



APPLICATION FOR ENROLMENT

FAMILY DETAILS**APPLICATION FOR ENROLMENT - LORETO COLLEGE****PARENT/GUARDIAN 1**

(circle one)

Dr/Mr/Mrs/Ms	Given name	Family name	Preferred name
Usual occupation		Employer	
Business address			
If unemployed, do you receive a government benefit?			Yes / No
Telephone numbers	H	W	M
Email address			
Country of birth	Nationality	Date of arrival in Australia (if applicable)	
Cultural background		Home language(s)	
Religion	Indigenous or Torres Strait Islander		Yes / No
Residential address			
Postal address			
Child resides with	Marital Status	Relationship to child	
Family Court or other relevant court order (If yes, you should provide a copy of that order to the school)			Yes / No

PARENT/GUARDIAN 2

(circle one)

Dr/Mr/Mrs/Ms	Given name	Family name	Preferred name
Usual occupation		Employer	
Business address			
If unemployed, do you receive a government benefit?			Yes / No
Telephone numbers	H	W	M
Email address			
Country of birth	Nationality	Date of arrival in Australia (if applicable)	
Cultural background		Home language(s)	
Religion	Indigenous or Torres Strait Islander		Yes / No
Residential address			
Postal address			
Child resides with	Marital Status	Relationship to child	
Family Court or other relevant court order (If yes, you should provide a copy of that order to the school)			Yes / No

STUDENT DETAILS**APPLICATION FOR ENROLMENT - LORETO COLLEGE**

Given name	Family name	Preferred name	Boarder	Yes / No
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Date of birth	/	/	Start date	Term	Year level
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Home language(s)

Country of birth	Nationality	Date of arrival in Australia (if applicable)	/	/
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Religion	Present Parish of worship
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Sacraments	Baptism	Parish	Date	/	/
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	Reconciliation	Parish	Date	/	/
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	Confirmation	Parish	Date	/	/
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	Eucharist	Parish	Date	/	/
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Most recent schools and pre-schools (include kindergarten to present time)					
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1		From	/	/	To	/	/
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2		From	/	/	To	/	/
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3		From	/	/	To	/	/
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4		From	/	/	To	/	/
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5		From	/	/	To	/	/
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Close relative who is an ex student of a Loreto school:					
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Name	Maiden name	Relationship
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Location of Loreto	House colour	Year and level left Loreto
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Does the applicant have any siblings who are currently enrolled or who have applied to enrol at Loreto College	Yes / No
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Name(s)

Other Children in the family	M/F	DOB	School attending	Year Level
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SPECIAL STUDENT NEEDS AND CONSIDERATIONS

APPLICATION FOR ENROLMENT - LORETO COLLEGE

		(circle one)
(a)	Does your child have any special achievements, talents?	Yes / No
(b)	Does your child have any learning problems?	Yes / No
(c)	Has your child attended any specialised agencies, special schools, units or centres?	Yes / No
(d)	Does your child have any special needs or considerations? (disabilities, impediments, allergies)	Yes / No
(e)	Does your child require any special provisions to be made by the school? (medication, disabled access etc)	Yes / No
(f)	Does your child have any infectious diseases?	Yes / No

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

Please state your reasons for choosing Loreto for your child's education

This form is to be accompanied by	(circle one)		
• A copy of the birth certificate or extract from it	Attached	Yes	No
• Latest school report and/ NAPLAN test results	Attached	Yes	No
• Baptismal certificate (if applicable)	Attached	Yes	No
• Any court order or related information regarding custody of child (if applicable)	Attached	Yes	No
• Documentation relating to special needs (any reports, action plans, assessments, etc)	Attached	Yes	No
• letter of support/reference from you parish Priest/ Minister of Religion	Attached	Yes	No
• \$60 application fee (non-refundable) payable by cheque or credit (complete details below)	Attached	Yes	No

Upon submission of my application form, the applicants will be placed on a waiting list. Places are offered following interviews.

Acceptance of an offer is made by returning a signed acceptance form together with payment of \$650 enrolment fee

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

(Both parents / guardians to sign if applicable)

Mother / Guardian (Signature)

Date

Father / Guardian (Signature)

Date

Please sign and date this form and return the completed form, application fee and required documents to:

Enrolments Manager, Loreto College, 316 Portrush Road, Marryatville, South Australia 5068, Australia

Credit Card Details

Name on card

Amount \$

Mastercard or Visa

Card number

Expiry date

Signature

Office Use Only MW2

Date received

Acknowledgement sent

Interviewed

Offer sent

Accepted

Deposit paid

PARENT/ GUARDIAN DECLARATION

If my/our child is enrolled at Loreto College I/we will abide by the following:

1. In enrolling my/our child at Loreto I/we accept that she will be educated in the Catholic faith within a Christian educational environment in accordance with the Loreto Mission Statement for IBVM schools.
2. I/we accept that support of school staff and cooperation concerning school activities is essential.
3. I/we accept that we will abide by school policies as amended from time to time.
4. I/we accept that we have a responsibility to ensure our daughter complies at all times with policies, programs and codes of behaviour as stipulated by the College for its students.
5. I/we accept that I/we will support the Principal and Leadership staff in relation to required conduct and disciplinary matters.
6. I/we accept that I/we will support the College in its expectation that all students wear the correct school uniform and maintain it in a neat and tidy manner at all times to reflect the high standards regarding grooming, uniform and personal presentation.
7. I/we accept that participation in camps and retreats is compulsory and that membership in school sporting teams takes priority over competing sporting interests.
8. 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, including conduct which brings into disrepute the good name and reputation of the College. In the case of exclusion from the College, fees paid in advance will not be refunded.
9. I/we accept responsibility for the payment of tuition fees and other costs associated with the education of my/our child as determined annually by the College (except where exemptions/remissions have been sought and granted). I/we agree to pay the full amount of all fees and other charges by due dates as set by the College unless prior arrangements have been made with the Business Manager or Principal.
10. I/we accept that any default in payment of fees and other charges may result in the account being referred by the College to a debt collection agency. I/we accept that in such cases all associated costs, including legal fees, will be mine/ours. This action may also result in the Principal reviewing the eligibility of the student to return to the College the following term.
11. I/we agree that the College may, at its sole discretion, contact the credit rating agency or the student's previous school regarding payment of fees. The College reserves the right to refuse an enrolment if a parent's credit rating or records of payment of fees is not satisfactory.
12. I/we agree to give one term's notice in writing of any intention to withdraw my/our daughter from the College. Notice will be given no later than the first day of the term at the end of which it is intended that my/our daughter would leave. In default of such notice, the enrolment deposit will be forfeited and a term's fees (tuition and boarding fees where applicable) will be payable.
13. 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.
14. I/we accept that in the event of a medical or other emergency arising, in which the Principal or delegated staff member considers it impossible or impracticable to communicate with the parents or guardians of the student, the Principal (or delegated staff member) is authorised to act as is thought necessary or expedient and the Principal and the College and their agents shall not be liable for any reasonable action taken in that event.
15. I/we accept that we will support the ethos of the College in accordance with the Loreto Mission Statement for IBVM schools.

RELEASE OF INFORMATION

Release of Information as required under the Commonwealth Privacy Act 1988 (National Privacy Principles effective 21/12/01).

16. The College respects the privacy of personal and sensitive information regarding your family. The College collects personal information, including sensitive information about the student and parent(s) or guardian(s) before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your child. The College's privacy policy is available online www.loreto.sa.edu.au.
17. 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 also 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.
18. 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.
19. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical information or medical reports about your child from time to time.
20. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other Catholic schools, government departments, South Australian Commission for Catholic Schools, Catholic Education Offices, local parish, medical practitioners and people providing services to the College including specialist visiting Consultants and Advisers from the Catholic Educational Offices, researchers, sports coaches and volunteers.
21. In the event of default of payment of fees, the College may refer to default to a debt collection agency. If this occurs, personal information will be disclosed to the agency and you will be responsible for the collection costs.
22. The College from time to time is required to disclose personal and sensitive information in order to comply with the law or to report matters to the relevant persons or authorities.
23. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your child.
24. 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 College newsletter, periodical, magazine and our website.
25. Parents or guardians may seek access to personal information collected about them and their child by contacting the College. 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 student, or where students have provided information in confidence.
26. 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 fundraising.
27. 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 that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.

FELICITY JUSTICES INCERTITY FREEDOM VERITY



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