



# APPLICATION FORM

Kincoppal–Rose Bay School  
ELC–Year 6 Co-Educational  
Years 7–12 Day & Boarding Girls Only

- Checklist (Please include with your application)**
- Application Form and Application Fee
  - Copy of Birth Certificate
  - Copy of Baptismal Certificate
  - Current Photograph (passport size)
  - Copy of two latest school reports (in English)
  - Copy of latest NAPLAN results (if applicable)
  - Two written family references (addressed to the Principal)
  - Copy of educational and/or medical assessment reports (where relevant)
  - Copy of Family Court Orders (if applicable)
  - Copy of AEAS Report (international students on Student Visa)
  - Copy of current passport (international students)
  - Copy of current visa (international students)

**Please return to:**  
Registrar  
Kincoppal–Rose Bay  
School of The Sacred Heart  
New South Head Road  
Rose Bay NSW 2029  
AUSTRALIA

**CRICOS NO. 02268M**  
**ABN 47 003 942**

## STUDENT DETAILS (ALL APPLICANTS)

Surname \_\_\_\_\_

Given Names \_\_\_\_\_

Preferred Name \_\_\_\_\_

Residential Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_  
 Country, if not Australia \_\_\_\_\_

Telephone (H) \_\_\_\_\_ (M) \_\_\_\_\_

Email \_\_\_\_\_

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Language Spoken at Home \_\_\_\_\_

Country of Birth \_\_\_\_\_ Religion \_\_\_\_\_

Nationality \_\_\_\_\_ Gender  Male  Female

**Sacraments Received**

Baptism       First Eucharist       Reconciliation       Confirmation

**Is the student of Aboriginal or Torres Strait Island Origin?**

No       Yes, Aboriginal       Yes, Torres Strait Islander       Yes, both Aboriginal & Torres Strait Islander

**Residency Status**

Australian Citizen       Permanent Residency       Temporary Residency       Student Visa Holder

Proposed Academic Level of Entry (eg ELC) \_\_\_\_\_ Proposed Calendar Year of Entry (eg 2015) \_\_\_\_\_ Current Academic Year of Schooling \_\_\_\_\_

Status  Day Student       Boarder

**Current School** \_\_\_\_\_

**Previous Schools**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Please provide details of any special educational/psychological/physical conditions the school should be aware of in meeting student's needs.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

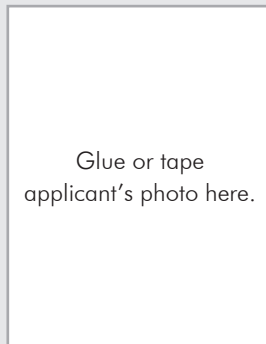
\_\_\_\_\_

**Disclosure:** The disclosure of all medical, physical, psychological/psychometric and educational testing information relating to this application is a condition of the acceptance of the student’s admission into Kincoppal–Rose Bay. Such information is an important requirement in assessing an application for the purposes of duty of care and education of the student and to fully support the student’s academic needs and progress.

**Note:** ELC is the first intake year of the Junior School and operates during KRB school terms, in the year prior to Kindergarten.

**Photo Required**

Please supply a current passport size photograph of the applicant



**FATHER/GUARDIAN**

Relationship	<input type="text"/>	Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other
Surname	<input type="text"/>						
Given Names	<input type="text"/>						
Nationality	<input type="text"/>						
Country of Birth	<input type="text"/>						
Language Spoken	<input type="text"/>						
Marital Status	<input type="text"/>						
Religion	<input type="text"/>						
KRB ex student	<input type="checkbox"/> No <input type="checkbox"/> Yes						
Class of	<input type="text"/>						
Other KRB Links (refer to page 5)	<input type="text"/>						
Residential Address	<input type="text"/>						
	<input type="text"/>						
	<input type="text"/>				State	<input type="text"/>	Postcode
	Country, if not Australia <input type="text"/>						
Postal Address – if different from above	<input type="text"/>						
	<input type="text"/>						
	<input type="text"/>				State	<input type="text"/>	Postcode
	Country, if not Australia <input type="text"/>						
Telephone (Home)	<input type="text"/>						
Mobile	<input type="text"/>						
Email (Business)	<input type="text"/>					<input type="checkbox"/> For School Correspondence	
Email (Other)	<input type="text"/>					<input type="checkbox"/> For School Correspondence	
Occupation	<input type="text"/>						
Employer/Company	<input type="text"/>						
Telephone (Business)	<input type="text"/>						

## MOTHER/GUARDIAN

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Relationship						Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other	
Surname							Maiden Name					
Given Names												
Nationality												
Country of Birth												
Language Spoken												
Marital Status												
Religion												
KRB ex student	<input type="checkbox"/> No <input type="checkbox"/> Yes											
Class of												
Other KRB Links (refer to page 5)												
Residential Address												
							State			Postcode		
	Country, if not Australia											
Postal Address – if different from above												
							State			Postcode		
	Country, if not Australia											
Telephone (Home)												
Mobile												
Email (Business)										<input type="checkbox"/> For School Correspondence		
Email (Other)										<input type="checkbox"/> For School Correspondence		
Occupation												
Employer/Company												
Telephone (Business)												

## FAMILY RELATIONS (ALL APPLICANTS)

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### Student Lives With:

- Both Parents    Mother only    Father only    Guardian    Grandparents    Shared Care
- Other, Please specify: \_\_\_\_\_

Where the parents are separated or divorced, or both parents named above are not the natural parents of the student, please give details (eg custody, step-parent, guardianship arrangements)

### Court Order or other parenting plan (if applicable) relevant to the student

- Yes, (if yes, please attach a copy)
- No

**SIBLINGS (ALL APPLICANTS)**

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Student's sisters and/or brothers currently attending, applied or enrolled at KRB for future years.

**Name 1**

Year of entry (eg 2015)

Level of Entry (eg ELC)

House

**Name 2**

Year of entry (eg 2015)

Level of Entry (eg ELC)

House

**Name 3**

Year of entry (eg 2015)

Level of Entry (eg ELC)

House

**Name 4**

Year of entry (eg 2015)

House

**Name 5**

Year of entry (eg 2015)

House

**Other siblings and school attending (if applicable)**

**Name 1**

Age

School Attending

**Name 2**

Age

School Attending

**Name 3**

Age

School Attending

**Name 4**

Age

School Attending

**Name 5**

Age

School Attending

## KRB ALUMNAE

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Student's relatives who are former students of KRB

### **Name 1**

Name at School

Dates attended KRB

Relationship to student

House

### **Name 2**

Name at School

Dates attended KRB

Relationship to student

House

### **Name 3**

Name at School

Dates attended KRB

Relationship to student

House

### **Name 4**

Name at School

Dates attended KRB

Relationship to student

House

### **Name 5**

Name at School

Dates attended KRB

Relationship to student

House

### **Name 6**

Name at School

Dates attended KRB

Relationship to student

House

### **Name 7**

Name at School

Dates attended KRB

Relationship to student

House

## INTERNATIONAL STUDENTS

Please complete this section if:

- Student does not hold a current Australian passport; OR
- Student does not hold a current Australian passport, but has permanent or temporary residency status.

**International students requiring a boarding place must undertake to remain in the Boarding School for at least one year (except in certain circumstances).**

**The information submitted within this form will be provided to DEEWR, DIAC and other State Government agencies in relation to administering the ESOS (Education Services for Overseas Students) Act 2000 and the Migration Act 1958.**

Passport No		Expiry Date	
Country of Issue			
Visa No		Visa Type	
Date of Issue		Expiry Date	
What languages do you speak?			

Are you applying for a student visa to study in Australia?  Yes  No

**Details of Guardian in Sydney** (Guardian must be over 25 years of age, reside in Sydney and speak English).

Relationship		Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other	
Surname								
Given Names								
Nationality								
Country of Birth								
Language Spoken								
Marital Status								
Religion								
KRB ex student	<input type="checkbox"/> No <input type="checkbox"/> Yes							
Class of								
Other KRB Links								
Residential Address								
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	Country, if not Australia							
Postal Address – if different from above								
			State		Postcode			
	Country, if not Australia							
Telephone (Home)								
Mobile								
Email								
Occupation								
Employer/Company								
Telephone (Business)								

**CORRESPONDENCE (ALL APPLICANTS)**

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Send School Reports and other correspondence to: (more than one recipient may be nominated)

- Both Parents    Mother Only    Father Only    Guardian    Other, please complete contact details below    Postal Address

Send Fee Accounts to:

- Both Parents    Mother Only    Father Only    Guardian    Other, please complete contact details below    Postal Address

**CONTACT DETAILS**

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**Person 1 – Details**

Relationship to student  Title    Mr    Mrs    Miss    Ms    Other

Given Names

Surname

Postal Address   
  
  
 State  Postcode   
Country, if not Australia

Telephone

Mobile

Email

Signature  Date  /  /

**Person 2 – Details**

Relationship to student  Title    Mr    Mrs    Miss    Ms    Other

Surname

Given Names

Postal Address   
  
  
 State  Postcode   
Country, if not Australia

Telephone (Home)

Mobile

Email

Signature  Date  /  /

## SIGNATURES

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**Both parents or legal guardians are required to sign this application form.**

- I/we submit an Application for Admission to Kincoppal–Rose Bay for the enrolment of our daughter/son.
- I/we understand that submitting an Application for Admission to Kincoppal–Rose Bay does not constitute acceptance of our daughter/son.
- I/we understand that following an interview a written letter of offer from the Principal confirms a place.
- I/we understand that we will be required to agree to the Conditions of Entry which apply at the time our daughter/son is offered a place at Kincoppal–Rose Bay.
- I/we enclose our non-refundable application fee (AU\$200 for residents, AU\$300 for international applicants or family application fee\*).
- I/we declare that the information provided by us is accurate at the time of application.

*\* A family application fee will apply when submitting two or more Applications for Admission at the same time.*

### SIGNATURE OF FATHER/GUARDIAN

Signature

Name

Date

### SIGNATURE OF MOTHER/GUARDIAN

Signature

Name

Date

## NON REFUNDABLE APPLICATION FEE (ALL APPLICANTS)

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### Payment method

- Cash
- BPay
- Cheque (made payable to Kincoppal–Rose Bay)
- Money Order (made payable to Kincoppal–Rose Bay)
- Credit Card

**Credit Card Type**    Visa    AMEX    Mastercard

Card Number

Expiry Date

Amount Paid AU\$

Name on card

Signature

Date

/ /

## REFERENCES (ALL APPLICANTS)

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Please submit two written references in support of your application. The references must be included with your application.

Referee 1

Referee 2



**STATEMENT OF INTEREST (ALL APPLICANTS)**

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Based on the goals of Sacred Heart education why do you think Kincoppal–Rose Bay will suit your son/daughter?

Lined area for writing the statement of interest.

**MATTERS TO RAISE AT INTERVIEW (ALL APPLICANTS)**

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Are there any matters/issues relating to this application that you wish to discuss at interview?

Lined area for writing matters to raise at interview.

**BOARDING (APPLICANTS ONLY)**

Please indicate the reasons your daughter is applying to board at Kincoppal–Rose Bay.


Are there any issues related to boarding that you wish to discuss at interview?


**Please specify any family members living in Sydney**

**Family Member 1**

Relationship		Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other
Surname							
Given Names							
Telephone (Home)							
Mobile							
Email							

**Family Member 2**

Relationship		Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other
Surname							
Given Names							
Telephone (Home)							
Mobile							
Email							

PLEASE RETURN THIS FORM TO:

Registrar  
Kincoppal–Rose Bay  
School of the Sacred Heart  
New South Head Road  
Rose Bay NSW 2029  
AUSTRALIA

OFFICE USE ONLY	
Application Fee	AU\$
Date	
Receipt No	
Deposit	AU\$
Date	
Receipt No	
Prepayment	AU\$
Date	
Receipt No	



## PRIVACY INFORMATION

1. 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 Kincoppal–Rose Bay. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
2. 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.
3. Certain laws governing or relating to the operation of schools require that certain information be collected. These include Public Health, Child Protection and mandatory notification laws.
4. Health information about students is sensitive information within the terms of the National privacy Principles under the *Privacy Act*. We ask you to provide reports, including medical, special educational/psychological/physical conditions which may be disclosed to staff to enable the school to fulfil its duty of care. This information is required for the continued enrolment of your son/daughter.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes other schools, government departments, medical practitioners and others providing services to the School, including specialist visiting teachers, **tutors**, sport coaches and volunteers.
6. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities and other news is published in the School's newsletters, magazines and the website.
7. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Students may also seek access to personal information about themselves. However, there will be occasions when access is denied. Such occasions would 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 or where students have provided information in confidence.
8. The School from time-to-time engages in fundraising activities. Information received from you may be used to make an appeal to you. **It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose.** We will not disclose your personal information to third parties for their own marketing purposes without your consent.
9. We may include your contact details in a class list and/or school directory. If you do not agree to this you must advise the School in writing.
10. The normal functioning of KRB IT system involves logging and recording internet activity and email messages. This information is periodically analysed for reasons of system maintenance and security. The details will only be used for internal purposes at Kincoppal–Rose Bay.
11. If you provide the School with contact details of others, e.g. doctor or emergency contact, the School encourages you to inform that person/s that you are disclosing the information to the School and that they can access that information from the School. You must also inform that person/s that the School does not usually disclose information to third parties.
12. Photographing and filming of students, staff and parents involved in School related activities, or for training and professional development purposes, may be used for School or community publications, the website, social media, media or education related activities.
13. The School's privacy policy is available at [www.krb.nsw.edu.au](http://www.krb.nsw.edu.au).



## TERMS & CONDITIONS

### ELC – YEAR 12

Kincoppal-Rose Bay is a co-educational school in the Junior School (ELC – Year 6) and a day and boarding school in the Senior School for girls in Year 7 to Year 12. At Kincoppal–Rose Bay we aim to offer your son or daughter the challenge of achieving personal excellence in all areas of school life. We challenge our students to become independent life-long learners and we equip them with the skills necessary for life-long learning.

### APPLICATION PROCESS

Complete the Application for Admission and send to the Registrar complete with:

- Application Form and Application Fee (AU\$200 for resident, AU\$300 for international or family application fee\*)
- Copy of Birth Certificate
- Copy of Baptismal Certificate
- Current Photograph (passport size)
- Copy of two latest school reports (in English)
- Copy of latest NAPLAN results (if applicable)
- Two written family references (addressed to the Principal)
- Copy of educational and/or medical assessment reports (where relevant)
- Copy of Family Court Orders (if applicable)
- Copy of AEAS Report (international students on Student Visa)
- Copy of current passport (international students)
- Copy of current visa (international students).

*\* A family application fee will apply when submitting two or more Applications for Admission at the same time.*

### INTERVIEW PROCESS

Your interview provides an important opportunity for the Principal or Head of Junior School to meet you and your child/children. It also provides an opportunity for you to ask questions about Kincoppal–Rose Bay and begin your journey at the school.

Interviews take place approximately 12 months to 2 years prior to commencement as follows:

- ELC 12 months
- K – 6 12 months to 2 years
- 7 – 12 12 months to 2 years

During your interview your child's/children's learning needs, interests and other issues can be discussed.

All students applying to the Senior School will meet with the Principal or Deputy Principal, Head of Admissions, and Director of Boarding where the student is applying for a boarding place.

Students with English as a second language will undergo a basic English skills test to identify any ESL support needs.

### CONFIRMING YOUR ENROLMENT

Following your interview a written letter of offer from the Principal confirms a place. This will be accompanied by an Acceptance of Offer, Conditions of Entry and current Schedule of Fees. Please read the documents carefully.

You will also be required to complete and return with your Acceptance of Offer the following:

- Deposit/Additional Deposits/Prepayment as appropriate
- MCEETYA (date collection)
- Student Health Form

### CONDITIONS OF ENROLMENT

Your place at Kincoppal–Rose Bay will be secured only on the following conditions:

- That the Conditions of Entry are observed satisfactorily at all times.
- That the student conforms to the School's Behaviour Policy.
- That the conditions in the Schedule of Fees regarding payment and withdrawal are met (refer either Schedule of Fees or Schedule of Fees International).

### TERMS AND CONDITIONS

The School Board may alter the Terms and Conditions at any time. Amendments will apply from the date of notice.