



SACRED
HEART
COLLEGE

APPLICATION FOR ENROLMENT



COURAGEOUS HEART. SACRED HEART.

THANK YOU FOR YOUR INTEREST IN SACRED HEART COLLEGE AND PLEASE FIND THE FOLLOWING ENROLMENT PROCEDURE OUTLINED FOR YOUR CONSIDERATION.

APPLICATION PROCEDURE

To enrol at the College, you are requested to complete and return an Application for Enrolment Form together with:

- Payment of a non-refundable Application Fee
- Copy of a birth certificate or extract
- Visa or citizenship papers if born outside Australia
- Copy of any sacramental certificates
- Copy of most recent school report
- Copy of most recent NAPLAN report
- Documentation relating to any special needs (specialist reports, action plans, assessments etc)
- Copy of Court orders regarding custody of a child if applicable.

Enrolment applications for day students can be submitted to the College Registrar and applications for enrolment and boarding to the Boarding Registrar. Due to the high demand for placements, it is important that you lodge your Application for Enrolment form well in advance with late applications subject to availability at any given time. The Registrar will contact you 18 months to 2 years prior to your child's nominated year of entry to arrange an enrolment interview in accordance to our enrolment criteria.

An Application for Enrolment does not confirm enrolment to Sacred Heart College and applicants are placed on a waiting list.

OFFERS OF ENROLMENT

An Offer of Placement is made following an interview. Acceptance of the offer is confirmed by returning a signed Acceptance of Offer form, Student Declaration and payment of an enrolment acceptance fee. Families will be informed should their son or daughter not be offered enrolment and the student's name may remain on an enrolment waiting list for consideration as future placements become available.

THE ENROLMENT ACCEPTANCE FEE

A non-refundable confirmation payment is required for each student on confirmation of their placement. This deposit is payable when the student is formally offered a place in the College.

OUR ENROLMENT CRITERIA

Sacred Heart College welcomes applications from all families seeking a Catholic education for their children. We support and challenge our students to make the most of their talents and opportunities in order to take these beyond schooling to make the world a better place for all.

The College supports enrolment partnerships of Parish Schools in South West Adelaide together with other local Parish Schools.

The following criteria is used to guide our decisions regarding enrolment priorities.

- Siblings of current students attending Sacred Heart College
- Children of old scholars from Sacred Heart College and Marymount College
- Students enrolled at Parish Schools
- Interstate transfers from Marist or other Catholic Schools
- Students living in regional and remote areas
- Practising Catholics from non-Catholic schools
- Students from disadvantaged backgrounds
- Students from other Christian denominations
- Students from other sectors including government and independent schools seeking a Sacred Heart College education.

Please note the priority order of enrolment. Should our enrolment maxima be reached further consideration will be given to year of entry at Parish Schools, date of submission of application form and possible alternative enrolment at another Catholic College.

FURTHER INFORMATION

I encourage you to visit our College website to gain further insight regarding our College community and educational pathways that offer holistic student learning and values.

College Tours are conducted each term of both the Champagnat and Senior School campuses and detailed curriculum and parent handbooks are also available for your reference.

Should you have any further questions, you are welcome to contact either the:

- College Registrar registrar@shc.sa.edu.au
- Boarding Registrar boarding@shc.sa.edu.au

STUDENT DETAILS

Surname/Family Name		Given Name(s)			
Male/Female	Date of Birth	Year of Entry			Term of Entry:
Day Student	Entry Level: Year 7 8 9 10 11 12 (please circle)				
Boarder	Entry Level: Year 7 8 9 10 11 12 (please circle)				

Residential Address (address where student resides):

Postcode:

Is the student of Aboriginal or Torres Strait Islander origin? Yes No If yes, tick appropriate box:

Aboriginal Torres Strait Islander Both Aboriginal and Torres Strait Islander

Does the student speak a language other than English at home? Yes No

(If yes and if more than one language is spoken, indicate the one that is spoken most often):

Country of Birth: Australia Other (please specify):

If born overseas, please state Residency Status:

Permanent Resident

Temporary Resident

Australian Citizen

International Student

Visa Type (if applicable):

Visa Number:

Date Granted:

RELIGIOUS AFFILIATION

Religion			Present Parish		
Sacraments	Parish	Date	Sacraments	Parish	Date
Baptism			Reconciliation		
Confirmation			Eucharist		

PREVIOUS SCHOOLING

Name of School	Date commenced	Date left
1.		
2.		
3.		

SIBLING INFORMATION

Names of other children in the family	Male/Female	Date of Birth	Current School	Year Level

PAST ASSOCIATION WITH SACRED HEART COLLEGE

Parent is an Old Scholar: Yes No

If yes, years attended:

House:

Other Association (e.g. Grandfather):

FAMILY DETAILS - PARENT/GUARDIAN 1

Family Name	Given Name(s)	Title
Relationship to prospective student	Country of Birth	Religion
Residential Address		
Suburb		Postcode
Home Phone	Mobile Phone	
Email		
Postal Address (if different to above)		
Suburb		Postcode
Occupation	Work Phone	
Employer		
Occupational Group: Select the appropriate parent/guardian occupation from the list on following page and place number in the box. If the person is not currently in paid work but has had a job or retired in the last 12 months, please use the person's last occupation. If the person has not been in paid work in the last 12 months, enter the number '8' in the box.		
<input type="checkbox"/>		

PARENT/GUARDIAN 2

Family Name	Given Name(s)	Title
Relationship to prospective student	Country of Birth	Religion
Residential Address		
Suburb		Postcode
Home Phone	Mobile Phone	
Email		
Postal Address (if different to above)		
Suburb		Postcode
Occupation	Work Phone	
Employer		
Occupational Group: Select the appropriate parent/guardian occupation from the list on following page and place number in the box. If the person is not currently in paid work but has had a job or retired in the last 12 months, please use the person's last occupation. If the person has not been in paid work in the last 12 months, enter the number '8' in the box.		
<input type="checkbox"/>		

PARENT/GUARDIAN 3

Family Name	Given Name(s)	Title
Relationship to prospective student	Country of Birth	Religion
Residential Address		
Suburb		Postcode
Home Phone	Mobile Phone	
Email		
Postal Address (if different to above)		
Suburb		Postcode
Occupation	Work Phone	
Employer		
Occupational Group: Select the appropriate parent/guardian occupation from the list on following page and place number in the box. If the person is not currently in paid work but has had a job or retired in the last 12 months, please use the person's last occupation. If the person has not been in paid work in the last 12 months, enter the number '8' in the box.		
<input type="checkbox"/>		

LIST OF PARENT/GUARDIAN OCCUPATIONAL GROUPS

GROUP 1: Senior management in large business organisation, government administration and defence, and qualified professionals.

GROUP 2: Other business managers, arts/media/sportspersons and associate professionals.

GROUP 3: Tradesmen/women, clerks and skilled office, sales and service staff.

GROUP 4: Machine operators, hospitality staff, assistants, labourers and related workers, drivers, mobile plant, production/processing machinery and other machinery operators.

PARENT/GUARDIAN SCHOOL EDUCATION

What is the highest year of primary or secondary school Parent1/Guardian1 has completed? (For persons who have never attended school, tick the 'Year 9 or equivalent or below' box) Mark one box only:

- Year 12 or equivalent
 Year 11 or equivalent
 Year 10 or equivalent
 Year 9 or equivalent or below

What is the highest year of primary or secondary school Parent2/Guardian2 has completed? (For persons who have never attended school, tick the 'Year 9 or equivalent or below' box) Mark one box only:

- Year 12 or equivalent
 Year 11 or equivalent
 Year 10 or equivalent
 Year 9 or equivalent or below

What is the highest year of primary or secondary school Parent3/Guardian3 has completed? (For persons who have never attended school, tick the 'Year 9 or equivalent or below' box) Mark one box only:

- Year 12 or equivalent
 Year 11 or equivalent
 Year 10 or equivalent
 Year 9 or equivalent or below

PARENT/GUARDIAN NON-SCHOOL EDUCATION

What is the level of the highest qualification Parent1/Guardian1 has completed? Mark one box only:

- Bachelor Degree or above
 Advanced Diploma/Diploma
 Certificate I to IV (including trade certificate)
 No non-school qualification

What is the level of the highest qualification Parent2/Guardian2 has completed? Mark one box only:

- Bachelor Degree or above
 Advanced Diploma/Diploma
 Certificate I to IV (including trade certificate)
 No non-school qualification

What is the level of the highest qualification Parent3/Guardian3 has completed? Mark one box only:

- Bachelor Degree or above
 Advanced Diploma/Diploma
 Certificate I to IV (including trade certificate)
 No non-school qualification

PARENT/GUARDIAN LANGUAGE OTHER THAN ENGLISH

Does Parent1/Guardian1 speak a language other than English at home?

- Yes No

(If yes, and more than one language is spoken, indicate the one that is spoken most often):

Does Parent2/Guardian2 speak a language other than English at home?

- Yes No

(If yes, and more than one language is spoken, indicate the one that is spoken most often):

Does Parent3/Guardian3 speak a language other than English at home?

- Yes No

(If yes, and more than one language is spoken, indicate the one that is spoken most often):

RELATIONSHIPS

Please complete if relevant: Parents Separated Parents Divorced Father Deceased Mother Deceased

With whom does the student normally reside? Both Parents Father Only Mother Only Shared/other arrangement

Communication regarding day-to-day matters is with whom? Both Parents Father Only Mother Only Guardian

Copies of the College reports should be sent to whom? Both Parents Father Only Mother Only Guardian

Family Court Order or other relevant Court Order: Yes No
 If Yes, please provide a copy of documentation with application.

EDUCATIONAL NEEDS AND CONSIDERATIONS FOR STUDENTS

Does your child have any special achievements, talents?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your child have any learning needs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has your child attended any specialised agencies, special schools, units or centres?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has your child been assessed by a specialist service (e.g. speech pathologist, occupational therapist, psychiatrist, psychologist, audiologist, optometrist or other specialist clinic or service)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your child have any special needs or considerations? (e.g. disabilities, allergies, restrictions on physical activity etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your child have any infectious diseases?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has your child ever been suspended from school, expelled or refused admission to another school?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there any other information that the College should be aware of in order to meet your child's educational needs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes to any of the above questions, please give details, using attachments if necessary.

I/We consent to the College obtaining information about our child, where necessary, from previous schools or agencies/professionals.

REASONS FOR ENROLLING

Please state your reasons for choosing Sacred Heart College for your child's education:

How did you hear about Sacred Heart College?

Existing Family Old Scholar Word of mouth Advertisement Website Other

If other please specify:

PARENT/GUARDIAN DECLARATION

1. In enrolling my child at this College I/we accept that s/he will be educated in the Catholic faith within a Christian educational environment.
2. I/we accept that support of College staff and cooperation concerning school activities is essential.
3. I/we accept that we will abide by College policies as amended from time to time.
4. I/we accept that participation in camps is compulsory.
5. I/We accept that students are expected to represent the College in sports and activities for which they show proficiency and particularly in instances where they are involved in sporting/cultural pursuits in bodies external to the school.
6. I/We accept that the College reserves the right to suspend or expel a student for serious or continued breaches of school rules, regulations and/or policies (which are amended from time to time), including conduct which brings into disrepute the good name and reputation of the College.
7. I/we accept the standards the College sets regarding grooming, uniform and personal presentation.
8. I/we jointly and severally accept responsibility for the payment of tuition fees and other costs associated with the education of my/our child as determined and amended from time to time by the College (except where exemptions/remissions have been sought and granted). In the event of non-payment of Tuition Fees, enrolment of your child may be withdrawn.
9. I/we give consent for the College to contact any other Catholic school which my child has previously attended for the purpose of ascertaining my/our fee paying record.
10. I/we accept that the College does not accept liability for damage or loss of any personal possessions of students and that insurance for students' personal possessions is my/our responsibility.
11. I/We will endeavour to help in the various school support activities including; Sports, College Council, Parents and Friends Association or other official school committees.
12. I/We agree that a full term's notice in writing must be given to the Principal or his/her nominee before the removal of a student or transfer of a boarder to the status of a day student. This is applicable to both current and future students where enrolment acceptance has been confirmed. Failure to give such notice will involve the payment of a withdrawal fee in accordance with our current Fee Policy, irrespective of the date the student may leave during the term. Should a student be required to leave the College for any reason, the fee for the relative accounting period will be charged.
13. I/We authorise the College, in the event of our child suffering from sickness or injury to take such action as it deems fit to obtain medical, dental or hospital care and attention (after making all reasonable efforts to contact a parent) and I/we agree to pay all costs incurred on behalf of our child and to indemnify the College in relation to all claims made or billed to the College.

I/We declare that all of the information provided in this application is, to the best of my/our knowledge, true.*

Parent 1/Guardian 1 (signature)

Date

Parent 2/Guardian 2 (signature)

Date

Parent 3/Guardian 3 (signature)

Date

*This form **MUST BE SIGNED** by ALL legal guardians of the enrolling child and abide by any Court Orders in place.

PLEASE NOTE – Applicants will be contacted regarding their Application for Enrolment. If applicants accept an Offer of Enrolment, the Terms and Conditions detailed in this Application for Enrolment are incorporated in the Acceptance of Offer.

APPLICATION CHECKLIST

Please check that the following items are included when returning the Application for Enrolment Form:

- Completed and signed Application for Enrolment Form
- Payment of non-refundable Application Fee
- A Copy of a birth certificate or extract from it
- Visa or Citizenship papers if born outside of Australia
- Latest school report and/or reference from previous schools
- Latest copy of the NAPLAN Results
- A copy of sacramental certificates (if applicable)
- Any Court Order or related information regarding custody of child (if applicable)
- Documentation relating to any special needs (reports, action plans and assessments).

APPLICATION PAYMENT ADVICE

Student Surname: _____ Given Name(s): _____

Commencement Year: _____ Year Level: _____

Enclosed is the Sacred Heart College Application Fee of \$110 (GST inc and non-refundable)

Method of Payment: Cheque Cash MasterCard Visa

Card Number:

Expiry Date: _____

Cardholder Name: _____ Signature: _____

This Collection Notice explains in general terms how we protect the privacy of the personal information you provide when you are enrolling your child or your child is enrolled at the College. In reviewing this Collection Notice and providing us with your personal information, you consent to our collection, use and disclosure of that information in the manner set out below, unless you tell us otherwise.

1. The College collects personal information, including sensitive information about students and parents or guardians and family members before and during the course of a student's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the College.
2. Some of the information the College collects is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Laws governing or relating to the operation of a College require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.
4. The College may request medical reports and health information about students from time to time to discharge its legal duty of care to the student and to other students and staff. This includes a student's asthma and anaphylaxis action plans, as well as any other health or medical information which is reasonably likely to impact on the College's ability to provide educational, first aid and related services.
5. A student's health and medical information will be disseminated and used within the College to best meet the College's duty of care responsibilities. This may include the use of photographs with health action plans to facilitate the identification of students who may be at heightened risk.

Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988.

6. The College may disclose personal and sensitive information for administrative, educational and support purposes (or may permit the information to be directly collected by third parties). This may include to:

- government departments;
- third party service providers that provide online educational and assessment support services or applications (apps), which may include email and instant messaging;
- another College to facilitate the transfer of a student;
- medical practitioners, and people providing educational support and health services to the
- College, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools;
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority;
- people providing administrative and financial services to the College;
- anyone you authorise the College to disclose information to; and
- anyone to whom the College is required or authorised to disclose the information to by law, including under child protection laws.

7. If this information is not provided to us, the College views this as an unacceptable risk and will not proceed with the enrolment.

8. The College will engage in fundraising activities from time to time. Information received from you may be used for these purposes. It may also be disclosed to the College's Parent & Friends Association who assist in the fundraising activities of the College. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

9. The College may also use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia. The College's Privacy Policy contains further information about its use of cloud and other third-party service providers and any of their overseas locations.

10. The College's Privacy Policy is accessible via the College website or from the College office. The policy sets out how parents, guardians or students may seek access to, and correction of their personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, or may result in a breach of the College's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.

11. The College's Privacy Policy also sets out how parents, guardians, students and their family can make a complaint about a breach of the APPs and how the complaint will be handled.

12. On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines, on physical displays throughout the College and on our intranet. This may include photographs and videos of student activities such as sporting events, College camps and College excursions.

The College will obtain separate permissions from the student's parent or guardian (and from the student if appropriate) prior to including such photographs or videos or other identifying material in our promotional material or otherwise making this material available to the public, such as on the internet.

The College will obtain separate permissions from the student's parent or guardian prior to including personal information on class lists or College directories.

13. If you provide the College with the personal information of others, such as other family members, doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can request access to and correction of that information if they wish and to also refer them to the College's Privacy Policy for further details about such requests and how the College otherwise handles personal information it collects and complaints it receives.

14. In the event of default of payment of fees, the College may refer the default to the debt collection agency. If this occurs, personal information will be disclosed to the agency and you will be responsible for the collection costs.

15. In situations where parents are separated, it is the policy of the College to release school reports to mother and father of the student upon request. It is our policy to allow both mother and father to attend parent/teacher interviews upon request. However, the College will abide by any court orders, which prevent the release of such information.



SACRED
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Champagnat Campus

Years 7 - 9

28 Percy Avenue
Mitchell Park SA 5043
T (08) 8350 2500
E registrar@shc.sa.edu.au

Marcellin Campus

Years 10 - 12

195 Brighton Road
Somerton Park SA 5044
T (08) 8350 2500
E registrar@shc.sa.edu.au

Boarding

Years 7 -12

195 Brighton Road
Somerton Park SA 5044
T (08) 8350 2559
E boarding@shc.sa.edu.au

OFFICE USE ONLY

Student ID:

Date application received:

Application Fee paid:

Date acknowledgment sent:

Date interviewed:

Date offer sent:

Date offer accepted:

Acceptance Fee paid:

