



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.

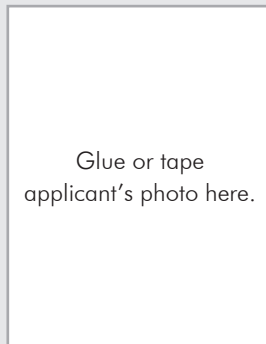
Please provide details of any special educational/psychological/physical conditions the school should be aware of in meeting student's needs.

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



Glue or tape applicant's photo here.

FATHER/GUARDIAN

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 (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)											

SIBLINGS (ALL APPLICANTS)

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

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								
			State		Postcode			
	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)

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

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 / /

STATEMENT OF INTEREST (ALL APPLICANTS)

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)

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.



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.