Life at Saints.

At St Peter’s College every boy is celebrated and honoured for his uniqueness. To achieve this, we believe in an holistic approach to education. We are educating minds, building healthy bodies and nourishing spirits.
Application for Admission.

Enrolment procedure

Step One: Complete and lodge Application for Admission

An Application for Admission form must be completed and returned to Amanda Bruce, Admissions Manager with the application fee. Your son’s name will be included on the list of those seeking entry in the year and at the level designated in order of date of application. Completing this application form is a prerequisite for entry but not a guarantee of admission.

Boys are able to enter any year level dependent on availability with the main intake years being ELC and Years 5, 7, 8 and 10.

All families of applicants receive a letter confirming their son’s registration on a particular waitlist (eg waitlisted for entry in Year 5, 2020) and receipt for payment of the application fee, being $100 (incl GST). A separate form and fee must be submitted for each son.

St Peter’s College has an open enrolment policy and all applications are welcome. Enrolment cannot be confirmed until full consideration has been given to the needs of the student and whether the School can adequately meet those needs.

At any time following submission of an Application for Admission form, including two years in advance of entry (one year prior to entry for ELC and Reception applicants), the School may ask you to provide up-to-date enrolment information for your son.

Step Two: Formal offers

Offers of actual places are done in March, two years prior to the entry of a boy to the School (one year prior to entry for ELC and Reception applicants). At this time, Amanda Bruce will write to the parents to formally offer a place for their son. This offer remains valid for a limited period only. Upon receipt of the enrolment fee and completed enrolment agreement and supporting documents within the time limit, this place is then confirmed and your son’s place at the School is secured. Offers can also be made inside the two year window but no offers are made more than two years in advance of entry.

The enrolment fee comprises a non-refundable payment of $1,850 ($1,550 for a second son or scholarship winner) together with a payment of $550 as a life membership subscription to the St Peter’s Collegians’ Association Inc. If, at the end of the first year after a boy leaves the School he decides that he does not wish to remain a member of the Association, then the subscription will be refunded to his parents.

Amanda Bruce is happy to advise on all enrolment enquiries and to give interested families a personal guided tour of the School. Families are encouraged to attend an Open Morning prior to lodging an application or prior to receiving an offer of a place. Open Morning dates are available on the School’s website and places need to be booked through Admissions.

For further information please contact the Admissions Office.

t: +61 8 8040 0400
e: admissions@stpeters.sa.edu.au

Main points of entry

Students are accepted into the School at all year levels, if there are places available.

Early Learning Centre

This is our first intake level. From 2014, we have a Single Intake Policy for the ELC and boys will need to be turning 4 before 1 May of the year of proposed entry to be eligible to join our ELC at the commencement of the school year. It is possible that in discussion with our Assistant Head of Early Years we may be able to enrol boys into our ELC who turn 4 after 1 May of that year. These boys would then spend 2 years in our ELC. Reception places are reserved for boys who enter the School in ELC and it is not necessary to apply for Reception entry separately if you are applying for ELC entry.

Year 5

Year 5 will become a main intake level from 2015.

Years 7 and 8

Years 7 and 8 are both intake levels.

Year 10

Year 10 is a main intake year.
Policy on collection and use of information relating to students and parents (or guardians).

The School takes all steps necessary to comply with its legal obligations, including those set out in the Privacy Act 1988 (Cth) (Act) and the Australian Privacy Principles that are prescribed by the Act. To comply with its obligations under the Act, the School provides the information set out below about the way in which it handles the personal information it collects from time to time. Please note that in the event of any inconsistency between the provisions of this document and the requirements of the Act, the legislative requirements will prevail.

- The School collects personal information, including sensitive information, about students and parents or guardians, before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling to students, and also to conduct ancillary activities.

- 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 to students, their families, and the community in general.

- The kind of personal information the School may collect and hold includes:
  - name and birth date information;
  - contact information, including postal, workplace and residential addresses, telephone and facsimile numbers, and email and skype addresses;
  - financial information; and
  - health information.

- Some laws governing or relating to the operation of schools require that certain information is collected. These include public health and mandatory notification laws.

- Any collection of personal information by the School will be fair and lawful and will not be intrusive. Upon request, you will be told the identity of the collecting entity, the purpose of the collection, details on how you can gain access to your personal information and any consequences of failing to give the information.

- If it is reasonable and practical do so, the School will collect personal information about you (and your son, where he is unable to provide personal information about himself to the School) only from you. In the course of operating the School, however, it may be necessary to collect personal information from various external sources, including government agencies and other third parties such as other schools, advertisers, mailing lists, contractors and business partners. You authorise us to collect information from external sources as and when required.

- If the School collects personal information about you or your son from a third party we will, where appropriate, request that the third party inform you that we are holding such information, how we will use and disclose it, and that you may contact us to gain access to and correct and update the information. We will not, however, make any such request to any third party in circumstances where it would not be practical to do so.

- Health information about students is sensitive information within the terms of the Act. We may ask you to provide details of health conditions and medical reports about students from time to time. On occasions, health information may be disclosed to staff to enable the School to meet its duty of care to students, parents and the wider School community.

- In general, the School will collect, hold, use and disclose personal information for the purposes of providing or offering goods and services, including educational services to you and your son, any purposes that you may reasonably expect, for any other purpose authorised by law, or for any other purposes disclosed to or authorised by you. This may include disclosures to organisations that provide us with technical and support services, and professional advice, such as solicitors, accountants and business advisors.
The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes disclosures to other schools, government departments, insurers, debt collectors, medical practitioners and other health professionals, and people providing services to the School, including specialist visiting teachers, (sports) coaches and volunteers.

Personal information collected from students may from time to time be disclosed to their parents or guardians. On occasion information such as academic and sporting achievements, student activities and other news is published in School newsletters, magazines and on our website.

The School may disclose personal and sensitive information to child protection authorities or appropriate organisations in accordance with the Government of South Australia’s Information Sharing Guidelines for Promoting the Safety and Wellbeing of Children, Young People and their Families.

A number of laws require the provision of personal information to third parties by the School. The precise information required to be provided will vary depending on the circumstances requiring disclosure of that information.

We may also use or disclose personal information about you or your son to avoid, lessen or prevent a serious emergency or crime. If we use or disclose personal information in those circumstances we will make a written record of such use or disclosure.

Any disclosure that is required to be made to any third party will be made primarily for the purpose of providing or offering goods and services to you, or your son. If we disclose information to a third party, we generally require that the third party protect your information to the same extent that we do.

By providing us with personal information, you consent to us using your personal information for:

- providing you with news and information about the School’s activities;
- purposes necessary or incidental to the provision of our primary activities as an educational service provider;
- sending you marketing and promotional material that we believe you may be interested in, either from us or any of our related entities (but if you do not want to receive promotional material from us, please let us know). We will not disclose your personal information to third parties for their own marketing purposes without your consent;
- inviting you to participate in fundraising activities conducted by the School from time to time. The School may also disclose your personal information disclosed to organisations that assist in the School’s fundraising activities solely for that purpose;
- personalising your experience with the School, for example, via connectivity with our website and social media services; and
- communicating with you, including by email, mail or telephone.

Where it is possible, we will use reasonable endeavours to de-identify your personal information before using it for these purposes. We will also, wherever possible, keep all personal information strictly confidential.

We may include your contact details in a class list and School directory. If you do not agree to this you must advise us.
• Parents may seek access to personal information collected about them and their son at any time by contacting the School. Students may also seek access to personal information held by the School about them. No reasons need to be given, and any requests to this effect can be made in writing to our Privacy Officer by mail to St Peter’s College, St Peter’s, SA 5069, or by email to Acinnamond@stpeters.sa.edu.au

• In rare circumstances, and only where it is permitted under the Act, the School may not be able to provide you with access to information as requested. Such occasions may include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School’s duty of care to the student, where students have provided information in confidence, or where we are required by law to withhold the information.

• We will take reasonable steps to ensure that the personal information we collect about you and your son is accurate, up-to-date and complete, and ensure that the personal information we use or disclose is accurate, up-to-date, complete and relevant. If your personal information is out of date or incorrect, you may inform us of this and we will correct it for you.

• If we are unable to provide you with access to your information, or make any amendments which you have requested, we will provide you with reasons for our refusal.

• 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, and let them know that they can access that information if they wish and that the School does not usually disclose the information to third parties apart from the exceptional situations described in this document. The School will also take appropriate steps to notify the relevant persons that information about them has been collected by the School, as required by the Australian Privacy Principles and the Act.

• By submitting personal information to us, you consent to the transfer of that information to any jurisdiction in which we conduct our business activities, for the purpose of enabling us to provide services to you and your son. We will otherwise only transfer your personal information overseas if the transfer is to you or to one of your authorised representatives, with your express consent or otherwise in accordance with the Act. We will not send your information outside of Australia in any other circumstances.

• The School is committed to the protection of the privacy of its students, and their parents and guardians. If you have any questions about how we handle personal information, would like to complain about how we have handled your information, or would like further information about our privacy policy, please submit a written query or complaint to our Privacy Officer, by mail to St Peter’s College, St Peter’s, SA 5069, or by email to Acinnamond@stpeters.sa.edu.au

• Our Privacy Officer will assess any complaints and liaise with you to resolve any issues within a reasonable time (usually within 30 days). If you are unhappy with the outcome, you may lodge a complaint with the Australian Information Commissioner. See http://www.oaic.gov.au/privacy/making-a-privacy-complaint for further information.
Notes concerning Application Form for Admission.

This Application Form is to be completed for those seeking admission to the School and returned to Amanda Bruce together with the application fee of $100 (inc GST), which is non-returnable. On its return to the School the applicant will be listed with all those wishing to enter the School in the same year at the same level. Offers of actual places are done in March, two years prior to entry (one year prior to entry for ELC and Reception places).

At the time of offer, parents will be asked to complete a contractually binding Acceptance of Enrolment Offer, and return it by the date designated with the required non-refundable enrolment fee.

It should also be noted that when the Acceptance of Enrolment Offer is signed parents agree:

- To be bound by the School’s Behaviour Expectation Codes for the Junior School and Senior School and conditions of enrolment.
- That all fees and charges must be paid by the due date. In the event of the term’s fees and charges not being paid by the due date, the School maintains the right to charge interest from the due date at a rate of 10 per cent per annum calculated on a daily basis.
- That one term’s notice must be given before removal of a boy or the discontinuance of a special subject.
- That the School reserves the right to suspend a student for disciplinary purpose whether temporarily or permanently without a refund of fees.
- That in the event of sickness the School may take necessary action to obtain medical and/or hospital care and attention.

The major criteria taken into account by the School when making allocation of places are:

- Date of application.
- Past and present family association with the School (although admission at an elected level cannot be guaranteed by an older brother being in the School).
- Academic readiness (that is, appropriateness of year level selected for child’s entry to the School. For example, the School may require reports prior to making an offer for enrolment, if parents wish their son to skip or repeat a year level, or if a child is known to have learning difficulties, to assess a child’s academic readiness for the entry year level selected by parents when submitting an Application for Admission.)

As the initial consideration is the date of application it is most important that a boy should be enrolled as promptly as practical. However, in no circumstances is any assurance of a place given until it is offered by the School.

It is essential that the School be kept informed of changes in the parents’ address as well as other information given in the form overleaf. No responsibility can be taken by the School for non-delivery of its communications.

Other relevant information

Special needs or considerations which may need to be considered in providing extra support for your son (eg learning difficulties or disabilities, physical disabilities, hearing or vision impairment, severe asthma, epilepsy, diabetes, restrictions on physical activities, gifted and talented, special interests, special achievements, etc).

If any of the information is confidential, please indicate accordingly, eg “Confidential for discussion with Headmaster”.

CRICOS Provider No. 01535E. The Anglican Church of Australia Collegiate School of Saint Peter, trading as St Peter’s College.
Application for Admission.

Before completion, please refer to the “Notes Concerning Application Form for Admission.”

Student details

Surname (Please print) ____________________________________________

Given Names ______________________________________________________
( Please underline that by which he is known at home)

Home Address ______________________________________________________

Postal Address ______________________________________________________

Date of Birth ________/______/______ Country of Birth __________________________
(Please attach a certified copy of the student’s birth certificate)

1. Is the student an Australian Citizen? Yes / No (Please circle your answer for this question and for the two below)
   (If yes, go to question 3.)

2a. Is the student a Resident of Australia? Yes / No

2b. Does the student have Temporary or Permanent Residency status? Temporary / Permanent

2c. For temporary and permanent residency, please record the visa subclass number here
   __________________________________________________
   (NB: Some applicants may be required to complete the Preliminary Application for Admission Form for International Students in place of this form.
   Amanda Bruce can advise further.)

3. What is the student’s primary language? __________________________________________________________
   (NB. The provision of this information will assist the School with its resource planning. Additionally, students whose primary language is not English, may be
   invited for an assessment at the School prior to entry to enable planning for the provision of English as a Second Language support to the student.)

4. Does the student have special needs or other considerations? ______________________________________________________
   (NB: The provision of this information will assist the School with its resource planning and ensure the student is appropriately catered for.)

5. Are there any parenting plans or Court orders in place relating to the parental responsibility for, guardianship or and/otherwise relevant to
   the education of this student? ______________________________________________________
   (If yes, please supply copies, stamped with the Seal of the Court. These will be treated in the strictest of confidence by the School.)

Present School ______________________________________________________

Present Year Level ___________________________________________________

Proposed Year of Entry (eg 2014) ____________________ Proposed Year Level ___________ Boarder/Day Student ___________

NB: To be eligible for the ELC, from 2014 a boy will need to be turning 4 before May 1 of the proposed year of entry. To be eligible for
Reception, from 2015 a boy must turn 5 by May 1 of the proposed year of entry.

Particulars of parents

Parent One

First Name (Mr/Mrs/Ms/Miss/Rev’d/Dr) ___________________________ Surname ___________________________

Relationship to the student ___________________________

Address (if different from your son) ___________________________________________

Home Telephone ___________________________________________

Business Telephone ___________________________________________

Mobile ___________________________________________

Email ___________________________________________

Skype ___________________________________________

Occupation ___________________________________________

Parent Two

First Name (Mr/Mrs/Ms/Miss/Rev’d/Dr) ___________________________ Surname ___________________________

Relationship to the student ___________________________

Address (if different from your son) ___________________________________________

Home Telephone ___________________________________________

Business Telephone ___________________________________________

Mobile ___________________________________________

Email ___________________________________________

Skype ___________________________________________

Occupation ___________________________________________

CRICOS Provider No. 01535E. The Anglican Church of Australia Collegiate School of Saint Peter, trading as St Peter’s College.
Application for Admission.

Parental consent

We the undersigned, consent to our son being registered for entry to St Peter’s College, acknowledge that the School may at any time following submission of this Application for Admission, including 2 years prior to entry (1 year prior to entry in the case of ELC or reception), request that we provide current and up-to-date enrolment information for our son, and agree that we will provide such information if requested to do so by the School. (NB: Both parents must sign for the application to proceed except where a Court has ordered sole parental responsibility or allocated sole parental responsibility for education matters. In such instances a copy of the current sealed Court Order(s) must be attached. If the child is subject to any other legal arrangement (such as where the child is in the care and responsibility of a guardian or other responsible person), please contact the School to obtain an alternative Application for Admission Form).

Parent One’s Signature ____________________________________________
Print Name ____________________________________________
Date______/______/______

Parent Two’s Signature ____________________________________________
Print Name ____________________________________________
Date______/______/______

Close family connections of parents with the School

____________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________________

Method of payment

Please return this form when completed together with the non-returnable fee of $100 (inc GST) to

Amanda Bruce
Admissions Manager
St Peter’s College
St Peters SA 5069

I wish to pay by:
☐ Cheque
☐ My credit card details are: ☐ MasterCard ☐ VISA ☐ AMEX

My card number is______  ______  ______  ______  ǀ  ______  ______  ______  ______  ǀ  ______  ______  ______  ______  ǀ  ______  ______  ______  ______
Card Expiry Date_______/_______ Amount: $ ______________________________________________________________________________________

Signature of Cardholder ____________________________________________

< < See inside for conditions of entry

What are your reasons for seeking Enrolment to St Peter’s College?

☐ Academic Excellence ☐ Father attended St Peter’s College
☐ Pastoral Care ☐ Friends at the School
☐ Broad/Balanced Program ☐ Locality
☐ Co-Curricular ☐ Positive Education and Wellbeing
☐ Discipline ☐ Religious Foundation and Influence
☐ Curriculum ☐ Family Involvement
☐ Independent Schooling ☐ Single Sex Schooling
☐ Other (please specify) ____________________________________________

Is St Peter’s College your first choice? ☐ Yes ☐ No

How did you hear about St Peter’s College?

☐ Word of Mouth/Social Occasions ☐ Indoor/Outdoor Billboard Advertising
☐ Media/Publications ☐ Prospectus
☐ Old Scholar Relation ☐ School Functions
☐ Open Mornings ☐ Digital Media
☐ Website

Office Use Only

Appl. Fee __________________________
Date Received ____________________