



**MERIDEN**  
AN ANGLICAN SCHOOL FOR GIRLS

# Application for Enrolment

# How to Enrol



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Meriden offers enrolment places up to eighteen months prior to the year of entry, subject to available places. Where possible, preference is given to siblings of students already attending the School, descendants of Meriden Old Girls and children of current staff members. The School reserves the right to offer enrolment places to students on the waiting list according to the requirements of the School's academic and cocurricular programs.

In order to be enrolled at Meriden, a student must take part in, and be accepted through, the School's interview process.

## Entry Levels

The main entry points at Meriden are:

- Pre-Kindergarten – Year 5
- Kindergarten (limited places) – Year 7

We accept new students in other year levels up to Year 9, when places are available.

## Entry in Year 10

Students wishing to undertake their HSC at Meriden must commence at the School by the commencement of Year 10. New enrolments are not accepted after the commencement of Year 10.

A place in Year 10 at Meriden is by invitation only and is at the sole discretion of the School. Factors that are taken into consideration are:

- strong academic performance by the student as evidenced in recent school reports and other relevant documentation
- evidence of a high standard of punctuality, attendance and effort at school
- commitment to joining Year 10 at Meriden at the commencement of the school year.

Please note that availability of a place in Year 10 is limited. Before submitting an application, please contact our Enrolments Department to discuss the selection criteria and availability.

## Enrolment Process

The steps in the enrolment process are listed below.

### 1 Application

#### Entry in Pre-Kindergarten to Year 9

Complete this form to apply for entry in year levels up to and including Year 9. Please ensure the declaration in Section E is signed by both parents/legal guardians and dated.

Section G of this form contains a checklist of documents that must be submitted with the form together with the non-refundable application fee. Should you have any queries about the application, please contact the Enrolments Department.

#### Entry in Year 10

Prior to filling out this application form, please contact the Enrolments Department to register your interest in a place in Year 10. At this stage, you will be asked to supply your daughter's school reports

and other documents for consideration by an Enrolment Review Panel before progressing to the application stage.

If you are invited to submit an Application for Enrolment, please complete this form, ensuring the declaration in Section E is signed by both parents/legal guardians and dated. Section G of the form contains a checklist of documents that must be submitted with the form together with the non-refundable application fee.

### 2 Interview

Upon receipt of the Application for Enrolment form and application fee, the student will be placed on the list of applicants for the relevant year of entry. During the eighteen months preceding the commencement date, an interview process will be undertaken with a senior member of staff, subject to available places. Please note that it can take several months to interview all applicants.

### 3 Letter of Offer

Following the interview process, the Principal will write to notify you of the result of your enrolment application. Enrolment is offered in accordance with Meriden's Policy and Procedures of Enrolment available at [www.meriden.nsw.edu.au](http://www.meriden.nsw.edu.au).

### 4 Acceptance of Offer

If successful, the student's place is secured upon receipt within fourteen days of a signed Acceptance of Offer form together with the enrolment fee. The enrolment fee is considered a firm commitment and is non-refundable. In the event that an international student is unable to obtain a student visa, the School will provide a partial refund of the enrolment fee, in accordance with Australian government legislation.

All enrolments are subject to acceptance of Meriden's Terms of Enrolment available at [www.meriden.nsw.edu.au](http://www.meriden.nsw.edu.au).

### 5 Commencement Details

You will be notified of commencement dates, orientation days and any other relevant details in the term prior to commencement.

### 6 Tuition Fees

Tuition fees are payable in accordance with the date displayed on the fees notice. In the case of international students, fees are payable in accordance with government regulations.

**SECTION A: STUDENT INFORMATION**

FAMILY NAME		FIRST NAME	
ANGLICISED FIRST NAME (IF APPLICABLE)		MIDDLE NAME/S	
DATE OF BIRTH		GENDER	Female
CITY AND COUNTRY OF BIRTH		NATIONALITY	
CITIZENSHIP/RESIDENCY	Australian Citizen	Australian Permanent Resident	Other <input type="checkbox"/> Provide details
RELIGIOUS DENOMINATION		CHURCH ATTENDED	
IS THE STUDENT OF ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN?	No	Yes, Aboriginal	Yes, Torres Strait Islander
PROPOSED CALENDAR YEAR OF ENTRY		PROPOSED LEVEL OF ENTRY	PRE-K K 1 2 3 4 5 6 7 8 9 10
PRESENT SCHOOL, PRE-SCHOOL OR CHILDCARE LEARNING CENTRE (IF APPLICABLE)		CURRENT YEAR LEVEL	
Please attach a copy of the most recent school/pre-school/childcare learning centre report and any other information regarding your child's schooling eg, special needs.			
STUDENT'S INTERESTS			

**PRE-KINDERGARTEN APPLICANTS ONLY**

DAYS REQUIRED	4 days – Monday, Tuesday, Thursday, Friday	5 days – Monday to Friday
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**ADDITIONAL EMERGENCY CONTACT OTHER THAN PARENTS/LEGAL GUARDIAN**

PERSON TO CONTACT (OTHER THAN PARENTS) SHOULD THE SCHOOL BE UNABLE TO REACH PARENTS IN AN EMERGENCY	MR	MRS	MS	SURNAME
	MISS	DR	REV	PROF
	FIRST NAME		RELATIONSHIP TO STUDENT	
TELEPHONE	(H)	(W)	(M)	EMAIL

**DOCTOR'S NAME/MEDICAL CENTRE**

DOCTOR'S NAME	MEDICAL CENTRE	TELEPHONE
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**HEALTH AND WELLBEING**

Complete record of immunisation history from Medicare Australia, or equivalent overseas organisation, must be provided with this application	MEDICARE NO.																			REF NO.						
Does your child suffer from allergies?	No	Yes	<input type="checkbox"/> Please specify																							
Does your child require a medical action plan?	No	Yes	<input type="checkbox"/> Asthma		<input type="checkbox"/> Anaphylaxis		Other <input type="checkbox"/> Please specify																			
Is your child on a permanent medication?	No	Yes	<input type="checkbox"/> Please specify																							
Has your child received or is she/he currently receiving support or treatment from health services such as the following?	Speech Pathologist		Occupational Therapist			Paediatrician			Hearing Specialist			Vision Specialist									Psychologist			Other <input type="checkbox"/> Please specify		
Does your child have any social, emotional or intellectual difficulties or specific medical or learning needs?	No	Yes	<input type="checkbox"/> Please specify																							
Is there any other medical information of which Meriden should be aware?	No	Yes	<input type="checkbox"/> Please specify																							

**Please attach copies of any medical action plans and medical, psychological/psychometric and educational testing assessments.**

**DISCLOSURE STATEMENT** The disclosure of all medical, psychological/psychometric and educational testing information relating to a student seeking enrolment is a fundamental condition to the acceptance of that student for enrolment at Meriden. Such information is important in assessing the appropriateness of an enrolment at Meriden for the purposes of duty of care and educationally, to support fully the student's academic needs and progress. Failure to provide a full and accurate disclosure of the required information may lead to the termination of enrolment by the School.

**SECTION B: PARENTS/LEGAL GUARDIAN INFORMATION**

FATHER/PARENT 1/LEGAL GUARDIAN 1							MOTHER/PARENT 2/LEGAL GUARDIAN 2								
TITLE	MR	MRS	MS	MISS	DR	REV	PROF	TITLE	MR	MRS	MS	MISS	DR	REV	PROF
SURNAME							SURNAME								
GIVEN NAME							GIVEN NAME								
MIDDLE NAME							MIDDLE NAME								
COUNTRY OF BIRTH	Australian Citizen						COUNTRY OF BIRTH	Australian Citizen							
	Australian Permanent Resident							Australian Permanent Resident							
	Other (provide Visa details)							Other (provide Visa details)							
	Visa Type		Visa Expiry Date					Visa Type		Visa Expiry Date					
Visa Sub-class No.						Visa Sub-class No.									
RESIDENTIAL ADDRESS							RESIDENTIAL ADDRESS								
	POSTCODE							POSTCODE							
	COUNTRY							COUNTRY							
TEL (HOME)							TEL (HOME)								
TEL (BUS)							TEL (BUS)								
MOBILE							MOBILE								
EMAIL							EMAIL								
POSTAL ADDRESS							POSTAL ADDRESS								
	POSTCODE							POSTCODE							
OCCUPATION							OCCUPATION								
EMPLOYER							EMPLOYER								
RELATIONSHIP BETWEEN BIOLOGICAL PARENTS	Married		De Facto		Separated		Divorced		Mother Deceased		Father Deceased				
	Other		Please specify												
STUDENT LIVES WITH	Both parents		Mother		Father		Legal Guardian		Grandparent/s		Other			Please specify	
FULL NAME OF STEP-FATHER/STEP-MOTHER (IF APPLICABLE)							MOBILE								
PARENTING AND CUSTODY ARRANGEMENTS															
Where the parents are not living together, or where both of the parents named above are not the biological parents of the child, please provide details of parenting, custody or guardianship arrangements as applicable. If Family Court Orders or Parenting Orders exist, a copy of the Order must be provided with this application.															
LANGUAGE SPOKEN AT HOME OTHER THAN ENGLISH															
NAMES AND AGES OF STUDENT'S SIBLINGS	NAME		AGE		CURRENT SCHOOL										
	1				Male		Female								
	2				Male		Female								
	3				Male		Female								
	4				Male		Female								
DETAILS OF FAMILY MEMBERS OR RELATIVES WHO HAVE ATTENDED OR ARE CURRENTLY ATTENDING MERIDEN	FULL NAME		SURNAME WHILE AT MERIDEN		RELATIONSHIP TO STUDENT		YEAR OF GRADUATION		HOUSE*						

**SECTION C: INTERNATIONAL STUDENTS ONLY**

This section should only be completed if the student is not an Australian citizen or permanent resident in Australia

PASSPORT NUMBER OF STUDENT		COUNTRY OF ISSUE		EXPIRY DATE	
IS THE STUDENT CURRENTLY IN AUSTRALIA ON A VISA?		Yes	No		
VISA TYPE		VISA NUMBER		EXPIRY DATE	
NAME OF OVERSEAS STUDENT HEALTH COVER PROVIDER		MEMBERSHIP NO.		EXPIRY DATE	
LANGUAGES SPOKEN					
STUDENT'S EMAIL ADDRESS			STUDENT'S MOBILE NO.		
WITH WHOM WILL THE STUDENT RESIDE WHILE IN AUSTRALIA			Parent	Appointed Guardian	

**DETAILS OF APPOINTED GUARDIAN**

An appointed Guardian must be:

- appointed by the parent/s of the applicant or a person who has custody of the applicant
- over twenty-five (25) years of age
- a suitable relative\*
- of good character
- able to communicate effectively with the School in English
- willing and able to look after the student at home during a period of ill health
- the first point of contact with the School and, when required, able to communicate with the parents on behalf of the School.

\* Written approval of a nominated suitable relative to act as the student's appointed guardian must be provided by the parent/s together with a copy of the Family Census (translated to English) which shows the family relationship. Meriden defines a 'suitable relative' as a person who is: a grandparent, brother, sister, aunt, uncle or niece. The nominated suitable relative is subject to approval by the School.

APPOINTED GUARDIAN'S RELATIONSHIP TO STUDENT							
TITLE	MR	MRS	MS	MISS	SURNAME	GIVEN NAME/S	
	DR	REV	PROF				
RESIDENTIAL ADDRESS					POSTCODE		
POSTAL ADDRESS					POSTCODE		
TELEPHONE	(H)				(W)		
						(M)	
EMAIL							
OCCUPATION				EMPLOYER			

Note: Prior to confirmation of enrolment, the appointed guardian is required to visit the School to sign a Guardian Agreement in the presence of the School Principal or the Principal's nominee.

**SECTION D: PAYMENT DETAILS**

PAYMENT OPTIONS	Cheque or money order, made out to Meriden School					Cash	Visa*	Mastercard*	Amex*						
AMOUNT															
CARD NUMBER										EXPIRY					
NAME ON CARD															
CARDHOLDER'S SIGNATURE							DATE					2	0		

*\*A charge applies to credit card payments*

**SECTION E: DECLARATION**

- We hereby apply to enrol the above student at Meriden.
- We understand that acceptance of this Application form by the School does not constitute enrolment of the student.
- Should the student be accepted for enrolment at Meriden, we undertake to conform to the School's regulations and Terms of Enrolment.
- We accept that each parent whose signature appears on this form is jointly and severally liable for payment of school fees.
- We authorise the School to contact the child's doctor and previous school if deemed necessary in relation to this application.

SIGNATURE OF FATHER/PARENT 1/  
LEGAL GUARDIAN 1

DATE






SIGNATURE OF MOTHER/PARENT 2/  
LEGAL GUARDIAN 2

DATE







This application form must be signed by both of the child's parents/legal guardians as listed on the form. Exemption may only be granted by the Principal in rare and extenuating circumstances. In this case further supporting documentation and/or evidence may be required by the School.

**SECTION F: AGENCY ASSISTANCE**

The following information should only be completed if a registered agent of Meriden is assisting with this enrolment application.

AGENCY NAME			AGENT'S FULL NAME		
ADDRESS					
TEL		FAX		EMAIL	

**SECTION G: CHECKLIST**

Please ensure that all required documents and the application fee are forwarded together with this completed application form.

Enrolment Application Fee (non-refundable)

Certified copy of student's birth certificate. The photocopy must be authorised as a true copy of the original birth certificate by a person who is authorised to certify documents, eg, Justice of the Peace.

Copy of immunisation history statement from Medicare Australia or equivalent overseas organisation (translated to English)

Copy of student's school/pre-school/child care learning centre reports

NAPLAN report (if applicable)

Copy of Family Court Orders or Parenting Orders (if applicable)

Copies of any medical action plans and medical, psychological/psychometric and educational testing assessments (if applicable)

Copy of Parent's Citizenship or Permanent Residency Certificate (if parent/s were not born in Australia)

Copy of Parent's Visa Grant Notice (if applicable). A Visa Grant Notice only applies to parent/s who are not Australian citizens but are currently residing in Australia.

Certified copy of student's passport (International students only)

Copy of language school reports (International students only)

Copy of Family Census (translated to English) showing relationship of student's guardian (International students only)

**GENERAL INFORMATION**

HOW DID YOU FIND OUT ABOUT MERIDEN?

Family association  
Referral  
Meriden website/internet search  
Advertisements  
School guides and listings  
Agent  
Other

**PRIVACY STATEMENT**

The information supplied on this form is required by Meriden to manage the enrolment application. No personal information will be disclosed outside the School without your express consent, except where required by law. A copy of Meriden's Privacy Policy is available at [www.meriden.nsw.edu.au](http://www.meriden.nsw.edu.au).

**RETURN TO:**

**The Registrar, Meriden**  
**3 Margaret Street, Strathfield NSW 2135 Australia**

For further information contact The Registrar at Meriden on (61 2) 9752 9444 or [enrolments@meriden.nsw.edu.au](mailto:enrolments@meriden.nsw.edu.au)

**OFFICE USE ONLY**

Date received
Receipt Number