

To assist with the Enrolment of your daughter, we require you to complete this Form and return it to the College with the following items:

- A copy of your daughter's Birth Certificate
- A copy of your daughter's Australian Citizenship Certificate if applicable
- A copy of your **passport and visa** if you or your daughter is not an Australian citizen
- A copy of your daughter's **latest school report**, and copies of her **NAPLAN results** if applicable
- A non-refundable **administrative fee of \$250**.

STUDENT DETAILS

Proposed Calendar Year of Entry : 20 ____ School Year Level at Entry: Year ____

Surname (BLOCK LETTERS) _____

Given Name(s) _____ Religion....._____

Date of Birth ____ / ____ / ____ . Country of Birth:..... Date of Arrival in Australia/...../.....
If not an Australian citizen please indicate

What languages are most frequently spoken at home? _____

Is the student Aboriginal or Torres Strait Islander? Yes No

Is the student an Overseas Student who requires a Visa? Yes No

Does the family have any previous connection with St. Clare's College Yes No

If **Yes**, please give details: _____

Are there any factors that the College should be aware of in relation to your daughter, including any health or learning problems?

PARENT/GUARDIAN DETAILS

Father

Surname (BLOCK LETTERS) _____

Given Name(s) _____

Address _____

Post Code _____

Telephone: (Home) _____ (Business) _____ (Mobile) _____

(Fax) _____ (Email): _____

Mother

Ms/Mrs/Miss

Surname (BLOCK LETTERS) _____

Given Name(s) _____

Address _____

Post Code _____

Telephone: (Home) _____ (Business) _____ (Mobile) _____

(Fax) _____ (Email) _____



NAME AND ADDRESS FOR ACCOUNTS

Mailing Title: _____

Address _____

_____ Post Code _____

Signature(s) of person(s) responsible for paying accounts _____

Please supply copies of certificates if applicable.

1. I/We desire to enrol our daughter at St. Clare's College and agree to accept and be bound by the College regulations. The College regulations are subject to change and this is communicated to parents through the College Student Diary and the weekly newsletter, 'The Clarion'
2. I/We understand that our daughter's Enrolment will not be confirmed until after her interview and she is offered a place at the College.
3. I/We agree to pay the school fees and other costs as charged from time to time.
4. I/We understand that a full term's notice in writing must be given to the Principal before the student is withdrawn from the College and in default of such notice, a full term's fees shall be payable.
5. I/We declare that all information provided is true and correct.

Signature: Father _____

Mother _____

Guardian _____

Date _____

Return this form and the support documents required to:

**The Registrar
 St Clare's College
 PO Box 145 Waverley 2024.
 Ph: 8305 7100 FAX: 9389 3503**

STANDARD COLLECTION NOTICE

St. Clare's College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your daughter. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.

Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.

The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, the Catholic Education Commission, your local diocese and the parish, medical practitioners, and people providing services to the College, including specialist visiting teachers, coaches and volunteers.

If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your daughter.

Personal information collected from the pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in newsletters, magazines and on our website.

Parents may seek access to personal information collected about them and their daughter by contacting the College. Pupils may also seek access to personal information about them. 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 College's duty of care to the pupil, or where pupils have provided information in confidence.

As you may know, the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

We may include your contact details in a class list and College directory. If you do not agree to this you must advise us now.

If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing this information to the College and why, that they can access this information if they wish and that the College does not usually disclose the information to third parties.