



Walford

Application for Admission **INTERNATIONAL STUDENT**

STEPS TO A SUCCESSFUL APPLICATION

STEP 1/

COMPLETE THE INTERNATIONAL
STUDENT APPLICATION FORM

STEP 2/

GATHER ALL OF THE RELEVANT
DOCUMENTATION (SEE CHECK LIST)

STEP 3/

READ THE APPLICATION
PROCEDURES AND ENROLMENT
CRITERIA

STEP 4/

RETURN YOUR COMPLETED
APPLICATION ALONG WITH ANY
RELEVANT DOCUMENTS TO:

THE DIRECTOR OF ADMISSIONS

WALFORD ANGLICAN
SCHOOL FOR GIRLS

PO BOX 430 UNLEY
SOUTH AUSTRALIA 5061

EMAIL: admissions@walford.asn.au

APPLICATION CHECK LIST

HAVE YOU INCLUDED:

- ☐ CERTIFIED COPY OF BIRTH
CERTIFICATE (OR OTHER
EVIDENCE OF DATE OF BIRTH)
- ☐ CERTIFIED, ENGLISH
TRANSLATED COPIES OF
SCHOOL REPORTS FOR
THE LAST TWO YEARS
- ☐ CERTIFIED COPIES OF
RESULTS FOR ENGLISH
LANGUAGE ASSESSMENT
- ☐ REFERENCE FROM CURRENT
SCHOOL PRINCIPAL
- ☐ COPY OF PASSPORT DETAILS
- ☐ SAMPLE OF WRITTEN
ENGLISH WORK

Application Procedures

Criteria for Enrolment

Applications for enrolment will be considered using the following criteria:

The number of positions available at the appropriate year level.

The resources of the School.

The student's academic records and English language proficiency level for the proposed course of study.

The student's English language proficiency determined by the result of a test undertaken in their country by an approved English Language Assessment organisation.

Students may be required to undertake intensive English language study prior to their entry to mainstream study.

Application Process

Parents/guardians interested in enrolling their daughter(s) at Walford may request an information package from the School's Admission Office. Information provided in response to such requests will be given without charge.

Applications will be received by lodgement of a completed International Student Application Form together with required documentation. Please refer to the International Student Handbook on the School website.

It is essential that the School be kept informed of changes to the information given on this form. No responsibility can be taken by the School for non-delivery of its communications. It is the responsibility of Parents/Guardians to provide the School with advice of changes to address and contact details. Failure to do so may preclude an applicant from an offer of enrolment.

Applicants to whom a place is offered will be asked to complete a contractual Enrolment Acceptance Form and agree to be bound by the School's Enrolment Policy and Conditions of Enrolment.

PLEASE NOTE: Lodgement of the Application form is not an offer of enrolment or notice of acceptance. The offer of place will be made in writing by the Principal and will be accompanied by a Fee Invoice.

Enrolment Acceptance is made by completion of the relevant form and payment of the Enrolment Fee, one half year's tuition and boarding fees, plus the value of overseas student health cover for the full period of study.

Upon receipt of the Enrolment Acceptance form and the monies, a Confirmation of Enrolment Certificate will be issued for visa application.



Privacy Policy

The following information is provided to families to assist in understanding the implications of the School's Privacy Policy, a copy of which is available on the School's website.

Collection Notice

- 1/ The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to the student and to enable them to take part in all the activities of the School.
 - 2/ Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
 - 3/ Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
 - 4/ Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.
 - 5/ The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, tertiary institutions and admissions agencies, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, coaches, volunteers and counsellors.
 - 6/ Personal information collected from students is regularly disclosed to their parents or guardians.
 - 7/ The School may store personal information in the 'cloud', which means that it resides on servers that may be situated outside Australia.
 - 8/ The School's Privacy Policy sets out how parents or students may seek access to personal information collected about them. However, there may 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 School's duty of care to the student, or where students have provided information in confidence.
 - 9/ The School Privacy Policy also sets out how you may complain about any perceived breach of the Australian Privacy Principles and how the School will deal with such a complaint.
 - 10/ The School 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.
 - 11/ On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines, on our website and on other digital platforms like Facebook and Twitter. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in any or all of these forms of media. The School will obtain permission from each student's parent or guardian at the beginning of each school year.
 - 12/ After obtaining consent from parents or guardians the School may include the contact details of parents and students in a class list and/or School Directory.
 - 13/ If you provide the School 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 School and why, that they can access that information if they wish and, that the School does not usually disclose this information to third parties.
 - 14/ Traffic on the School computer systems, networks and facilities will be monitored from time to time to ensure compliance with school policies governing appropriate use of the internet, email and social media.
- If you would like further information about the way the School manages the personal information it holds, or wish to seek access to personal information held by the School, please contact the Principal in writing.**



Walford

Application for Admission INTERNATIONAL STUDENT

DETAILS OF STUDENT

FAMILY NAME	GIVEN NAME(S)
PREFERRED NAME	DATE OF BIRTH
COUNTRY OF BIRTH	RELIGION
YEAR LEVEL ON ENTRY	ENTRY YEAR 20__
CURRENT YEAR LEVEL OF SCHOOLING	<input type="radio"/> BOARDING STUDENT <input type="radio"/> DAY STUDENT
NATIONALITY	PASSPORT NUMBER
BROTHERS AND SISTERS (WITH DATE OF BIRTH)	
NAMES OF CLOSE RELATIVES WHO ATTEND OR HAVE ATTENDED WALFORD	

DETAILS OF PARENTS / GUARDIANS

FATHER

FAMILY NAME (MR / DR / REV'D)	FAMILY NAME (MRS / MS / DR)
GIVEN NAME(S)	GIVEN NAME(S)
HOME ADDRESS	HOME ADDRESS
TELEPHONE (HOME)	TELEPHONE (HOME)
TELEPHONE (MOBILE)	TELEPHONE (MOBILE)
EMAIL	EMAIL
OCCUPATION	OCCUPATION
BUSINESS NAME	BUSINESS NAME

MOTHER

FAMILY NAME (MRS / MS / DR)	FAMILY NAME (MRS / MS / DR)
GIVEN NAME(S)	GIVEN NAME(S)
HOME ADDRESS	HOME ADDRESS
TELEPHONE (HOME)	TELEPHONE (HOME)
TELEPHONE (MOBILE)	TELEPHONE (MOBILE)
EMAIL	EMAIL
OCCUPATION	OCCUPATION
BUSINESS NAME	BUSINESS NAME

- 1/ WE ACKNOWLEDGE THAT WE HAVE READ AND UNDERSTAND THE ATTACHED APPLICATION FOR ADMISSION INFORMATION.
- 2/ WE REQUEST THAT THE SCHOOL TAKES INTO ACCOUNT THE FOLLOWING SPECIAL NEEDS OF OUR DAUGHTER IN THE DELIVERY OF HER EDUCATION, AND WE HAVE ATTACHED DOCUMENTATION RELATING TO THESE SPECIAL NEEDS.

FATHER OR GUARDIAN'S SIGNATURE	DATE
MOTHER OR GUARDIAN'S SIGNATURE	DATE

Walford Anglican School for Girls Inc.

316 Unley Road Hyde Park South Australia 5061
PO Box 430 Unley South Australia 5061

Tel. 61 8 8373 4062 | Fax. 61 8 8272 0313

walford.asn.au

CRICOS PROVIDER No 00563J