

A young boy with dark hair, wearing a light blue button-down shirt and a dark blue tie with light blue and white stripes, is smiling broadly. He is holding a small, bright green lizard in his hands. The background is a blurred indoor setting with teal and yellow elements. The overall image has a teal and white geometric overlay on the left side.

Enrolment Application Form

Pre-Enrolment Information and Application Forms
for Parents and Caregivers seeking to apply for
enrolment at Investiator College.



Investigator
College





Pre-Enrolment Information

Thank you for considering enrolment with us at Investigator College.

Please ensure that you read this section before beginning to complete your application, as it provides some important information that will assist you in preparing your application.

Applying For Enrolment

Investigator College is proud to offer both traditional (paper-based) and online enrolment to our prospective students and their families.

Paper-Based Applications

To apply for enrolment at Investigator College, please complete an Enrolment Application form, attaching copies of any relevant documents as required.

Completed forms accompanied by the relevant documentation may be returned to the College in person, mailed, or scanned and emailed.

Online Applications

Our Online Enrolment Application system can be accessed by visiting:

www.investigator.sa.edu.au/enrol

When completing your Enrolment Application online, it is important to ensure that any relevant documents (see Pre-Application Checklist) are available in digital form, as we require them to be attached/uploaded as part of the application process.

Enrolment Processing Fees

Wherever possible, it is the policy of Investigator College to take a transparent approach to fees and financial information, and to ensure that we communicate openly with our parents/caregivers and families regarding the cost of education.

With this in mind, there are two small fees associated with an Enrolment Application at Investigator College, each payable at a different point as you progress through our enrolment process.

Application Fee **\$50.00**

This once-off fee of \$50.00 is to be paid when your Enrolment Application form is completed and returned to the College office. The Application Fee is non-refundable and covers the administration and processing costs for your application.

Enrolment Acceptance Fee **\$300.00**

To confirm enrolment at the College, an Enrolment Acceptance Fee of \$300.00 per student is payable. This fee guarantees the place in our classes and is non-refundable in the event that the enrolment is cancelled by the parent/caregiver.

Our Enrolment Process

As a leading independent school, Investigator College takes great pride and care to ensure that we are able to provide the highest possible standard of education to each learner and that we fully understand the individual learning needs of each prospective student prior to their enrolment with us.

Our Enrolment Process is designed to assist us to get to know both students and families and to help parents and caregivers feel well-informed and welcomed into our teaching and learning community.

1. Complete an Enrolment Application Form

The first step in our Enrolment Process, completing an Enrolment Application Form, ensures that we have all of the information we require to enrol your child.

To help us to process your application quickly, we kindly ask that you attach any relevant supporting documents to your application (see Pre-Application Checklist).

2. Application Review

After our friendly Enrolments Team receives your application, we undertake a quick review to ensure that we have everything we need to proceed with your child's enrolment. During this review, a member of our administrative team may contact you if we require any additional information.

3. Enrolment Interview

To help us welcome you into our teaching and learning community, you, along with your child, will be invited to attend an enrolment interview with a member of our Senior Leadership Team.

Our interviews are generally fairly short in nature and provide an excellent opportunity for our prospective students and their parents/caregivers to ask questions and to learn more about life and learning with us at Investigator College.

4. Outcome Advice and Offer of Enrolment

Following your Enrolment Interview and provided everything is in order, you will receive the outcome of your Enrolment Application including your formal Offer of Enrolment and Enrolment Contract.

5. Enrolment Contract and Commitment Fee

Completing and signing your Enrolment Contract, and returning it along with the Commitment Fee secures your child's enrolment.


Welcome to Investigator College!

Contact

Should you have any questions or require any assistance with completing your Enrolment Application, please contact our friendly Enrolments Team.

Our College Administration is open from
8:00am - 4:00pm, Monday – Friday

 **9 Bacchus Road**
Victor Harbor, SA 5211

 **(08) 8551 0900**

 **enrolment@investigator.sa.edu.au**

 **www.investigator.sa.edu.au/enrol**





Pre-Application Checklist

In order to process your Enrolment Application, Investigator College is required to collect some important information related to the identity, educational history and legal guardianship of each new student.

Before commencing an enrolment application, we encourage all parents and caregivers to ensure that they have copies of the following documents.

Required Documents

Copies of the following documents will be required as part of your Enrolment Application:

- A copy of your child's birth certificate, valid passport and/or proof of Australian citizenship.
- School reports from the past two (2) semesters.
- Any NAPLAN reports for your child from the past three (3) years.
- Any Court Orders or documents concerning parental guardianship, custody or student living arrangements.

Additional Documents

In addition you may be asked to provide or supply copies of the following documents (if relevant):

- Visa letters, visa information or similar documents if your child was not born in Australia or is not an Australian citizen.
- Any relevant reports or assessments from Psychologists, Speech Pathologists or other relevant Allied Health Professionals.
- Your child's Individual Education/Learning Plan or other similar documents.
- Any Behavioural Support or Behaviour Management Plans that are in place for your child at their current school.
- Any documentation concerning previous suspension or expulsion from school.

If completing your Enrolment Application online, please ensure that you have access to copies of these documents in digital form.





Enrolment Application Form



Please complete this form, and return to the Investigator College Administration to apply for enrolment at Investigator College.

Applying for Enrolment: Your Obligations

To ensure we are able to process your application as quickly and efficiently as possible, please ensure that you read and acknowledge the following information.

Accuracy of Information

Please read and complete all questions carefully and ensure that you are honest and accurate in your answers to all questions.

Failure to provide accurate and honest information is likely to significantly delay our ability to process your application and, in cases where misleading or false information has been provided, may result in a decision to discontinue the enrolment.

Collection of Information and Privacy

As part of your Enrolment Application, Investigator College is legally required to collect both personal information and information relating to employment, occupation and other demographic information.

The provision of this information is protected by both the Investigator College Privacy Policy and the Australian Privacy Act (1988). Information provided is treated as sensitive and every effort is taken to ensure that it remains confidential.

Form Icons

To assist with the completion of your Enrolment Application and to ensure all the required information is provided, please take note of the following:



Required Document

This icon indicates a document or additional information that must be attached to the Enrolment Application.



Additional Attachment

This icon indicates a document that may need to be attached, based on your answers in each section.



Skip Section/Move Ahead

This icon indicates a section that may be skipped if not relevant to your child.



Additional Information

This icon indicates a need to provide some additional information or to answer some further questions based on a previous answer.



Student Details

Please complete the section below, ensuring that you provide all required information and attach any relevant documentation.

Commencement Information

Year Level:
(e.g. Reception)

Entry Year:
(e.g. 2024)

Personal Information

Surname:

Given Name(s): Preferred Name:

Date of Birth: Country of Birth:

Gender: Male
 Female
 Non-Binary


Residency Status: Australian Citizen
 Bridging Visa*
 Permanent Resident
 New Zealand Citizen^
 Temporary Resident*

Is your child of Aboriginal or Torres Strait Islander origin?
 No
 Aboriginal
 Torres Strait Islander
 Both

Nationality:

First Language (if not English):

Proof of Identity


 **Birth Certificate (Required)**
Please attach a copy of your child's Birth Certificate.

Visa Information

 ***Non-Australian Citizens**
If your child is not an Australian Citizen, please provide the following information.

Proof of Citizenship/Visa

 **^New Zealand Passport**
If your child is a New Zealand Citizen, please attach a copy of their Passport

 ***Visa Documentation**
If your child is not an Australian Citizen, please attach a copy of their Visa Notification Letter.

Date of Arrival in Australia:

Visa Sub-Class:

Visa Expiry Date:

Residential Address

Address L1:

Address L2:

Town/Suburb:

State:

Postcode

Previous Education

What is the name of the school your child is currently attending or most recently attended?

Reason for leaving:

.....

.....

.....

Please list all previous schools your child has attended, along with their years of attendance:

School	Years
.....
.....
.....
.....

Academic History



School Reports (Required)

Please attach copies of your child's School Reports from the past two (2) semesters.



NAPLAN Reports (Required)

Please attach copies of your child's NAPLAN Reports from the past three (3) years.

Connection to Investigator College

Does your child have a sibling currently enrolled at Investigator College?

Yes

No

Does your child have a sibling or parent who is an Old Scholar of Investigator College?

Yes

No

Old Scholars and Enrolled Siblings

If you answered 'Yes' to either of the questions above, please complete this section.

Which House does/did the child's siblings or parent(s) belong to?

Banksia

Wattle

Blue Gum

Waratah



Early Learning Centre



If you are **not applying for enrolment into our Early Learning Centre**, please proceed ahead to 'Support and Wellbeing'.

Centrelink Customer Reference Numbers (CRN)

Customer Reference Numbers (CRN) are issued by Centrelink and help to identify both you and your child when claiming payments or concessions.

Please provide the Customer Reference Numbers (CRN) for you and your child below:

Primary Carer/Parent/Caregiver CRN:

Child CRN:

Other Care Providers

Is your child currently enrolled in pre-school or day care at another centre?

Yes No

If answering 'Yes' above, please provide the name(s) of the other pre-school or day care centre(s) your child is currently enrolled at:

Toilet Training

Is your child currently toilet trained?

Yes No

Toilet Training



If answering 'No' above, we will happily accept your application but your child will need to be toilet trained before they can commence with us.

Preferred Days

Our Early Learning Centre has some minimum booking requirements and recommendations for the number of days each week that children should attend:

- All Students - Minimum 2 x Days/Week
- 4 Year Olds - Recommended to attend for a minimum of 3 x Days/Week

Based on the above, please indicate your preferred number of days and days of the week below: (Please select any/all that apply)

Preferred Number of Days/Week (1-5):

- Monday Thursday
 Tuesday Friday
 Wednesday

Developmental Observations

Based on your observation of your child prior to them enrolling with us, do you have any concerns regarding their development in any of the following areas?

- Motor Skills Yes No
Speech/Hearing Yes No
Social, Emotional or Behavioural Yes No
Cognitive Yes No

Is there any additional information you would like us to be aware of with regard to your child's learning needs? If so, please note below:



Support and Wellbeing

To ensure we are able to provide the best possible support, care and education for your child, please complete the section below, ensuring that you attach any relevant documentation.



If **you are applying for enrolment into our Early Learning Centre**, please proceed ahead to 'School Choice and Future Enrolments'.

Learning Difficulties

Has your child been (or is being) assessed for any special needs, conditions or considerations (e.g. learning difficulties, physical disabilities, hearing or vision impairment, social or emotional concerns)?

Yes[#] **No**

If 'Yes', please provide details:

Name of disability/impairment/difficulty:

.....

.....

.....

.....

.....

Diagnosed by:

.....

.....

Date of diagnosis:

.....

Diagnostic Reports



#Allied Health Reports (Required)
If relevant, please ensure you attach a copy of any relevant diagnoses and/or reports relating to your child.

Additional Support

Does your child receive any additional support at school (e.g. learning support, counselling, extension program, social skills program)?

Yes **No**

If 'Yes', please provide details:

.....

.....

.....

.....

Does your child receive any professional support (e.g. tutoring, psychologist, psychiatrist, physiotherapist, paediatrician, occupational therapist, speech pathologist, access assistants)?

Yes **No**

If 'Yes', which services are involved?

Please provide details including the type and amount of support:

.....

.....

.....

.....

.....

If your child is currently receiving professional support, will this support continue after they are enrolled at Investigator College?

Yes No

Access and Participation

Are there any issues that need to be addressed by the school with regards to access to College facilities (e.g. ramps, lifts), supervision in classrooms, participation in sports, involvement in camps and excursions?

Yes No

If 'Yes', please provide details:

.....
.....
.....
.....
.....

Behaviour

Has your child ever been placed on a behaviour management plan?

Yes^ No

If 'Yes', please provide details:

.....
.....
.....
.....
.....
.....
.....

Does your child have any history of aggressive behaviour (physical or verbal)?

Yes^ No

If 'Yes', please provide details:

.....
.....
.....
.....
.....

Has your child ever been suspended (including internal suspensions) or excluded from any school?

Yes^ No

If 'Yes', please provide details:

.....
.....
.....
.....
.....

Behavioural Reports/Plans

^Behavioural History (Required)



If responding 'Yes' to any of the questions in this section, please ensure you attach a copy of any behaviour management plans, suspension notices or similar relevant communication.

Access Requirements



Additional Access Requirements

If your child requires any additional considerations regarding access or participation, please attach a copy of any relevant supporting documentation.



School Choice and Future Enrolments

To help us continually improve our enrolment processes, please complete the short section below.

Pre-Enrolment Events

Prior to deciding to apply for enrolment at Investigator College, did you attend any of the following?

(Please tick any/all that apply)

- Guided College Tour
- Private College Tour
- Open Day
- Experience Day/Trial Day

Please provide a brief outline of why you are interested in enrolling your child at Investigator College:

.....
.....
.....

Advertising/Awareness

Prior to applying for enrolment, how did you learn about Investigator College? (Please tick any/all that apply)

- Newspaper Advertisement
- Magazine Advertisement
- Facebook/Instagram
- Google Search
- Investigator College Website
- Billboard/Public Signage
- Personal Recommendation
- Already have/had children enrolled at Investigator College

Siblings and Future Enrolments

Please list your child's siblings (if applicable):

Name	Gender	Date of Birth
.....
.....
.....
.....

Are you interested in securing a future space at Investigator College for any of your child's siblings?

- Yes No

Decision-Making Preferences

Which of the following were the most important factors in making your decision to apply for your enrolment with us at Investigator College? (Please select up to three (3) options)

- Reputation for high quality of teaching and learning
- Sense of community and relationships between the College and students, parents and families
- Standard and quality of the teaching staff
- Campus, facilities and environs
- Range of sports and extra-curricular opportunities
- Commitment to Positive Education and Student Wellbeing
- Commitment to Anglican (Christian) education and ethos
- Previous positive experience with having a child enrolled at Investigator College



Guardianship and Care Arrangements

Please complete the section below, ensuring that you provide all required information and attach any relevant documentation.

Guardianship and Custody

Are the Parents/Caregivers of the child separated?

Yes No



If answering 'No' to the question above, please proceed to Parent/Caregiver Details section.

Enrolling Parties

If answering 'Yes' above, will BOTH parents be enrolling the student?

Yes+ No+



+Sole Parent/Caregiver

- If answering 'No' to the question above, please provide details for the enrolling Parent/Caregiver only.
- If answering 'Yes' to the question above, please ensure that details for BOTH Parents/Caregivers are provided.

Court Orders

Are there any Court Orders relating to the child?

Yes^ No

Attach Court Order(s)



^Court Orders/Guardianship Arrangements (Required)

If there are any Court Orders relating to the child, it is a requirement for copies of these to be attached to your application.

Residential Arrangements

Who does the child mainly reside with?

- Parent/Caregiver 1#
- Parent/Caregiver 2#
- Equal Care
- Other (please specify below)

Shared Care Arrangements



#Shared Care

If the child mainly resides with one parent/caregiver, please complete the section below.

If the child mainly resides with one parent/caregiver, does the child live with their other parent/caregiver during any part of the school week?

Yes+ No+

Please provide details of the contact arrangements with other parent/caregiver:



Primary Carer/Parent: Details and Contact Information

Please complete the section below, ensuring that you provide all required information and attach any relevant documentation.

Personal Information

Salutation:	<input type="text"/>	Surname:	<input type="text"/>
Given Name(s):	<input type="text"/>		
Date of Birth:	<input type="text"/>	Relationship to Child:	<input type="text"/>
First Language:	<input type="text"/>	Country of Birth:	<input type="text"/>

Residential Address

Address L1:	<input type="text"/>		
Address L2:	<input type="text"/>		
Town/Suburb:	<input type="text"/>	State:	<input type="text"/>
		Postcode	<input type="text"/>

Postal Address

Address L1:	<input type="text"/>		
Address L2:	<input type="text"/>		
Town/Suburb:	<input type="text"/>	State:	<input type="text"/>
		Postcode	<input type="text"/>

Contact Details

Main Phone:	<input type="text"/>	Mobile Phone:	<input type="text"/>
Email Address:	<input type="text"/>		



Parent/Caregiver 2: Details and Contact Information

Please complete the section below, ensuring that you provide all required information and attach any relevant documentation.

Personal Information

Salutation:	<input type="text"/>	Surname:	<input type="text"/>
Given Name(s):	<input type="text"/>		
Date of Birth:	<input type="text"/>	Relationship to Child:	<input type="text"/>
First Language:	<input type="text"/>	Country of Birth:	<input type="text"/>

Residential Address

Address L1:	<input type="text"/>		
Address L2:	<input type="text"/>		
Town/Suburb:	<input type="text"/>	State:	<input type="text"/>
		Postcode	<input type="text"/>

Postal Address

Address L1:	<input type="text"/>		
Address L2:	<input type="text"/>		
Town/Suburb:	<input type="text"/>	State:	<input type="text"/>
		Postcode	<input type="text"/>

Contact Details

Main Phone:	<input type="text"/>	Mobile Phone:	<input type="text"/>
Email Address:	<input type="text"/>		



Parents/Caregivers: Mandatory Government Information

Please complete the section below, ensuring that you provide all required information and attach any relevant documentation.

Collection and Provision of Information to the Australian Government

The Australian Government Department of Education, Skills and Employment (the department) would like to advise all parents and guardians that it collects certain information about your child's school, its staff, and student body.

This information is provided to the Australian Government by Investigator College, and is collected in accordance with the Australian Education Act 2013 (the Act) and the Australian Education Regulation 2013 (the Regulation).

The Act and the Regulation require the legal entity responsible for the administration of the school (the Approved Authority) to provide certain information to the department. The department collects this information to:

- Ensure the provision of Australian Government funding to schools is properly calculated and appropriately managed.
- Conduct research, statistical analysis and develop school education policy for the Australian Government.
- Meet national and international reporting obligations on school students in Australia.
- Publish and provide information about schools to the public.

The data provided to the Australian Government may include personal information, including names and contact details. Any personal information provided is protected by law and is transmitted, collected and stored in accordance with the Privacy Act (1998). Any use or disclosure of your personal information must occur in accordance with both the Regulation and the Privacy Act.

Primary Parent/Caregiver Employment Information

Occupation:

Company/Employer Name:

Nature of Employment:

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Full Time | <input type="checkbox"/> Part Time |
| <input type="checkbox"/> Casual | <input type="checkbox"/> Contract/Seasonal |

Parent/Caregiver 2 Employment Information

Occupation:

Company/Employer Name:

Nature of Employment:

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Full Time | <input type="checkbox"/> Part Time |
| <input type="checkbox"/> Casual | <input type="checkbox"/> Contract/Seasonal |



Payment and Enrolment Declaration

Please ensure that this section is completed and signed by any and all enrolling parties.

Payment

How do you intend to pay your \$50.00 Enrolment Application Fee?

- Cash - in person at time of lodgement**
- EFTPOS - in person at time of lodgement**
- Credit/Debit Card - details provided below**

Credit/Debit Card Authorisation

Card Number:

CCV: Expiry Date:

Cardholder's Name:

Cardholder's Signature:

By signing above, I, the cardholder, authorise Investigator College to arrange a one-time payment of \$50.00 using my nominated Credit/Debit Card.

Enrolment Declaration

By signing below, I/We, the enrolling parties, declare:

- I/We have read and understood the General Terms and Conditions of Investigator College and the College policies available at: www.investigator.sa.edu.au/parents/policies
- I/We agree to be bound by the Terms and Conditions and all College policies as varied or introduced from time to time. I recognise that Investigator College is seeking to be a College of excellence, open to all in a disciplined, caring Anglican environment and agree to support this in the education of the child.
- I/We hereby certify that, to the best of my/our knowledge, the information provided on this application is true and correct. If false or misleading statements are made within this application or relevant information is not disclosed at the time of enrolment, the College may terminate enrolment at any time where the College is reasonably justified to do so.
- I/We understand that it is my/our obligation to notify the College of any changes to the information provided.
- I/We understand that applications and enrolments may be cancelled if the College loses contact with parents/caregivers or mail is returned.
- I/We understand this is an application form only and not an assurance of admission.

Signatures of Enrolling Parties

Primary Parent/Caregiver Signature:

Name of Primary Parent/Caregiver (please print):

Date:

Parent/Caregiver 2 Signature:

Name of Parent/Caregiver 2 (please print):

Date:





Completing Your Application

Thank you for completing an application for enrolment at Investigator College. To ensure we can process your application quickly, please take note of the following information.

Final Document Checklist

At minimum, copies of the following documents should be attached when submitting this application:

- A copy of your child's birth certificate.
- School reports from the past two (2) semesters.
- Any NAPLAN reports for your child from the past three (3) years.
- Any Court Orders or documents concerning parental guardianship, custody or student living arrangements.
- Any relevant reports or assessments from Psychologists, Speech Pathologists or other relevant Allied Health Professionals.

Submitting Your Application

Completed Enrolment Applications should be returned to the Investigator College Administration either in person, by mail, or by email.

Mail

Enrolment Applications (accompanied by copies of the required documents) may be mailed to:

✦ **Enrolments and Admissions**
Investigator College
9 Bacchus Road
Victor Harbor, SA 5211

Email

Completed Enrolment Applications along with copies of any accompanying documents may be emailed to:

✉ enrolments@investigator.sa.edu.au

Contact

Should you have any questions or require any assistance with completing your Enrolment Application, please contact our friendly Enrolments Team.

Our College Administration is open from 8:00am - 4:00pm, Monday - Friday.

☎ (08) 8551 0900

✉ enrolments@investigator.sa.edu.au

🖱 www.investigator.sa.edu.au/enrol



We are excited to have you and your family as part of our
Investigator College community

Should you have any questions, or require any assistance with your
enrolment application, please contact our friendly Enrolments Team:

(08) 8555 7511

enrolments@investigator.sa.edu.au