child to continue from Middle School to Senior School is not in our child's best interest or in the interests of the School. We understand that student entry to each of Years 10 and 11 is not automatic and that our child will only be able to enter these Years at the School by being selected by the School on the basis of the child's:

- general academic performance,
- continued satisfactory application and participation across the School's program, and
- attitude and behaviour.

We understand that the School will give us reasonable notice if the School is not offering our child a place in Year 10 or Year 11. We understand that the Head of Barker College will make this decision after consultation with us.

**12.3** We acknowledge that Barker College is a Christian community and that behaviours and attitudes based on Christian values and teachings are encouraged. We agree that all communication between students, staff members, parents/guardians and visitors 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.

**12.4** We agree to support the values and to abide by the rules of the School as set out in the appropriate publication such as the School Diary, relevant Student Handbook, Barker Bulletin, Barker website and other brochures or communications from time to time. We note that our child must do the same and we agree to encourage our child to support the School's values and abide by its rules. We have noted the School's requirements in relation to behaviour management, home study, uniform, attendance and leave. We will ensure that our child is always neatly dressed and well-groomed as required by the School and that uniforms and other clothing are always kept in a state of good repair.

**12.5** We accept that the School may determine which particular courses and activities are offered and/or provided at any time and which of these courses and activities are compulsory. We accept that the School may at all times determine to which Classes, Houses and Tutor Groups our child will belong.

**12.6** We understand that all students must attend and participate in the following activities, as determined by the School from time to time:

- Chapel Services, Assemblies and other designated Corporate Activities;
- the School's sporting program including inter-school sporting occasions which commonly include Saturdays;
- important School events such as Celebration and other events as required by the Head of Barker College, from time to time;
- various camps and excursions that occur from time to time as an integral part of the School curriculum; and
- co-curricular activities in which our child may be involved.

12.7 We understand that requests for leave from School activities, including academic and co-curricular activities, and for early departure at the end of term and/or late return from breaks, are considered only in the most extreme cases and must be applied for in writing to the Deputy Head - Operations.

12.8 We accept the School's Behaviour Management Procedure, an excerpt of which is contained within the School Diary, and the Student Code of Conduct. We agree to support the administration of the School's Behaviour Management Procedure. In particular, we accept that the Head of Barker College may in his absolute discretion, but subject to affording procedural fairness, suspend or dismiss our child for breaches of School rules or unacceptable behaviour or where we have failed to comply with these conditions of enrolment.

12.9 We understand that the School expects all parents/guardians 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 our child's education and assistance to the School in a voluntary capacity from time to time.

12.10 We agree that the Head of Barker College may terminate our child's enrolment if the Head considers that a mutually beneficial relationship of trust and cooperation between us and the School has broken down to the extent that it adversely impacts on that relationship.

12.11 We acknowledge that the Head of Barker College may, by giving us reasonable notice, ask us to remove our child from the School at the end of a school year where our child has, in the Head of Barker College's opinion, failed to meet the requirements of NESAs or has otherwise failed to make satisfactory progress in academic work.

### 13. Health and Wellbeing

13.1 We acknowledge that we have fully disclosed any special needs (including, but not limited to, any medical, physical, learning or psychological needs) which our child has. Where any disclosed special needs change or where any special needs arise, we agree to notify the School immediately.

13.2 We understand that we are required, prior to our child commencing at the School, to complete the School's Medical Form and, if required, provide a Health Management Plan completed by our child's General Medical Practitioner (or other Medical Specialist as may be required) to be kept by the School.

13.3 We undertake to provide and keep updated:

- a. accurate and complete information regarding the physical and psychological health of our child on a regular basis; and
- b. any Health Management Plan on an annual basis.

We will also provide an updated School Medical Form for our child when requested by the School, particularly in connection with any School camp, excursion or other activity.

13.4 We agree to pay all medical and ambulance expenses incurred on behalf of our child. We also agree to pay a fee for Medical Insurance for our child and note that this fee is included as part of the Activity Charges.

13.5 If our child 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 Head of Barker College or, in his absence, a responsible member of the School Senior Executive to give the necessary authority for such treatment.

13.6 We acknowledge that the School seeks to maintain an environment that is safe for all students and in which learning can successfully and effectively take place. We agree to support the School in this regard. We also acknowledge that, to this end, the Head of Barker College or his delegated representative may search our child's bag, locker or other possessions or electronic devices (such as tablets and mobile telephones) where there are reasonable grounds to do so. The Head of Barker College or his delegated representative may also carry out computer surveillance which includes using software or equipment to monitor use of computers and other electronic devices, the sending or receiving of emails, the accessing of websites and the use of social media.

13.7 We understand that the School requires parents/guardians to observe the School's security procedures for the protection of students from direct contact with those outside the School during School hours or on School activities outside those hours and that we are only to make contact through the relevant School Reception or as otherwise advised by the School from time to time.

13.8 We acknowledge that our child's personal property is not insured by the School and therefore the School does not accept any responsibility for any loss or damage incurred.

### 14. Privacy

14.1 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.

14.2 We authorise the School to use and disclose information in such a manner as the Head of Barker College may deem appropriate for the purposes of our child's education, health, care, welfare or development. We acknowledge that we have read the School's Standard Collection Notice as published on the School website.

14.3 We give permission to Barker College for our child's name and for photographs and videos of our child to be placed in the School's records, to be displayed from time to time around the School, and to be published in School publications, on its website and in other marketing and promotional material and on social media.

14.4 We agree to advise the Head of Barker College immediately of any changed family circumstance that may affect the emotional, physical or social well-being of our child and to provide to the Head of Barker College any current or future Family Court Orders or other Court Orders relating to us and our child. We note that the School's Privacy Policy deals with the confidentiality of such information.

### 15. General

15.1 We agree that the School may change these conditions provided it gives us at least two term's notice and that the new conditions take effect from the beginning of a calendar year.

15.2 We agree to give the School immediate notice of any change in our contact details.

## Glossary

**Registration List** – A parent/guardian has submitted the Enrolment Registration Form and their child's name has been placed on the Registration List. This does not guarantee a place for the child. If a parent/guardian wishes for their child to remain on a Registration List only, or there are no confirmed places available, the applicant is selected for an interview based on their priority on the Registration List.

**Waitlist** – If all places in a year group have been offered, then a child is placed on a Waiting List for entry to the School, in the event that a place becomes available.

**Confirmed Place** – A confirmed place is when the child can be offered a place which is confirmed through the payment of half the admission fee. This confirmed place is not transferable and non-refundable. Confirmed places are only available in the School's entry years of Pre-K, Kindergarten, Year 3, Year 5 and Year 7. Parents/guardians are required to disclose any learning or physical difficulties in advance of a confirmed offer being made. 80% of available places in any entry year are offered as confirmed places.

