

Highfields



Preparatory & Kindergarten
School Ltd.

APPLICATION FOR ADMISSION TO THE WAIT LIST

Wonder Imagine Explore Discover Experience Love Understand Learn Wonder

PROCEDURES FOR ADMISSION TO THE WAIT LIST

Please complete this application form and return to the address below (together with the application fee).

**Enrolments
Highfields School
18 Highfield Road
Lindfield NSW 2070 Australia
email: enrolments@highfields.nsw.edu.au**

1. The main points of entry are to the Two Day Program and Kindergarten. Students are eligible for entry into the Two Day Program providing that they have turned three years of age on or before 31st January in the year they are due to commence. Students may also be admitted into the Three Day or Five Day Program, Year 1 or Year 2 if places are available.
2. At the time of application for Admission to the Wait List parents/guardians are requested to share any information that will help the School better meet the student's needs and abilities in accordance with School Policy.
3. Upon receipt of the completed form and non-refundable Application Fee of \$200, the student's name will be added to the Wait List of applicants seeking entry to the School in the year and class designated. An email acknowledging receipt of the application will be sent to confirm placement on this Wait List.
4. A Provisional List is thereafter produced from the Wait List approximately one year prior to the student's requested starting date.
5. The presence of a name on a Provisional List does not guarantee an offer of enrolment.
6. Placement on a Provisional List is dependent on the order in which applications for Admission to the Wait List are received, and will also take into consideration:

A family connection with the School:

- the student (applicant) is a sibling of a current or ex-student
- one or both parents attended the School
- the values, attitudes and priorities held are compatible with the School's philosophy

The School's:

- ability to meet the special needs or abilities of the student
 - preference for applicants seeking enrolment from the Two Day Program through to the completion of Year 2.
7. From this Provisional List parents and students are invited to complete an Application for Enrolment form and attend an interview.
 8. The School has absolute discretion in determining the weight of each of the factors it takes into account in determining whether to offer enrolment to the student.
 9. Parents/guardians may elect to defer the student's point of entry to another year prior to accepting an offer of enrolment. Deferrals must be notified in writing. Students will then be added to the Wait List for that altered entry point.
 10. It is the responsibility of the parents/guardians to advise the School of any changes to address and telephone numbers. Failure to do so may prevent a student from receiving an offer of enrolment.
 11. The School reserves the right to alter its enrolment policy and procedures at any time by giving at least two term's notice to parents/guardians, and will take effect from the beginning of a calendar year.

Please detach and retain this page for your records.

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APPLICATION FOR ADMISSION TO THE WAIT LIST

Student details	Surname			
Details of the child (the student).	Given names		Preferred name	
	Address			
			Postcode	
	Date of birth		Gender	MALE ☐ FEMALE ☐
	Country of birth			
	Nationality		Religion	
	1st language spoken		2nd language spoken	
	Present school/Preschool			

Class information	Prior to school	Preparatory
Please use this table to complete the class entry section below.	Two Day Program - Mon, Tues (2DP) Three Day Program - Wed, Thurs, Fri (3DP) Five Day Program - Mon - Fri (5DP)	Kindergarten (K) Year 1 (1) Year 2 (2)

Admission details	Preferred year of entry	
	Class entry	2DP ☐ 3DP ☐ 5DP ☐ K ☐ 1 ☐ 2 ☐
	Proposed length of stay at Highfields	2DP, 3DP or 5DP only ☐ 2DP through to Year 2 ☐ Other ☐ please specify.....

Family details	Surname	Title		
Parent I/Guardian	Given names		Preferred Name	
Are you a former Highfields student? YES ☐ NO ☐	Address			
			Postcode	
	Mobile			
	Other phone			
	Nationality		Religion	
	Contact email			
	Occupation			

Family details Parent 2/Guardian Are you a former Highfields student? YES ☐ NO ☐	Surname	Title		
	Given names			Preferred Name
	Address			
				Postcode
	Mobile			
	Other phone			
	Nationality		Religion	
	Contact email			
	Occupation			

Sibling attendance at Highfields	Siblings currently at Highfields			
	Name		Current class	
	Name		Current class	
	Name		Current class	
	Siblings - past students at Highfields			
	Name		Last year attended	
	Name		Last year attended	
	Name		Last year attended	

Additional details	We request all parents/guardians to share information that will help us better meet the educational needs of the student. Please also attach any supporting documentation including reports or assessments if applicable.	

Declaration	I/We hereby request that the above named student be admitted to the Highfields Preparatory and Kindergarten School Wait List. I/We have read the procedures as set out in the information provided with this Application for Admission to the Wait List.			
	Signature of both parents/guardians			
	Date		Date	

Office use only

Emailed	Letter of Offer	Additional Notes