



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)
- Copy of current passport (international students)
- Copy of current visa (international students)
- Executed Personal Information Collection Notice

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

APPLICATION FORM

Kindergarten–Year 6 Co-Educational
Years 7–12 Day & Boarding Girls Only

STUDENT DETAILS (ALL APPLICANTS)

Surname _____

Given Names _____

Preferred Name _____

Residential Address _____

Country, if not Australia _____ State _____ Postcode _____

Telephone (H) _____ (M) _____

Email _____

Date of Birth _____ / _____ / _____ Language Spoken at Home _____

Country of Birth _____ Religion _____

Nationality _____ Gender Male Female Other (please specify)

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

Academic Level of Entry (eg Year 7) _____ **Proposed Calendar Year of Entry (eg 2021)** _____ **Current Academic Year of Schooling** _____

Status Day Student Boarder

Current School _____

Previous Schools

1. _____

2. _____

3. _____

Does your child have any special educational/psychological/physical conditions? No Yes. If yes, please provide details and attach relevant reports. **Mandatory question - please tick yes or no and provide relevant details.**

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.

Photo Required

Please include a small portrait image of the student, as an attachment to this application form.

PARENT 1 / GUARDIAN / CARER 1

Relationship _____ Mr Mrs Miss Ms Dr Other

Surname _____

Given Names _____

Nationality _____

Country of Birth _____

Language Spoken _____

Marital Status _____

Religion _____

KRB ex student _____

Class of _____

Other KRB Links
(refer to page 5) _____

Residential Address _____

Country, if not Australia _____ State _____ Postcode _____

Postal Address -
if different
from above _____

Country, if not Australia _____ State _____ Postcode _____

Telephone (Home) _____

Mobile _____

Email (Business) _____ For School Correspondence

Email (Other) _____ For School Correspondence

Occupation _____

Employer/Company _____

Telephone (Business) _____

PARENT 2 / GUARDIAN / CARER 2

Relationship _____ Mr Mrs Miss Ms Dr Other

Surname _____

Given Names _____

Nationality _____

Country of Birth _____

Language Spoken _____

Marital Status _____

Religion _____

KRB ex student _____

Class of _____

Other KRB Links
(refer to page 5) _____

Residential Address _____

Country, if not Australia _____ State _____ Postcode _____

Postal Address -
if different
from above _____

Country, if not Australia _____ State _____ Postcode _____

Telephone (Home) _____

Mobile _____

Email (Business) _____ For School Correspondence

Email (Other) _____ For School Correspondence

Occupation _____

Employer/Company _____

Telephone (Business) _____

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

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 2021)

Level of Entry (eg Kindergarten)

House

Name 2

Year of Entry (eg 2021)

Level of Entry (eg Kindergarten)

House

Name 3

Year of Entry (eg 2021)

Level of Entry (eg Kindergarten)

House

Name 4

Year of Entry (eg 2021)

House

Name 5

Year of Entry (eg 2021)

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 two years (except in certain circumstances).

The information submitted within this form will be provided to the Department of Home Affairs 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	_____	Date 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 Nominated Support Person in Sydney (Nominated Support Person must be over 25 years of age, reside in Sydney and speak English)

Relationship _____ Mr Mrs Miss Ms Dr Other

Surname _____

Given Names _____

Nationality _____

Country of Birth _____

Language Spoken _____

Marital Status _____

Religion _____

KRB ex student _____

Class of _____

Other KRB Links (refer to page 5) _____

Residential Address _____

Country, if not Australia _____ State _____ Postcode _____

Postal Address - if different from above _____

Country, if not Australia _____ State _____ Postcode _____

Telephone (Home) _____

Mobile _____

Email (Business) _____ For School Correspondence

Email (Other) _____ For School Correspondence

Occupation _____

Employer/Company _____

Telephone (Business) _____

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 Postal Address

Send Fee Accounts to:

Both Parents Parent 1 only Parent 2 only Guardian Other, please complete contact details below Postal Address

CONTACT DETAILS

Person 1 – Details

Relationship _____ Mr Mrs Miss Ms Dr Other

Surname _____

Given Names _____

Residential Address _____

Country, if not Australia _____ State _____ Postcode _____

Telephone _____

Mobile _____

Email _____

Signature

Date _____ / _____ / _____

Person 2 – Details

Relationship _____ Mr Mrs Miss Ms Dr Other

Surname _____

Given Names _____

Residential Address _____

Country, if not Australia _____ State _____ Postcode _____

Telephone _____

Mobile _____

Email _____

Signature

Date _____ / _____ / _____

SIGNATURES

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 following an interview a written letter of offer from the Principal confirms the offering of a place.
- 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.
- I/we enclose our non-refundable application fee of \$AU300 per application.
- 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 (ALL APPLICANTS)

To complete this application please pay at the KRBPAY website krb.onestopsecure.com/onestopweb/home/menu

Receipt Number WR _____

Date of payment _____ / _____ / _____

REFERENCES (ALL APPLICANTS)

Please submit two written references in support of your application. The references refer to you and your child/ren and must be included with your application.

Referee 1 _____

Referee 2 _____

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?

MATTERS TO RAISE AT INTERVIEW (ALL APPLICANTS)

Are there any matters/issues relating to this application that you wish to discuss 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 _____ Mr Mrs Miss Ms Dr Other

Surname _____

Given Names _____

Residential Address _____

Telephone (H) _____ (M) _____

Email _____

Family Member 2

Relationship _____ Mr Mrs Miss Ms Dr Other

Surname _____

Given Names _____

Residential Address _____

Telephone (H) _____ (M) _____

Email _____

PLEASE RETURN THIS FORM TO:

admissions@krb.nsw.edu.au
Registrar
Kincoppal-Rose Bay
School of the Sacred Heart
New South Head Road
Rose Bay NSW 2029
AUSTRALIA

Application Fee	AUS
Date	/ /
Receipt No	
Date	/ /
Receipt No	
Prepayment	AUS
Date	/ /
Receipt No	



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 NESA, 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 <http://www.krb.nsw.edu.au/1952/our-school/our-policies>

Name: _____

Signature: _____

Family No: _____ Date: ____ / ____ / ____



FURTHER INFORMATION ABOUT THE APPLICATION PROCESS

KINDERGARTEN – YEAR 12

Kincoppal-Rose Bay is a co-educational school in the Junior School (Kindergarten – 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 non-refundable Application Fee of \$AU300 per application
- 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 (when English is not the first language)
- Copy of current passport (international students)
- Copy of current visa (international students)

* A family non-refundable 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:

- K – 6 12 months to 2 years
- 7 – 12 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 needed.

CONFIRMING YOUR ENROLMENT

Following your interview a written letter of offer from the Principal confirms the offering of a place at Kincoppal-Rose Bay. This will be accompanied by an Acceptance of Offer / Declaration, Conditions of Entry, and current Schedule of Fees. Please read all of these documents carefully and contact the Registrar with any queries.

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

- ACECQA (data collection)
- LAPTOP Summary and Notebook Rental Agreement
- Student Health Form

TERMS AND CONDITIONS

1. Kincoppal-Rose Bay has absolute discretion to cease considering an Application for Admission and need not provide any explanation for such a decision;
2. Kincoppal-Rose Bay may alter the terms on which it considers an Application for Admission at any time including in respect of application fees. If changes occur while an Application for Admission is being considered, Kincoppal-Rose Bay reserves the right to require applicants to submit a new Application for Admission which complies with the relevant changes;
3. If an applicant is unsuccessful, there will be no legal relationship between Kincoppal-Rose Bay and the applicant or Kincoppal-Rose Bay and the applicant's parents and guardians; and
4. The submission of an Application for Admission by an applicant does not create a binding relationship between Kincoppal-Rose Bay and the applicant.