

# Early Learning Centre

## Application Form

For assistance completing this form, please contact the Admissions office on **02 9388 6159**.

1. This application form should be returned to the Admissions office or emailed to [admissions@krb.nsw.edu.au](mailto:admissions@krb.nsw.edu.au)

2. Please complete all sections of this application form, writing "NA" if not applicable.

**3. This application will not be processed unless accompanied by payment of \$300.00 being a non-refundable application fee.**

4. Current fees are available on our website [www.krb.nsw.edu.au](http://www.krb.nsw.edu.au). After lodging your completed application form, you may be called for an interview.

5. A Medicare Immunisation History Statement must be provided prior to commencement.

6. Following an interview a written letter of offer from the Principal confirms the offering of the place. You will be required to pay an acceptance fee to confirm the place.

7. Enrolment can only be completed once an offer of a place is made and the acceptance fee is paid.

8. Students seeking entry to Kincoppal Rose-Bay School must complete a separate application form to apply for enrolment to the School - Kindergarten to Year 12.

### STUDENT DETAILS (all applicants)

Surname	<input type="text"/>	Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Given Names	<input type="text"/>		<input type="checkbox"/> Other (please specify)	
Preferred Name	<input type="text"/>	<b>Is the student of Aboriginal or Torres Strait Island Origin?</b>		
Residential Address	<input type="text"/>	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal		
		<input type="checkbox"/> Yes, Torres Strait Islander		
		<input type="checkbox"/> Yes, both Aboriginal & Torres Strait Islander		
		<b>Residency Status</b>		
		<input type="checkbox"/> Australian Citizen <input type="checkbox"/> Permanent Residency		
		<input type="checkbox"/> Temporary Residency <input type="checkbox"/> Student Visa Holder		
State	<input type="text"/>	<b>Previous Day Care</b>	<input type="text"/>	
Postcode	<input type="text"/>			
Telephone (H)	<input type="text"/>	<b>Proposed Year of Entry</b>	<input type="text"/>	
(M)	<input type="text"/>			
Email	<input type="text"/>			
Date of Birth	<input type="text"/>			
Country of Birth	<input type="text"/>			
Nationality	<input type="text"/>			
Religion	<input type="text"/>			
Language Spoken at Home	<input type="text"/>			

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**Does your child have any special educational/ psychological/physical conditions?**

No  Yes. If yes, please provide details and attach relevant reports.

**SPECIAL CIRCUMSTANCES**

Give full disclosure of special circumstances of which the School should be aware to enable it to cater for the child's needs (e.g. medical, special gifts or talents, special needs, paediatric assessments, English as a second language etc).

**FAMILY RELATIONS (all applicants)**

**Student Lives With:**

- Both Parents    Parent 1 only    Parent 2 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

**PARENT 1/ GUARDIAN / CARER 1**

Title  Mr  Mrs  Miss  Ms  Other

Relationship

Surname

Given Names

Nationality

Country of Birth

Language Spoken

Marital Status

Religion

KRB ex student  No  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 (Business)  For School Correspondence

Email (Other)  For School Correspondence

Occupation

Employer/ Company

Telephone (Business)

## PARENT 2/ GUARDIAN / CARER 2

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other
Relationship	
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 <input type="text"/> Postcode <input type="text"/>
	Country, if not Australia
Postal Address – if different from above	
	State <input type="text"/> Postcode <input type="text"/>
	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 in the family.

### Name 1

Year of entry (eg 2022)

Level of Entry (eg ELC)

### Name 2

Year of entry (eg 2023)

Level of Entry (eg ELC)

### Name 3

Year of entry (eg 2022)

Level of Entry (eg ELC)

### Name 4

Year of entry (eg 2023)

Level of Entry (eg ELC)

### Name 5

Year of entry (eg 2024)

Level of Entry (eg ELC)

## CORRESPONDENCE (all applicants)

### Send School Reports and other correspondence to:

(more than one recipient may be nominated)

- Both Parents    Parent 1 Only    Parent 2 Only  
 Guardian    Other, please complete contact details below

### Send Fee Accounts to:

- Both Parents    Parent 1 Only    Parent 2 Only  
 Guardian  
 Other, please complete contact details below

Surname

Given Names

Preferred Name

Residential Address

State

Postcode

Telephone

(H)

(M)

Email

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

- 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 by Kincoppal–Rose Bay of our daughter's/son's enrolment.
- I/we understand that we will be required to agree to the Conditions of Entry which apply from the time we accept any place offered to our daughter/son at Kincoppal – Rose Bay.
- We have paid the non-refundable application fee of \$300 (per application) online.
- I/we understand that the application fee is non-refundable to cover costs such as the administration costs of the application process.
- I/we declare that the information provided by us is accurate at the time of application.

## SIGNATURE OF PARENT 1 / GUARDIAN

Signature

Name

Date

## SIGNATURE OF PARENT 2 / GUARDIAN

Signature

Name

Date

## NON REFUNDABLE APPLICATION FEE

To complete this application please pay at the KRBPay website [krb.onestopsecure.com/onestopweb/home/menu](http://krb.onestopsecure.com/onestopweb/home/menu)

Receipt Number   WR

Date

### Checklist (Please include with your application)

- Application Form and Application Fee  
 Copy of Birth Certificate  
 Information Collection Notice

### Please return to:

Admissions Office  
Kincoppal–Rose Bay  
School of The Sacred Heart  
New South Head Road  
Rose Bay NSW 2029  
AUSTRALIA

or

[admissions@krb.nsw.edu.au](mailto:admissions@krb.nsw.edu.au)

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

# Information Collection Notice

1. This Information Collection Notice relates to the collection of personal information by Kincoppal-Rose Bay in connection with the Application for Admission form and all application support documents listed on the form.
2. Kincoppal-Rose Bay collects personal information, including sensitive information about prospective students, 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 Kincoppal-Rose Bay to provide schooling for your son or daughter.
3. Kincoppal-Rose Bay is authorised to collect and disclose certain personal information under the Privacy Act 1988 (Cth) (Privacy Act), the Education Act 2013 (Cth) and the Australian child protection legislation.
4. Some of the information we collect is to satisfy Kincoppal-Rose Bay's legal obligations, particularly to enable Kincoppal-Rose Bay to discharge its duty of care.
5. Certain laws governing or relating to the operation of schools require that certain information be collected. These include laws relating to public health, e.g. notification of contagious diseases and Australian child protection legislation.
6. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.
7. Kincoppal-Rose Bay from time to time discloses personal and sensitive information to third parties for administrative and educational purposes. This includes to other schools, government departments, government agencies and statutory boards (including the Catholic Education Commission, the NSW Board of Studies, the Australian Curriculum, Assessment and Reporting Authority (ACARA), medical practitioners, and people providing services to Kincoppal-Rose Bay, including specialist visiting teachers, (sports) coaches, counsellors and volunteers.
8. In addition to the agencies and purposes cited at 5 above personal information relating to students and parents may also be made available, in accordance with Australian Government requirements, to ACARA for the purpose of publishing certain school information relating to the circumstances of parents and students on the MySchool website.
9. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
10. If your daughter attends Kincoppal-Rose Bay between Years 7 to 12 on a scholarship or bursary, which is privately funded by a donor, Kincoppal-Rose Bay may report to the donor on the progress of your daughter, including disclosing the name of your daughter.
11. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting and co-curricular achievements, student activities and other news is published in Kincoppal-Rose Bay's KRB News, magazines, on our website and potentially in a range of external media including newspapers, television and promotional material.
12. Kincoppal-Rose Bay may store personal information electronically in what is known as the "Cloud" which may mean that it resides on servers which may be situated outside Australia. By providing your information you consent to your information being stored overseas.
13. As you may know Kincoppal-Rose Bay 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 Kincoppal-Rose Bay'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.
14. We may include your contact details e.g. name, address, mobile and home phone number, in a class list and School directory.
15. If you provide Kincoppal-Rose Bay with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to Kincoppal-Rose Bay and why, in order for them to access that information if they wish and that Kincoppal-Rose Bay does not usually disclose the information to third parties.
16. Kincoppal-Rose Bay logs and records internet activity & email messages on all school devices. Reports are periodically generated for the purpose of pastoral care and security. The details will only be used for internal purposes at Kincoppal-Rose Bay.
17. Kincoppal-Rose Bay maintains a Privacy Policy in accordance with its obligations under the Privacy Act. The Privacy Policy contains information about how parents can access personal information collected about them and their son/daughter by contacting Kincoppal-Rose Bay. Students may also seek access to personal information about themselves.
18. Kincoppal-Rose Bay's Privacy Policy also sets out how you may complain about a breach of privacy and how Kincoppal-Rose Bay will deal with such a complaint. The Privacy Policy is available on Kincoppal-Rose Bay's school website for your information. Please use the following link [www.krb.nsw.edu.au/1952/our-school/our-policies](http://www.krb.nsw.edu.au/1952/our-school/our-policies)

Name: \_\_\_\_\_

Signature: \_\_\_\_\_