

**Compass Independent School – Enrolment application form**

Choosing a school for your child is an important decision. Thank you for commencing the enrolment process with Compass Independent School.

As you proceed through this form, please do so in the spirit of open and honest communication. The enrolment process is designed to ascertain compatibility between the child/young person, parent/guardian and School, and to ensure the School fulfils its obligation of providing education whilst keeping children/young people safe. For these reasons, parents/guardians have a responsibility to provide all relevant information when applying to enrol their child/young person.

Please note that submission of an enrolment application is not an offer of a place at Compass Independent School.

If an offer of enrolment is made, families should confirm this offer within 7 days by signing and returning the enrolment contract and by paying the enrolment confirmation fee (non-refundable and credited toward the term fees in which the child/young person commences at Compass).

**Timeline**

Enrolment applications can be received for any child/young person with a birth certificate and are added to the Enrolment application list.

Prep enrolment applications are added to the Enrolment application list and are actioned approximately 18 months prior to the start of the relevant school year with interviews generally taking place up to a year in advance.

Secondary school applications are added to the Enrolment application list and are actioned up to approximately 3.5 years prior to the start of the relevant school year with interviews generally taking place 3 years in advance of commencing in Year 7. The school prioritises the enrolment of existing Compass children for Year 7. Applications are processed for Years 7-10 as places are available.

Applications may also be processed for as places are available.

**Enrolment application process**

1. Read the Compass website.
2. Visit Compass\*.
3. Submit this Enrolment application form and pay the $150 enrolment application fee (non-refundable).
4. Visit Compass\*.
5. Participate in an interview (Compass will contact you to organise an interview).

\*Visit Compass: A tour must be taken at any time before the interview — either after reading the website or after submitting this Enrolment application form. These are bookable via the school’s website or by contacting the school.

**1. Pay the enrolment application fee ($150).**

Please make payment via direct transfer to the following account and reference details and **please generate a copy of the payment record**:

|  |  |
| --- | --- |
| Account name | Compass Independent School Ltd. |
| BSB | 034090 |
| Account number | 257066 |
| Reference number to use | Your family name |
| Payment record | Please paste a screenshot of the payment record here **OR** attach the payment record when returning this form via email. |

**2. Provide the following information:**

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| **1. Child/Young person’s details** | | | |
| First name |  | Date of birth |  |
| Middle name/s |  | Country of birth |  |
| Family name |  | Gender |  |
| Preferred name |  | Pronouns |  |
| Home address |  | Languages spoken at home by young person |  |

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| Initial enrolment year level | Prep  Y1  Y2  Y3  Y4  Y5  Y6  Y7  Y8  Y9  Y10 |
| Calendar year of enrolment |  |

**>>>> Please supply a copy of your child’s birth certificate.**

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| **2. Complete this section if the young person is an overseas student.** | | | |
| Compass is not a registered CRICOS school, therefore eligibility for admission to the school is on a case-by-case basis. Overseas student fees will apply. | | | |
| Do you have an Australian visa? | Yes  No | What is the visa type? |  |
| What is the visa number? |  | | |
| **Documents you will need to attach to your email when submitting this application:** | | Birth certificate copy  Passport copy  Visa details copy | |

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| **3. Parent/Guardian 1 details** | | | |
| First name |  | Mobile number |  |
| Family name |  | Email |  |
| Residential address |  | Languages spoken at home |  |
| Postal address if different to above |  | Highest level of education | Year 12  Certificate I, II, III, IV  Diploma  Bachelor degree  Masters degree  Doctorate |
|  |  |  |  |
| Who does the child/young person reside with? | Both parents/guardian  Parent/guardian 1  Parent/guardian 2  Other guardian  Shared arrangement \_\_\_% with parent/guardian 1 \_\_ % with parent/guardian 2 | | |
| Are there any family/parenting/  protection orders in place? | Yes  No | *If yes, please attach a copy to your email when submitting this application.* | |

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| **Parent/Guardian 2 details** | | | |
| First name |  | Mobile number |  |
| Family name |  | Email |  |
| Residential address |  | Languages spoken at home |  |
| Postal address if different to above |  | Highest level of education | Year 12  Certificate I, II, III, IV  Diploma  Bachelor degree  Masters degree  Doctorate |

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| **4. Connection to QUT (if applicable)** | | | |
| Compass has a close connection with QUT and children of QUT staff and students are included in our list of priority enrolments. | | | |
| I, \_\_\_\_\_\_\_\_\_ am a - | current staff member.  current student.  former student. | | |
| If a current staff member, what is your role and with which faculty? |  | If a current student, which course? |  |

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| **5. Family questionnaire**  The following questions are designed to help Compass gain a better understanding of your family and in particular, your child/young person as an individual and learner.  Where appropriate, please encourage your child/young person to contribute to the responses. | |
| Why do you want to join Compass and what makes it a good fit? |  |
| What is your understanding of the school’s philosophy? |  |
| What words would you use to capture your/your child/young person’s unique characteristics? |  |
| What learner qualities are shown by you/your child/young person? |  |
| What are your/your child/young person’s strengths, talents or proficiencies? |  |
| Are there areas where you/your child/young person would benefit from extra support? |  |
| What are your/your child/young person’s strengths when forming and maintaining peer relationships and engaging in play and collaboration? |  |
| What are your/your child/young person’s challenges when forming and maintaining peer relationships and engaging in play and collaboration? |  |
| Is there anything about Compass that you think might be challenging for you? |  |
| Our school involves active participation, a high degree of responsibility and a willingness to contribute and cooperate. How do you feel about this style of learning environment? |  |
| Our learning takes place on and off campus and indoors and outdoors every day. How do you feel about this? |  |
| If offered a place at Compass, what would it mean to you? |  |
| If you/your child/young person could choose anything to investigate/learn about, what would it be? (You can provide up to 3 ideas!) |  |

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| **6. Additional needs (if applicable)** | | | | | |
| Additional need/s | Medical  Learning  Other | Please share the names of the need/s  (e.g. ASD, Dyslexia, Visual impairment, Coeliac, Nut allergy, Medications etc.) | |  | |
| Accommodations, adjustments and/or support measures needed |  | | | | |
| Any other relevant information that would support the school to provide equitable access to schooling |  | | | | |
| Specialist services/assessments used | | | | | |
|  | Provider | | Initial date | | Ongoing (Tick for Yes) |
| Paediatrician |  | |  | |  |
| Educational psychologist |  | |  | |  |
| Occupational therapist |  | |  | |  |
| Speech therapist |  | |  | |  |
| Psychology |  | |  | |  |
| Counselling |  | |  | |  |
| Early intervention |  | |  | |  |
| Other |  | |  | |  |
| **Documents to attach to your email when submitting this application:** | Relevant medical reports  Relevant specialist reports | | | | |
| Why did/ does your child/young person attend the service/s? |  | | | | |
| What are/were the results or outcomes of attending the service/s? |  | | | | |

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| **7. Educator contact** | | | |
| As part of the enrolment application, we may contact educators who have been involved in your child/young person’s learning. In most cases, this would be a current or most recent teacher; when this is not possible, a coach or person independent from the family who knows the child/young person well. When contacting this person, a short discussion is undertaken to help ascertain the compatibility between the parent/guardian, child/young person and the school. | | | |
| Name of educator |  | | |
| School/Organisation/Role |  | | |
| Email |  | Phone |  |

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| **8. Declaration** | |
| In lodging this enrolment application form and accompanying documentation, I/we the Parent/Guardian(s): | |
| acknowledge that any failure to disclose any information relevant to Compass’ ability to educate my child/young person, including, but not limited to, family law matters, a medical condition, illness, disability or difficulties relevant to Compass’ ability to educate my child/young person and keep them safe may result in the rejection of this application or the subsequent termination of my child/young person’s enrolment, if my child/young person has already been offered a position at Compass. |  |
| agree to provide documentation relevant to my child/young person’s medical condition, illness, disability or difficulty, including, but not limited to, copies of medical, psychological or other reports/records from specialists, treating medical practitioners or allied health professionals upon request from the school. |  |
| agree to, upon request from the school, give permission for the school to obtain further information from the child/young person’s previous school, disability agencies, medical practitioners and allied health professionals. |  |
| acknowledge that Compass will take into account the school’s ability to meet the educational needs of my child/young person by making reasonable adjustments when considering the enrolment application. |  |
| declare that the information provided in this form is, to the best of my knowledge and belief, accurate and complete. |  |
| have authorisation to provide personal information included in this form about people other than myself or my child/young person. |  |
| agree to update the school immediately regarding any changes to the information I have provided. |  |
| understand that submitting an enrolment application does not guarantee an offer of enrolment at Compass and that the enrolment application fee is non-refundable. |  |
| agree that where personal information have been given about people other than myself or my child/young person(ren) it has been done so with their authorisation. |  |

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| Name of parent/guardian 1 |  |
| Signature |  |
| Date signed |  |

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| Name of parent/guardian 2 (if applicable) |  |
| Signature |  |
| Date signed |  |

**3. Return this form.**

Once Section 2 has been completed and the enrolment application fee payment made and recorded in Section 1, please return –

* this form **and**
* **any relevant attachments** as per the instructions below:

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| --- | --- |
| Email address | [enrolments@compassindependentschool.com](mailto:enrolments@compassindependentschool.com) |
| Email subject | Enrolment application – INSERT YOUR CHILD’S NAME |
| Attachments to include | * This form * Australian Birth certificate, Passport or Citizenship certificate copy * Payment record \*unless screenshot included above * Family or Parenting Orders (if applicable) * International Birth certificate, Passport and Visa copy (if applicable) * Specialist reports (if applicable) |

Following receipt of the enrolment application and paid fee, Compass will add your child to the registration list and provide correspondence detailing next steps.