

# Catholic Schools Enrolment Package

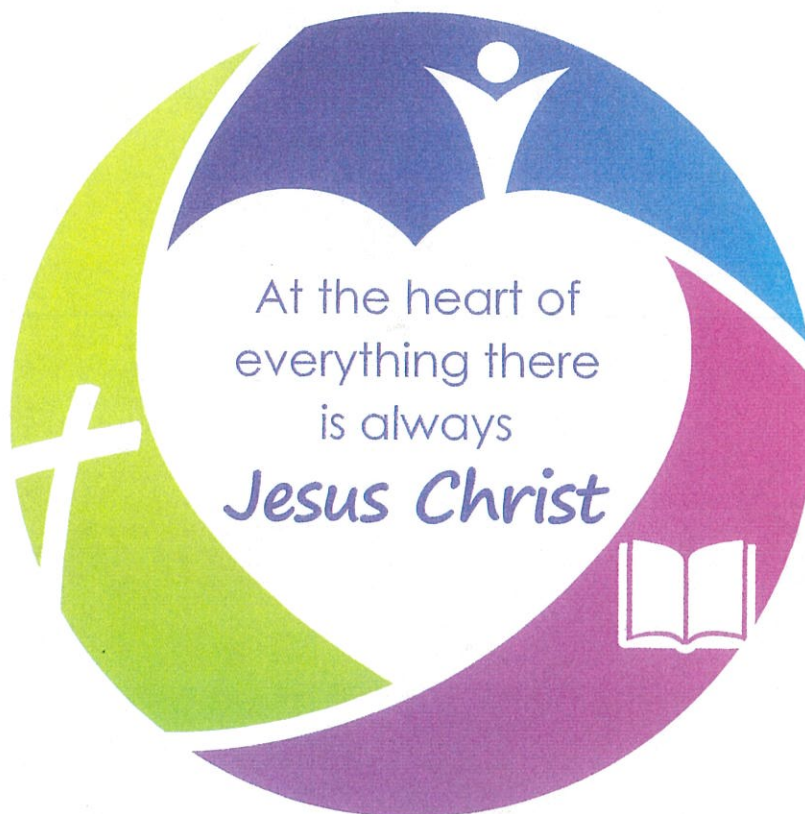
DIOCESE OF MAITLAND-NEWCASTLE

NOVEMBER 2020



# Catholic Schools

## Vision & Values



**FROM & FOR THE  
COMMUNITY OF  
FAITH**

Catholic schools educate from and for vibrant, welcoming and diverse communities with a particular commitment to the poor; for justice, integrity and peace; and with hope for the future.



**FROM & FOR  
EXCELLENCE IN  
LEARNING**

### OUR FOCUS

Service to Schools

Leadership in Learning

Justice for All... together in Christ

### OUR VALUES

- ▶ Justice & Equality
- ▶ Quality & Excellence
- ▶ Professionalism
- ▶ Collaboration
- ▶ Openness to Change
- ▶ Respect for All
- ▶ Hope in the Future



**IN A RIGOROUS,  
CREATIVE & CRITICAL  
PURSUIT OF TRUTH**





## Contents

Safeguarding Commitment Statement	5
School Community Code of Conduct	7
Enrolling at a Catholic School	8
Enrolment Policy and Procedure in Brief	8
School Fees	16
Parent Occupation Groups	18
Privacy Collection Notice	19





Inspired by the message and example of Jesus Christ, Catholic schools live out a distinctive educational vision. Supported by the Catholic community of which they are a vital part, they invite students and their families into a faith-filled educational experience.

As a key ministry of parishes and the diocese, Catholic schools encourage and support parents in their responsibility for the faith formation of their children. This formation is supported by prayer and opportunities to participate in the life, mission and liturgy of the broader Catholic community.

### OUR SCHOOLS COMMIT TO:

- ▶ Nurturing each individual's growth in faith and unique potential
- ▶ Offering outstanding educational experiences founded on Catholic values
- ▶ Fostering partnership between parents and staff in the education of their children
- ▶ Creating communities of respect for each other, the wider society and the earth
- ▶ Encouraging active engagement in social justice issues, the service of others and the promotion of peace.

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Catholic schools are part of a long tradition of Catholic education provided by religious and lay teachers in Australia and this diocese for over 180 years. They fulfil parents' rights to choose the schooling for their children which reflects their own values, beliefs and hopes.

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# Our commitment

As the Bishop of Maitland-Newcastle I expect you to place the safety, welfare and wellbeing of every child and vulnerable adult at the centre of everything you do in the name of our church. Each one of us is responsible to ensure we are aware of the signs of abuse, that we know how to respond to a disclosure of abuse and we know how to report our concerns. Most importantly, I require every worker in the Diocese to be prepared, should the situation ever arise, to call out the unsafe or abusive behaviour of colleagues and workmates. The conduct we walk past is the conduct we have condoned.

*+ Bill Wright*

The Diocese is committed to:

- ▶ Fostering communities of safeguarding, including open and respectful communication about issues of safeguarding with individuals, families and groups
- ▶ Upholding the dignity and rights of all children and vulnerable adults and seeking to empower them to have their voices heard
- ▶ Training all relevant personnel in safeguarding knowledge and skills including indicators of abuse, supporting people to disclose abuse and reporting abuse
- ▶ Working closely with statutory authorities to report alleged abuse and support them to investigate those allegations
- ▶ Developing our risk assessment and management systems for all diocesan activities and personnel
- ▶ Developing the breadth and depth of our auditing and compliance regimes
- ▶ Implementing and maintaining compliance with the National Principles for Child Safe Organisations and the National Catholic Safeguarding Standards.

I call upon each one of you. Every parishioner in our faith communities, each worker in our CatholicCare and other community and family support services, every staff member in our schools and our St Nicholas centres, each cleric and religious conducting ministry amongst us. We must, each one of us, commit ourselves every day, individually and collectively, to safeguard each child and every vulnerable adult with whom we interact. BP BILL WRIGHT

  
Vicar General  
Fr Andrew Doohan

  
Chief Executive Officer  
Sean Scanlon

  
Chancellor  
Fr Matthew Muller

  
Director  
Pastoral Ministries  
Teresa Brierley

  
Director  
Catholic Schools Office  
Gerard Mowbray

  
Chief Operating Officer  
Graham Heath

  
Director  
CatholicCare  
Gary Christensen

  
Director  
Office of Safeguarding  
Sean Tynan





## Safety Welfare Wellbeing

The Catholic Diocese of Maitland-Newcastle has an abiding commitment to promote the safety, welfare and wellbeing of children and vulnerable adults – particularly those who participate in the life of the Diocese as part of our faith communities in parishes, in our diocesan systemic schools, early education centres and out-of-school hours care service, as part of our welfare and community services through CatholicCare and other diocesan ministries.

The office of the Director of Safeguarding has been established by decree, issued by the Bishop of Maitland-Newcastle.

The Office of Safeguarding is an integral part of the Diocese, reporting directly to the Bishop's Office. The Office of Safeguarding is placed outside the Diocese's services, programmes and parishes, overseeing their safeguarding standards in operation.

The Office of Safeguarding works with NSW Police, the Office of the Children's Guardian, the Department of Community and Justice and other statutory authorities and specialist authorities within the Catholic Church in Australia to fulfil its responsibilities and maximise the safeguarding of children and vulnerable adults.

### The Office of Safeguarding supports the schools of the Diocese:

- ▶ in meeting compliance with statutory obligations and diocesan codes of conduct, policies, procedures and protocols relevant to safeguarding children
- ▶ with delivery of mandatory Safeguarding training to all school personnel
- ▶ with provision of a daily intake service that analyses concerns for children, provides advice and support to staff or parents, ensures statutory reporting obligations are met and ensures appropriate follow-up to complaints when warranted
- ▶ in conducting or overseeing investigations of diocesan personnel who are alleged to have committed criminal conduct, reportable conduct or a breach of professional standards against a child
- ▶ with provision of an alternative dispute resolution process for complaints between parents and staff that can't be resolved within the school
- ▶ in assisting in the management of individuals identified as posing an elevated risk.



# School Community Code of Conduct

Members of Catholic school communities in the Diocese of Maitland-Newcastle agree to nurture and support each other's individual growth in faith, to create communities of respect and tolerance and to engage in the promotion of peace, justice and service of others.

The School Community Code of Conduct reinforces our understanding of the rights and responsibilities each of us has in ensuring we provide an environment where our students can thrive.

Upon acceptance of enrolment and as a condition of continuing enrolment in our Catholic schools, all members of the school community are bound by this Code of Conduct. School staff must abide by the CSO's Code of Conduct for staff members available at: [www.mn.catholic.edu.au/about/policies](http://www.mn.catholic.edu.au/about/policies)

## Students in Catholic school communities agree to:

- ▶ Model positive behaviour to other students.
- ▶ Comply with and model school values.
- ▶ Behave in a safe and responsible manner.
- ▶ Respect themselves and other members of the school community both personally and through the use of all social media technologies at all times.
- ▶ Respect our school environment.
- ▶ Actively participate in our school community.
- ▶ Support the learning of others and make the most of our educational opportunities.

## Parents/Carers and volunteers in Catholic school communities agree to:

- ▶ Understand and abide by all diocesan policies, procedures and guidelines, which are available on the CSO website [www.mn.catholic.edu.au/about/policies](http://www.mn.catholic.edu.au/about/policies)
- ▶ Model positive behaviour to their child and all children in the school community.
- ▶ Ensure children attend school on time, every day the school is open for instruction.
- ▶ Take an active interest in their child's school and their learning and to engage positively in all aspects of their child's learning.
- ▶ Participate in the Liturgical and Faith Life community of the school including participation in all aspects of the Religious Studies program regardless of personal beliefs.
- ▶ Work in a positive manner with the school to achieve the best outcomes for our child.
- ▶ Communicate constructively, respectfully and in a spirit of partnership with the school and use processes and protocols outlined in the CSO Complaints Resolution Policy documents when raising concerns.
- ▶ Communicate with their child's teacher or the Principal directly regarding any concerns about their child, other students, staff or community members.
- ▶ Reject aggressive, abusive and confrontational language and behaviour, as this is counterproductive to the sustainability of any relationship. Approaching students, community members and/or staff in a confronting manner will not be tolerated.
- ▶ Support all school staff to maintain a safe learning environment for all students.
- ▶ Treat all school staff, students, other members of the school community, visitors and volunteers with respect in all dealings with them both personally and through the use of all social media technologies at all times.
- ▶ Discuss with the Principal any barriers to meeting the financial obligations agreed to at the time of enrolment and seek to form an agreement with the school to meet these.
- ▶ Ensure any agreement made with the school is honoured.





## Enrolling at a Catholic School

Catholic schools are now accepting applications for enrolment. Parents considering a Catholic school for their children are invited to complete the Enrolment Application form in the centre of this package. Please contact your primary school of interest or designated secondary school (see Enrolment Boundaries for Secondary Schools on the website at [www.mn.catholic.edu.au/enrolment](http://www.mn.catholic.edu.au/enrolment)) to enquire about enrolment procedures.

Please be advised that if schools have reached their full capacity for enrolments they may have to place your child on a waiting list.

Completed applications are considered carefully and you will be informed as quickly as possible regarding acceptance. Finalisation of school fee payments in previous diocesan schools is a condition of enrolment in another diocesan school.

Catholic schools offer a unique educational experience which forms the child as a person of integrity, compassion, faith and wisdom. Catholic schools also work closely with their local parish to enhance in students a capacity to make sense of their world, to make judgements and to recognise the uniqueness of others within a faith community. Above all, they offer a comprehensive religious education program. Catholic schools don't just teach religious studies, they seek to develop spirit, mind, body and character and cultivate Gospel values that support lives filled with joy, endeavour and hope in the future.

To contact your local Catholic school, please visit [www.mn.catholic.edu.au/schools/view-full-school-list/](http://www.mn.catholic.edu.au/schools/view-full-school-list/)

## Enrolment Policy and Procedure in Brief

To view the Enrolment Policy and procedures in full please visit: [www.mn.catholic.edu.au/about/policies/](http://www.mn.catholic.edu.au/about/policies/)

### Purpose

The Enrolment Policy provides guidance for families seeking a Catholic education in the Diocese of Maitland-Newcastle on the enrolment processes. It aims to:

- ▶ Set direction for school procedures and practices for enrolling students into Catholic primary and secondary schools within the Diocese of Maitland-Newcastle.
- ▶ Establish a common, consistent approach in enrolment practices.
- ▶ Assist the system of Catholic schools to:
  - » cater for the individual needs of each child equitably within the constraints of the available teaching and material resources.
  - » encourage parents enrolling their children in Catholic schools to give support to parish and school life, especially in education in faith.
  - » provide schooling, where possible, for all Catholic children who seek enrolment.



## Enrolment Application Process

1. All completed applications for enrolment lodged with the School Principal by the designated closing date will be treated in accordance with the Enrolment Policy and procedures.
2. Depending on the local context, as well as whether the school is primary or secondary, the following processes will normally occur:

### 1. INITIAL ENROLMENT ENQUIRY

- ▶ Enrolments for the following year open in Catholic Schools Week in early March.
- ▶ Parent/Carer obtains Enrolment Package for their preferred school.
- ▶ Parent/Carer completes enrolment form, provides all 'Required information' and submits application directly to school.
- ▶ Non-refundable fee paid.
- ▶ Lodgement of enrolment form does not guarantee an offer of enrolment.

### 2. PRINCIPAL/SCHOOL INTERVIEW WITH FAMILY

- ▶ Interviews begin in Term 1, and continue through Terms 2 and 3 depending on applications received.
- ▶ Focus on determining educational needs.
- ▶ If the student has a disability, the school will consult with the Student Support Unit at the CSO. Guidelines for Enrolment and Transition of Students with Disabilities/Additional Needs are available at [www.mn.catholic.edu.au/parents-community/how-to-enrol-in-a-catholic-school/](http://www.mn.catholic.edu.au/parents-community/how-to-enrol-in-a-catholic-school/).

### 3. CONFIRMATION OF OFFER AND ACCEPTANCE OF ENROLMENT

- ▶ Parents/carers receive offer of a place at the school in writing in Term 3.

### 4. ORIENTATION/TRANSITION SESSIONS FOR STUDENTS

- ▶ Orientation for students held in Terms 3 or 4 depending on the school.

3. The enrolment period is advertised as being open. Enrolments for the following year take place between February and June and in particular, during Catholic Schools Week, when parents and their children are invited to come to the school's open day and enrol. Application forms are available from school offices or from our website [www.mn.catholic.edu.au/parents-community/how-to-enrol-in-a-catholic-school/](http://www.mn.catholic.edu.au/parents-community/how-to-enrol-in-a-catholic-school/)

4. Enrolment policies and further enrolment information are also available on the website. Assistance will be provided to parents/carers to understand the policy and procedures.
5. A new application for enrolment must be completed for enrolment into Kindergarten and transitioning from Year 6 to Year 7 as well as when moving from a junior to a senior secondary school in the diocese (Year 10 to Year 11). Application forms will only be accepted upon provision of 'Required information' as defined in the Enrolment Policy.
6. Parents who make application for enrolment for their child/children are invited for an interview with the Principal or nominee. During this interview the following issues would be discussed:
  - ▶ The ethos of the Catholic School and our School Community Code of Conduct
  - ▶ The school's relationship to the Parish or the Pastoral Region
  - ▶ The primacy of the parents as their child's educators and their relationship to the school
  - ▶ Particular characteristics or needs of the child
  - ▶ The financial arrangements necessary to maintain a Catholic School
  - ▶ The parents' ability to meet financial obligations and where this needs to be varied, discussions as to any variation.
7. Successful applicants will be contacted and offered a place in the appropriate class.
8. A non-refundable fee is required either when lodging the enrolment form or on confirmation of an enrolment offer.
9. Unsuccessful applicants will be notified in writing. Students may also be placed on a waiting list. Any formalised waiting list is to be prioritised and procedurally fair. Appeals against the decision shall be made firstly to the Principal, then to the appropriate Assistant Director at the Catholic Schools Office.
10. In some circumstances it may be necessary to put some applications 'on hold' pending finalisation of late (Catholic) arrivals. Those concerned will be advised of the situation and the time when they may expect a definite answer. The advice of the Catholic Schools Office may need to be sought in some circumstances.
11. Induction sessions for pre-school, Year 7 and Year 11 students are generally held during the second semester of the year preceding the child beginning at a new school. This induction may be over a longer period for those students with learning support needs.



## Definitions

For the purpose of this document:

**Catholic families** are defined as families in which at least one parent/guardian is a practising Catholic who is involved in the life of their parish.

**Catholic school** is one which operates with the consent of the diocesan Bishop and is one where formation and education are based on the principles of Catholic doctrine.

**Disability** has the meaning as described under the New South Wales Anti-Discrimination Act, 1977 and the Commonwealth Disability Discrimination Act 1992.

**Enrolment panel** means an advisory committee comprising the School Principal/s, or their nominees, and the Parish Priest or their nominee. This panel is convened if required, to meet and consider enrolment issues in the Parish and applications for consideration of special circumstances.

**Parish** is the local parish as defined by its geographical boundaries.

**Required information** includes:

- ▶ Birth certificate or identity documents
- ▶ Baptismal certificate (if Catholic)
- ▶ Evidence of student's residential address
- ▶ Immunisation history statement (required for students enrolling in Kindergarten, and students enrolling in a Primary or Secondary school in the Diocese for the first time)
- ▶ Copies of any family law or other relevant court orders (if applicable)
- ▶ Signed acceptance of Conditions of Enrolment and the School Community Code of Conduct
- ▶ Any specialist assessments or reports relevant to special needs of student enrolling

If the child is not a permanent resident:

- ▶ Passport or travel documentation
- ▶ Current visa and previous visas (if applicable)

In addition if the child is a temporary visa holder:

- ▶ Authority to enrol issued by the Temporary Visa Holders Program
- ▶ Evidence of the visa the student has applied for (if the student holds a bridging visa)

**'Those with the greatest need'** May include those students who are socially, financially, emotionally and/or spiritually disadvantaged and/or at the margins of society.

## Guiding Principles

1. Catholic schools, inspired by the person and teachings of Jesus Christ, strive to be centres of excellence and authentically Catholic.
2. Catholic school communities work to create strong partnerships with the parish/parishes they serve.
3. Catholic schools will ensure that the enrolment process is a welcoming manifestation of Gospel values.
4. In choosing a Catholic school, parents and guardians agree to respect and support the Catholic identity of the school, its role in the parish and to acknowledge the importance of Religious Education for their children. Students are required to participate in Religious Education classes, liturgies and retreats that will support the Catholic culture and life of the school.
5. Catholic schools have a particular responsibility to provide a Catholic education to children of Catholic families and to support parents in honouring the commitments that they made on behalf of their children at Baptism.
6. The Catholic school, whilst established to educate children from Catholic families, will accept enrolments from families who are prepared to support Catholic ideals, principles and practices.
7. Catholic schools recognise and accept the responsibility to welcome and support those who are poor or marginalised, and those with the greatest need.
8. Catholic schools are committed to the inclusion of children with special needs through the processes set out in the Guidelines for Enrolment and Transition of Students with Disabilities and Additional Needs.
9. No child will be denied a Catholic education because of a family's genuine inability to pay school fees.
10. Our diocese aims to provide the choice of Catholic schooling to all those seeking a Catholic education for their children. Enrolment of a child into a Catholic school, however, cannot be guaranteed. A fair clear and transparent process to determine the priority of enrolment will be implemented.



## Responsibilities

The enrolment process is characterised by family, school, CSO and parish partnerships based on mutual responsibility, respect, effective communication and trust. These partnerships need to be demonstrated and strengthened by the enrolment procedure and practice.

### Parish Priest

The Parish Priest in collaboration with the Principal has the following responsibilities in the enrolment process to:

- ▶ communicate the commencement of enrolment period in parish bulletins.
- ▶ positively link the school with its parish community and participate in the enrolment induction and information session for families.
- ▶ review applications for enrolment with the principal where required.
- ▶ welcome enrolling families and encourage their active involvement in the Catholic community.
- ▶ encourage Catholic families in the parish or parishes to consider enrolment in the school.

### Principal

The Principal, in collaboration with the Parish Priest, has the following responsibilities in the enrolment process to:

- ▶ ensure that the authentic vision of Catholic education remains the guiding principle in the application of the Enrolment Policy (see Catholic Identity of Diocesan Schools available on the [CSO website](#)).
- ▶ seek to develop a fruitful relationship between the local Catholic parish and school community and those families seeking enrolment.
- ▶ ensure that the school has practices and processes that reflect the Enrolment Policy rationale and guiding principles.
- ▶ positively discriminate in favour of those whose need is the greatest.
- ▶ give parents clear information about enrolment in a Catholic school.
- ▶ ensure that the Enrolment Policy implementation is exercised in a just and compassionate manner.
- ▶ advise school personnel of the underpinning values and Catholic ethos that always have to guide decisions about enrolment and interactions with families.
- ▶ respond to any concerns from families in enrolment matters.
- ▶ ensure no student is refused enrolment because of an inability, as distinct from an unwillingness, of a parent/carer to meet financial requirements.
- ▶ employ strategies for communicating with the broader community, including Catholic families, about school enrolment policy and processes.
- ▶ consult with the CSO on matters requiring clarification and be involved in ongoing feedback and evaluation of the enrolment process.

- ▶ ensure confidentiality and privacy guidelines are followed.
- ▶ communicate with previous or feeder school if required.

### Catholic Schools Office

The Catholic Schools Office is responsible to the Bishop in the Diocese of Maitland-Newcastle to:

- ▶ develop, monitor and evaluate enrolment policies for Catholic schools.
- ▶ encourage strong partnerships between priests, parents, principals and staff.
- ▶ monitor enrolment information submitted by the school and action taken by the school to ensure the Catholic Identity of the school and the basic aims of Catholic education are strongly maintained.
- ▶ ensure that enrolment criteria are clear and unambiguous; and the enrolment policy complies with all relevant legislation.
- ▶ advise and support schools with the implementation of the Enrolment Policy.
- ▶ ensure that school personnel carry out their responsibilities appropriately in relation to the Enrolment Policy.
- ▶ fund system-wide advertising at the opening of the enrolment period each year.

### Parents and Carers

Parents and carers enrolling their children in Catholic schools have the following responsibilities:

- ▶ respect and agree to support Catholic ideals, principles and practices and acknowledge the importance of religious education for their children.
- ▶ commit themselves to a parish community that works towards the education, formation and pastoral care of young people.
- ▶ complete the official enrolment form and return it by the due date with all 'Required Documentation'. (Such action, however, does not guarantee enrolment in the school.)
- ▶ sign and accept the Conditions of Enrolment and School Community Code of Conduct.
- ▶ recognise and be prepared to meet their financial responsibilities for the ongoing enrolment of the child.
- ▶ disclose any special educational needs of the prospective student and provide all relevant specialist reports.
- ▶ disclose any particular medical, social and/or emotional conditions as well as health care requirements of the prospective student and allow for communication with relevant medical personnel if required.
- ▶ advise the Principal of any Court Order(s) that may exist in regard to the child and provide a certified copy of the Order(s) for the child's school file.
- ▶ provide the necessary visa documentation relating to an overseas student enrolment.



## Staff

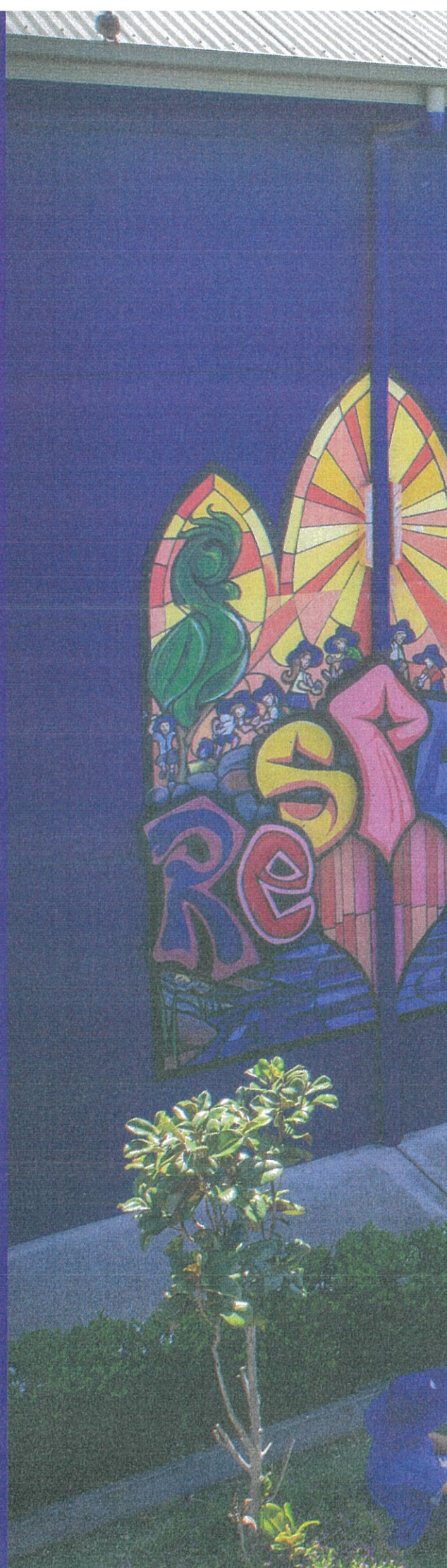
Staff working with students enrolled in Catholic schools have the following responsibilities:

- ▶ respect and agree to support Catholic ideals, principles and practices and acknowledge the importance of religious education for the students.
- ▶ treat each other and all members of the school community with respect.
- ▶ model positive behaviour to students consistent with the standards of our profession and to be aware that our conduct, both personally and by the use of all social media technology, during school hours and beyond, impacts on our professionalism and is subject to scrutiny.
- ▶ work collaboratively to create a school environment where respectful and safe conduct is expected of everyone and to communicate with appropriate staff when peaceful and safe environments are challenged by any member of the school community.
- ▶ behave in a manner consistent with the standards of our profession and meet core responsibilities to provide inclusive, safe and orderly environments.
- ▶ plan, implement and monitor arrangements to ensure the care, safety, security and general wellbeing of all students in attendance at the school is protected.
- ▶ seek to identify and do our best to support students who are or may be at risk.
- ▶ do our best to ensure every child achieves their personal and learning potential.
- ▶ work with parents to understand their child's needs and, where necessary and reasonable, adapt the learning environment accordingly.
- ▶ proactively engage with parents about student outcomes and work collaboratively with parents to improve learning and wellbeing outcomes for all students.
- ▶ make known to parents the school's communication procedures and the Complaints and Grievances Policy.
- ▶ abide by the CSO Staff Code of Conduct (2017).

## Students

Students enrolled in Catholic schools have the following responsibilities:

- ▶ model positive behaviour to other students.
- ▶ comply with all relevant school policies and model school values in line with the School Community Code of Conduct.
- ▶ behave in a safe and responsible manner.
- ▶ respect ourselves and other members of the school community both personally and through the use of all social media technologies at all times.
- ▶ act in a manner that demonstrates integrity and respect for all school community members and our school environment
- ▶ actively participate in our school community.
- ▶ support the learning of others and make the most of our educational opportunities.





# Catholic Schools Enrolment Form

REMOVE THIS ENROLMENT APPLICATION SECTION FROM THE PACKAGE AND RETURN TO THE SCHOOL







The Catholic Schools Office and diocesan schools are subject to the *Privacy Act 1988* (Cth) and the *Health Records and Information Privacy Act 2002*. All information provided is treated in accordance with the CSO's Privacy Policy and the (Privacy) Standard Collection Notice included in the Enrolment Package.

Office Use Only					
Day	Day	Month	Month	Year	Year

<b>STUDENT'S FULL NAME</b>	
<b>SCHOOL FOR WHICH ENROLMENT IS SOUGHT</b>	
<b>SCHOOL CURRENTLY ATTENDING</b>	
<b>DATE OF COMMENCEMENT AT CURRENT SCHOOL</b>	

## SECTION 1: FAMILY DETAILS

### RESIDENTIAL ADDRESS (NOTE: DO NOT USE PO BOX NUMBERS)

Residential Street No/Property Name

Residential Street Name

Residential Suburb/Town

Residential Postcode

### CORRESPONDENCE ADDRESS

Name for correspondence (eg Mr and Mrs P Jones)

Correspondence Street No/Property Name

Correspondence Street Name

Correspondence Suburb/Town

Correspondence Postcode

Family Home Telephone Number

### PRIORITY EMAIL ADDRESS

Email address for correspondence and billing

### OTHER DETAILS

Current Parish

### CHILDREN IN FAMILY

The student has .....sisters and ..... brothers. Circle the student's place among siblings

Oldest					Youngest
1	2	3	4	5	6

You may be entitled to a Family Fee concession. How many students will you have enrolled in the Diocese of Maitland-Newcastle Catholic Schools including students in this enrolment application?

Primary	<input type="text"/>
Secondary	<input type="text"/>

Names of all siblings as well as stepbrothers and stepsisters residing with your child

Child's Full Name

School Attended

Grade or Age






## SECTION 2: STUDENT DETAILS

Family name

First given name

Sex

☐

Male

☐

Female

Second given name

Date of birth

Day	Day	Month	Month	Year	Year

Preferred first name

Intended Start Date

Day	Day	Month	Month	Year	Year

Student country of birth

Into which year are you seeking to enrol this student?

K	1	2	3	4	5	6	7	8	9	10	11	12

### LANGUAGES OTHER THAN ENGLISH SPOKEN AT HOME

Does the **student** speak a language other than English at home?

No, English only

☐

Yes

☐

If **yes**, what languages other than English are spoken at home?

Please write the exact language spoken – for example, Cantonese or Mandarin not simply 'Chinese'.

Main language other than English spoken at home

Other language spoken at home

--	--

What is the religion of the student?

### BAPTISM DETAILS (WHERE APPLICABLE)

Copy of child's baptismal certificate supplied

Yes

No

### INDIGENOUS STATUS

Is the student of Aboriginal or Torres Strait Islander origin?

☐

No

☐

Aboriginal

☐

Torres Strait Islander

☐

Both Aboriginal & Torres Strait Islander

### STUDENT'S RESIDENCY STATUS

What is the student's residency status?

☐

Australian citizen

☐

Permanent resident

☐

Temporary visa holder

Nationality of student

If born overseas, on what date did the student **arrive** in Australia?

Day	Day	Month	Month	Year	Year

For Australian born citizens, if the student was living overseas for two or more years, on what date did the student **return** to Australia?

Day	Day	Month	Month	Year	Year

Previous school (school currently attending if still enrolled at another school)

If overseas, nominate country. If interstate, nominate state. If prior to school, name of preschool etc

If this is not the student's first enrolment at an Australian school, what was the student's first date of enrolment at an Australian school?

Day	Day	Month	Month	Year	Year



**SECTION 3: MEDICAL DETAILS**

Doctor's name/medical centre

Doctor's phone number

Doctor's address

Student's Medicare number

Medicare reference number (number to the left of student's name on the card)

I give my **permission** for the school to seek information from the doctor/medical centre named above about how to manage any allergy or medical condition experienced by the student.

Yes ☐No ☐

**It is essential you tell the Principal before your child starts school if they have any allergies or other medical conditions. You should also let the school know as soon as you are aware of any new allergies or other medical conditions.**

Allergies

Yes ☐No ☐

Add details below – attach separate sheet if necessary

eg peanuts insect stings

Other medical conditions

Yes ☐No ☐

Add details below – attach separate sheet if necessary

eg asthma, diabetes, epilepsy

Medication required

Yes ☐No ☐

Add details below – attach separate sheet if necessary

eg Will you require school staff to administer medication to your child?

**IMMUNISATION RECORD**

Polio (Sabine)

☐

Measles/Mumps

☐

Diphtheria /Tetanus

☐

Rubella

☐

Whooping Cough

☐

Other eg Hepatitis, Meningococcal

**SECTION 4: SPECIAL NEEDS**

Indicate whether the student applying for enrolment has any known or emerging special needs. **(Please attach any documentation)**

☐ autism☐ behaviour disorders☐ a hearing impairment☐ an intellectual disability☐ a language disorder☐ mental health issues☐ a physical disability☐ a vision impairment☐ difficulties in the basic areas of learning☐ acquired brain injury

Other (please specify)



Has your child had any specialist assessment or reports from the following:

	Name of Centre/Specialist	Date of first visit	Still attending? Y/N
Audiology Clinic			
Occupational Therapist			
Specialist Clinic			
Speech Pathologist			
Other			

**Please note:** If this application is successful it is an essential part of the enrolment contract that the school be furnished with any specialist assessments or reports relevant to special needs of student. The school should be advised promptly of any changes to the needs of the student over the full course of his/her enrolment. The school will also regularly re-evaluate the student's needs in order to make all reasonable adjustments to best provide for his/her overall needs within the capacity of the school.

#### MEDICAL TREATMENT PERMISSION

If my child should require urgent medical treatment, I authorise the school staff to seek medical attention.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### SECTION 5: STUDENT CIRCUMSTANCES

#### SPECIAL CIRCUMSTANCES

Are any of the following circumstances applicable to the student seeking enrolment? (*mature age, pregnancy, living apart from parental supervision, subject of a court order, out of home care arranged by state, other circumstances that the school should know*)

Yes

☐

No

☐

If **yes**, provide a brief description of the circumstances (*Please attach any documentation*)

#### STUDENT'S HISTORY RELEVANT TO RISK ASSESSMENT

The Catholic Schools Office has a responsibility to assess and manage any risk of harm to its staff and students. The information you provide will help us to safely support students in the school and contribute to ensuring the safety of your child, other students and staff.

To your knowledge, is there anything in the student's history or circumstances (including medical history) which might pose a risk of any type to the student, other students, or staff at this school?

Yes

☐

No

☐

If **yes**, provide brief description of student's medical or other history which might pose a risk of any type to him or her, other students, or staff

Please provide contact details of health professionals or other relevant bodies that have knowledge of these issues.

Does your child have any history of violent behaviour?

Yes

☐

No

☐

If **yes**, please provide details

Has your child ever been suspended or expelled from any previous school?

Yes

☐

No

☐

If **yes**, was this for

Actual violence to any person?

☐

Possession of weapon or any item used to cause harm or injury?

☐

Illegal drugs?

☐

Threats of violence or intimidation of staff, students, or others at the school?

☐

Are you aware of any other incidents of the kind listed above that have involved the student outside of the school setting?

Yes

☐

No

☐

If **yes**, please provide a brief outline of these matters

Are there any Family Court Orders/Parenting Plans that have been issued in relation to the enrolling student?

Yes

☐

No

☐

If **yes**, it is a condition of enrolment that a copy of the Orders/Parenting Plans be provided with this application and updated Orders/Parenting Plans be provided to the Principal when issued.



## SECTION 6: PARENT/CARER DETAILS

### PARENT/CARER 1 RESIDING AT SAME ADDRESS AS STUDENT

Title (eg Mr, Dr)

Sex

☐

Male

☐

Female

Relationship to student

Family Name

Given Names

Work Telephone Number

Mobile Telephone Number

Email Address

Occupation

Name of Employer

☐

Occupation group (Write 1,2,3,4 or 5) See enrolment package for instructions.

Country of birth for parent/carer 1

Nationality of parent/carer 1

### SCHOOL EDUCATION

What is the highest level of schooling completed?

For persons who never attended school mark Year 9 or equivalent or below (mark one box only)

☐

Year 12 or equivalent

☐

Year 11 or equivalent

☐

Year 10 or equivalent

☐

Year 9 or equivalent or below

### EDUCATIONAL QUALIFICATIONS

What is the highest qualification completed?

☐

Bachelor degree or above

☐

Advanced diploma/diploma

☐

Certificate I to IV (inc. trade cert.)

☐

No non-school qualification

### LANGUAGES OTHER THAN ENGLISH SPOKEN AT HOME

Does Parent/Carer 1 speak a language other than English at home?

No, English only

☐

Yes

☐

If yes, what languages other than English are spoken at home?

Please write the exact language spoken – for example, Cantonese or Mandarin not simply 'Chinese'.

Main language other than English spoken at home

Other language spoken at home

Interpreters may be available during school interviews. Would an interpreter be required?

No

☐

Yes

☐

### RELIGION

What is the religion of parent/carer 1?

Parent/Carer 1: I confirm that the above details are correct.

Name

Signature

Date



**PARENT/CARER 2 RESIDING AT SAME ADDRESS AS STUDENT**

Title (eg Mr, Dr)

Sex

☐

Male

☐

Female

Relationship to student

Family Name

Given Names

Work Telephone Number

Mobile Telephone Number

Email Address

Occupation

Name of Employer

☐

Occupation group (Write 1,2,3,4 or 5) See enrolment package for instructions

Country of birth for parent/carer 2

Nationality of parent/carer 2

**SCHOOL EDUCATION**

What is the highest level of schooling completed?

*For persons who never attended school mark Year 9 or equivalent or below (mark one box only)*☐

Year 12 or equivalent

☐

Year 11 or equivalent

☐

Year 10 or equivalent

☐

Year 9 or equivalent or below

☐

Bachelor degree or above

☐

Advanced diploma/diploma

☐

Certificate I to IV (inc. trade cert.)

☐

No non-school qualification

**LANGUAGES OTHER THAN ENGLISH SPOKEN AT HOME**

Does Parent/Carer 2 speak a language other than English at home?

No, English only

☐

Yes

☐

If yes, what languages other than English are spoken at home?

*Please write the exact language spoken – for example, Cantonese or Mandarin not simply 'Chinese'.*

Main language other than English spoken at home

Other language spoken at home

Interpreters may be available during school interviews. Would an interpreter be required?

No

☐

Yes

☐**RELIGION**

What is the religion of parent/carer 2?

Parent/Carer 2: I confirm that the above details are correct.

Name

Signature

Date



## PARENT/CARER 3 NOT RESIDING AT SAME ADDRESS AS STUDENT

Title (eg Mr, Dr) <input type="text"/>	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Relationship to student <input type="text"/>
Family Name <input type="text"/>	Given Names <input type="text"/>	
Work Telephone Number <input type="text"/>	Mobile Telephone Number <input type="text"/>	
Home Address <input type="text"/>		
Email Address <input type="text"/>	Receive Academic Report? Please tick YES <input type="checkbox"/> NO <input type="checkbox"/>	
Occupation <input type="text"/>	Name of Employer <input type="text"/>	

☐ Occupation group (Write 1,2,3,4 or 5) See enrolment package for instructions

Country of birth for parent/carer 3

Nationality of parent/carer 3

### SCHOOL EDUCATION

What is the highest level of schooling completed?

For persons who never attended school mark Year 9 or equivalent or below (mark one box only)

☐ Year 12 or equivalent

☐ Year 11 or equivalent

☐ Year 10 or equivalent

☐ Year 9 or equivalent or below

### EDUCATIONAL QUALIFICATIONS

What is the highest qualification completed?

☐ Bachelor degree or above

☐ Advanced diploma/diploma

☐ Certificate I to IV (inc. trade cert.)

☐ No non-school qualification

### LANGUAGES OTHER THAN ENGLISH SPOKEN AT HOME

Does Parent/Carer 3 speak a language other than English at home?

No, English only

Yes

If yes, what languages other than English are spoken at home? Please write the exact language – for example, 'Cantonese' not simply 'Chinese'.

Main language other than English spoken at home

Other language spoken at home

Interpreters may be available during school interviews. Would an interpreter be required?

No

Yes

### RELIGION

What is the religion of parent/carer 3?

Parent/Carer 3: I confirm that the above details are correct.

Name	Signature	Date
------	-----------	------



**PARENT/CARER 4 NOT RESIDING AT SAME ADDRESS AS STUDENT**

Title (eg Mr, Dr)

Sex

☐

Male

☐

Female

Relationship to student

Family Name

Given Names

Work Telephone Number

Mobile Telephone Number

Home Address

Email Address

Receive Academic Report? Please tick

YES

NO

Occupation

Name of Employer

☐ Occupation group (Write 1,2,3,4 or 5) See enrolment package for instructions

Country of birth for parent/carer 4

Nationality of parent/carer 4

**SCHOOL EDUCATION**

What is the highest level of schooling completed?

*For persons who never attended school mark Year 9 or equivalent or below (mark one box only)*☐ Year 12 or equivalent☐ Year 11 or equivalent☐ Year 10 or equivalent☐ Year 9 or equivalent or below**EDUCATIONAL QUALIFICATIONS**

What is the highest qualification completed?

☐ Bachelor degree or above☐ Advanced diploma/diploma☐ Certificate I to IV (inc. trade cert.)☐ No non-school qualification**LANGUAGES OTHER THAN ENGLISH SPOKEN AT HOME**

Does Parent/Carer 4 speak a language other than English at home?

No, English only ☐Yes ☐

If yes, what languages other than English are spoken at home? Please write the exact language spoken – for example, Cantonese or Mandarin not simply 'Chinese'.

Main language other than English spoken at home

Other language spoken at home

Interpreters may be available during school interviews. Would an interpreter be required?

No ☐Yes ☐**RELIGION**

What is the religion of parent/carer 4?

Parent/Carer 4: I confirm that the above details are correct.

Name

Signature

Date



## SECTION 7: EMERGENCY CONTACTS

Please provide contact details of at least two contacts other than the parents/carers listed for the school to contact in the event of an emergency.

### EMERGENCY CONTACT 1

Full Name

Telephone Number

Mobile Phone

Relationship to Family (eg neighbour, aunt, grandparent)

### EMERGENCY CONTACT 2

Full Name

Telephone Number

Mobile Phone

Relationship to Family (eg neighbour, aunt, grandparent)

## SECTION 8: TAKING/USE OF PHOTOGRAPHS AND DIGITAL MEDIA

I give permission for photographs and videos of my child to be taken for school and diocesan publications, social media and websites. I understand that images relating to school and diocesan activities/functions may be included in school and diocesan publications, social media and websites. Student, parents/Carers and other family members will remove themselves from such photographs/video if they object to this practice.

Yes ☐

No ☐

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

## SECTION 9: CONSENT TO ACCESS DOCUMENTS

I consent to the Catholic Schools Office, Diocese of Maitland-Newcastle gaining access to relevant information about this student whether held by previous schools, health care professionals or other government agencies. I understand that the school may approach these bodies directly and obtain this information if I do not consent. The information they request may include information related to any of the questions I have answered in this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_



**SECTION 10: REQUIRED INFORMATION CHECKLIST**

I have read and accept the Enrolment Policy and Procedure	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I have read and accept the (Privacy) Standard Collection Notice	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I have read and understood the School Fees Policy and Procedure (available on the CSO website)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I have read and accept the School Community Code of Conduct	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I have read and accept the Conditions of Enrolment	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>I HAVE ATTACHED A COPY OF THE FOLLOWING DOCUMENTS</b>		
My child's birth certificate or identity documents	Yes <input type="checkbox"/>	No <input type="checkbox"/>
My child's baptismal certificate (if Catholic)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
My child's immunisation certificate (required for all students enrolling in Kindergarten, primary or secondary school in the Diocese)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Evidence of student's residential address	Yes <input type="checkbox"/>	No <input type="checkbox"/>
My child's two most recent school reports (if applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
My child's most recent NAPLAN report (if applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copies of family law or other relevant court orders/family plan (if applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Special needs supporting documentation including specialist assessments or reports (if applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
My child's Personalised Plan(s) e.g. Health Plan, Learning Plan or Behaviour Management Plan (if applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>IF THE CHILD IS NOT A PERMANENT RESIDENT</b>		
Passport or travel documentation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Current visa and previous visas (if applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>IF THE CHILD IS A TEMPORARY VISA HOLDER</b>		
Authority to enrol issued by the Temporary Visa Holders Program	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Evidence of the visa the student has applied for (if the student holds a bridging visa)	Yes <input type="checkbox"/>	No <input type="checkbox"/>



## SECTION 11: CONDITIONS OF ENROLMENT

I/We understand and agree that:

- a) In seeking enrolment, I/we have read the School Community Code of Conduct and agree to abide by the Code and support the school in promoting the terms of the Code. Should I have any concerns regarding the content of the Code, I have the right to withdraw my application for enrolment for my child. Failure to comply with the Code may lead to cancellation of enrolment.
- b) Education is a partnership between school and home. In enrolling children within the Diocese of Maitland-Newcastle, parents and carers undertake to support positively the school in all aspects of Religious Education. This includes participation in Religious Studies, all retreats and community day programs, liturgical events, class masses and prayer in general. It is expected that parents, carers and students will support these vital activities regardless of their own personal beliefs.
- c) My child must abide by the School Rules and Policies as interpreted by the school, including appropriate use of technology and social media: The school reserves the right to take disciplinary action thought appropriate by the school in relation to any child whose attitude, progress and behaviour is not in the school's opinion, conducive to the welfare of the child, other children at the school, or the school community. These actions include lunch time and out-of-school detentions, exclusions for school activities, internal and external suspensions, and expulsion (refer to the Suspension, Expulsion and Exclusion Support Document on the CSO website).
- d) The school reserves the right to suspend or expel a student for serious or continued breaches of school rules. The Catholic Schools Office reserves the right to exclude a student from any system school in the Maitland-Newcastle Diocese for serious or continued breaches of school rules.
- e) The school reserves the right to vary its academic and other programs and this may include the right to discontinue teaching subjects and other programs.
- f) The conditions of enrolment and school policies and procedures may be amended at any time at the discretion of the school.
- g) Prior to the acceptance of a place at the school I/we will disclose all information about my/our child that relates to details of special circumstances of my/our child that may need to be taken into account by the school such as medical conditions, special gifts or talents, special needs, psychological test results or English as a second language.
- h) The school may publish names and photographs of students in school newsletters, on the school network and school website, and in school promotional material. If I/we do not wish this information to be used to celebrate achievement and promote the school, it is my/our responsibility to put this request in writing.
- i) My child is responsible for their personal belongings and the school will not be liable for any loss or damage of these belongings.
- j) The school will be notified of all changes to the personal details as supplied in this application.
- k) I/We give permission for the school authorities to authorise any medical steps which may become necessary as the result of any accident occurring at the school or at functions/excursions organised by the school if I/we cannot be contacted before any such treatment is deemed necessary by proper medical authorities.

### SCHOOL FEES

I/We agree to the following conditions:

- a) **To lodge with the school** an enrolment fee within two weeks of acceptance of offer. The fee covers the costs associated with enrolment and orientation procedures and data entry.
- b) To apply for concessions within one week of receiving the school account. (Means-tested, low-income families such as families supported by holders of a Health Care Card (HCC) or a Pension Concession Card with a code (PPS) are offered a tuition fee discount to a maximum of 50% after application of any relevant sibling discount. Fee payers can also apply for a further discount by submitting an Application for School Fee Concession with supporting documentation. Concessions will be applied by the Principal acting reasonably in accordance with the principle to assist families with limited financial resources.)
- c) **All fees on the statement distributed from the school will be payable by the due date or as otherwise agreed by the school.** All other school expenses incurred by my child while enrolled at the school shall be paid by the date nominated by the school.
- d) Should I/we have difficulty meeting my school fees obligations I/we agree to contact the Principal or a member of the Executive approved by the Principal to discuss options.
- e) I also understand and agree to meet with the Principal, or a member of the Executive approved by the Principal, to discuss my school fee obligations to ensure continuity of participation in non-core activities for my child.
- f) **The parents/carers who seek enrolment in a Catholic school remain (joint and severally) liable for the payment of all fees including fees and costs incurred by the school in recovering or attempting to recover any unpaid amount due.**
- g) By signing and agreeing to these terms I/we understand I/we are joint and severally liable for all fees and expenses incurred while our child is enrolled within the Diocese of Maitland-Newcastle irrespective of Court Orders or personal agreements made between parents/carers.



**SECTION 12: SIGNATURES (PARENTS/CARERS TO SIGN)**

1. I/We acknowledge that acceptance of a place for a child signifies agreement to support all policies and guidelines covering Catholic schools in the Diocese of Maitland-Newcastle.
2. I/We have read and agree to support the Catholic philosophy, values and aims of the school and cooperate in their implementation. I/We understand that failure to support the implementation of the Catholic philosophy, values and aims of the school and/or failure to abide by the School Community Code of Conduct may lead to cancellation of enrolment following a procedurally fair process.
3. I/We agree to promptly pay all school fees, levies and charges incurred while my child is enrolled. *(Note: No student will be refused enrolment because of an inability, as distinct from unwillingness, of a parent/carer to meet their school fee commitments. Please contact the Principal to discuss your particular circumstances.)*
4. I/We acknowledge the details supplied in this form are full and accurate and I/we agree to advise the school of any change to these details.
5. I/We have read and understand the Enrolment Policy, the Conditions of Enrolment, the School Community Code of Conduct, and the (Privacy) Standard Collection Notice.

**PARENT/CARER****NAME:****EMAIL ADDRESS FOR CORRESPONDENCE AND STATEMENTS:****PLEASE INDICATE FEE PERCENTAGE \_\_\_\_\_%****SIGNATURE:****DATE:****PARENT/CARER****NAME:****EMAIL ADDRESS FOR CORRESPONDENCE AND STATEMENTS:****PLEASE INDICATE FEE PERCENTAGE \_\_\_\_\_ %****SIGNATURE:****DATE:**



**OFFICE USE ONLY****STUDENT DETAILS**

Student ID

Family Code

Date Enrolled

Scholastic Year

Roll Class

House

**FAMILY DETAILS**

Family residential structure

Billing Contact

Any family law, AVOs or other relevant court order (if applicable)

Yes

☐

No

☐**For parent/s not living with student**

Shared parental responsibility

☐

Receive academic report

☐

Receive invoice

☐**DOCUMENTARY EVIDENCE**

Original documents must be sighted and photocopied

Birth Certificate

Baptismal Certificate

Proof of Residential Address

Any special needs supporting documentation

**For students who are not Australian citizens they need to produce more information**

Passport or travel documentation number

Country of issue

Current visa sub-class (if applicable)

Previous visa sub-classes (if applicable)

**IMMUNISATION CERTIFICATE/HISTORY STATEMENT**☐ Up to date - AIR Immunisation History Statement☐ Not up to date - AIR Immunisation History Statement☐ Medical exemption - AIR Immunisation History Statement☐ Catch-up schedule - AIR Immunisation History Form☐ No immunisation certificate provided**OTHER ISSUES**☐ Does the student need to be assessed for ESL support?☐ LBOTE☐ If already assessed what ESL phase is the student (1, 2, 3)☐ Overseas student☐ Is the student receiving ESL support☐ Bridging Visa**OTHER ENROLMENT NOTES**



REMOVE THIS ENROLMENT APPLICATION SECTION FROM THE PACKAGE AND RETURN TO THE SCHOOL









## Enrolment Categories

### Kindergarten Enrolments

- ▶ There is one intake into Kindergarten each year and this is at the beginning of the year.
- ▶ To be eligible for Kindergarten enrolment in diocesan schools, pupils must celebrate their fifth birthday on or before 31 May of the year in which their parents seek enrolment for them. This varies from NSW government advice which states that the minimum starting age for a child to be enrolled in a NSW school is four years and six months, i.e. a child must turn five by 31 July in the year of starting school.
- ▶ By law, all children must be enrolled in school by their sixth birthday.

### Early Age in Kindergarten

- ▶ The enrolment of students under the minimum starting age is not recommended. In those situations where, a parent seeks enrolment of a child under the minimum starting age; and the principal agrees to enrolling the child in the school, the approval of the designated Assistant Director is required, before enrolment under the minimum starting age can occur.
- ▶ An application for Early Age Entry to School will need to be submitted to the Assistant Director by the principal for approval to be sought. Supporting documentation from appropriate health or educational professionals detailing substantive reasons for early school entry must be attached to the application, as well as a letter from the parent(s) requesting an exemption from the policy. It is the responsibility of the parent/caregiver to provide all appropriate documentation to the principal for submission to the Director for consideration.
- ▶ Approval for early age enrolment will only be granted in exceptional circumstances.

### Early Age in Primary or Secondary

- ▶ The Principal has the discretion to process an early age enrolment (Primary or accelerated Secondary school entry) only if special circumstances exist.
- ▶ Parents must be informed by the principal or delegate that the school will assess the child's readiness and learning after consultation with the Senior Education Officer (Student Support) at the time of the enrolment application.
- ▶ For individual cases (primary and secondary school entry) where it is believed that the readiness of a child would warrant his or her enrolment at an earlier age than usual, the Principal must consult with the Senior Education Officer (Student Support) to arrange for an individual assessment of the child's readiness and learning needs.
- ▶ Before agreeing to the early enrolment of the child the Principal must seek written approval from their Assistant Director.



## Secondary Enrolments

- ▶ Primary Principals must pass on to Secondary Principals all relevant academic and financial information of the student. Indebtedness in prior schools needs to be considered to ensure satisfactory arrangements are in place for the management of outstanding fees. Privacy and confidentiality guidelines are to be followed.
- ▶ Ordinarily, children of Catholic families who have completed their primary education in Catholic schools will have priority of entry into Catholic secondary schools
- ▶ Students having enrolled in a Catholic primary school should generally have the opportunity to extend their post primary education to a secondary school within the diocese and where the family has supported the Catholic ethos of the school. Whilst it is highly desirable that all children who have received a Catholic education in the primary grades have access to a Catholic secondary school, this continuity of enrolment cannot be guaranteed in all circumstances.
- ▶ Special arrangements may be introduced from time to time to assist the maximum provision of enrolments in the diocese.

## Students with Disabilities

- ▶ Provided the school has adequate facilities and resources, no child will be denied Catholic schooling because of a disability. A Student Support Officer from the Catholic Schools Office will be contacted for advice during consideration of an enrolment application for students with special needs.
- ▶ Principals must refer to the *Disability Discrimination Act* and the Guidelines for the Enrolment and Transition of Students with Disabilities and/or Additional Needs – see the flowchart in the Enrolment Procedure.
- ▶ A Student Support Officer Student Services must be contacted for advice during consideration of an enrolment application for a student with disabilities.

## Overseas Students

- ▶ Given the current complex regulations which govern the conditions under which students holding visas may seek enrolment into Australian schools, Principals are to refer all applications to their Assistant Director. Enrolments must not be approved until this is done.
- ▶ In making such referrals Principals must sight the applicant's passport and visa and forward a copy identifying the visa status of the student concerned. The time period specified on a visa is critical and if the student is successfully enrolled the expiry date needs to be tagged on the school administrative system. When this period expires the student may no longer be eligible for education and/or State and Commonwealth recurrent funding. If a student's visa expires the Principal should immediately contact their Assistant Director.
- ▶ Students seeking enrolment who hold a student visa (571 visa subclass) will not be offered education in a Diocese of Maitland-Newcastle school. These students are not eligible for State or Commonwealth recurrent funding and are liable for both local fees and for the recovery of government per capita grant subsidy as well as ESL tuition that may be required. Students holding this visa subclass come to Australia expressly to access education and not due to family relocation.
- ▶ Principals may not guarantee to any person that enrolment of a student holding a visa will be effected upon following their taking up residence in Australia.
- ▶ For ESL costs and/or support to families contact 'Teaching and Learning Services' at the Catholic Schools Office.

## Students with a History of Violence

- ▶ The Catholic Schools Office has a responsibility to assess and manage any risk of harm to its staff and students. Section 5A of the *NSW Education Act* places responsibility on Principals to ascertain whether there is anything in a student's history or circumstances which might pose a risk to the student, other students or staff.
- ▶ If there are reasonable grounds to suspect that the student has a history of behaviour that gives rise to a risk at school, Principals should ensure the *Request for student background information and documents* form is forwarded to any previous school. 'Reasonable grounds' may include, among other things, responses provided on the application form or by the parents or student in discussion with the school, or information provided by reputable sources such as previous Principals, school counsellors, staff with previous experience of the student, or staff of other government agencies with first-hand knowledge of the student. From the information provided the Principal needs to ascertain if a Risk Management Assessment is needed. This is not intended for all students or as an avenue to prevent a student from enrolling.

## Conditional Enrolment

- ▶ The Principal may, in discussion with the student, parents, parish priest, staff and CSO personnel, enrol a student on a conditional basis in light of the student's particular situation and/or needs at the time of or during the student's enrolment. Conditional enrolment may be considered where all 'Required information' has not been submitted.





## School Fees

Catholic schools are typically seen as great value for money. Catholic schools do more with less whilst still providing high-quality education supported by quality facilities and learning environments. Each school year the Catholic Diocese of Maitland-Newcastle, through its agency the Catholic Schools Office, reviews the fees for students in our diocesan schools for the coming year.

By far the greater part of our schools' funding now comes from State and Commonwealth government grants, but the commitment and continuing financial contribution of parents and parish communities is still essential to fill the gap between the funds provided by government and the actual cost of running our schools.

School fees in the diocese are made up of a number of charges:

1. Diocesan tuition fees
2. Individual school resource and service fees
3. Diocesan Family School Building Levy (DFSBL)

Family discounts are applied against full rate diocesan tuition fees. Please see the CSO website for current school fees and family discount rates.

[www.mn.catholic.edu.au/schools/school-fees](http://www.mn.catholic.edu.au/schools/school-fees)



## Individual School Resource and Service Fees

These are fees set by individual schools and can cover a range of costs including the supply of resources such as texts, school supplies, exercise books, subject levies, technology, excursion costs etc. The cost and nature of the fees can vary between schools and they will be set out in the parent handbook provided by the school and itemised in the school fee account from the school.

## Diocesan Family School Building Levy (DFSBL)

The DFSBL is charged to the oldest child for each family. The levy is pooled to contribute towards past, present and future costs for building projects across all existing and for new Catholic schools, and the acquisition of land for school purposes.

Refer to [www.mn.catholic.edu.au/schools/school-fees](http://www.mn.catholic.edu.au/schools/school-fees) for the current DFSBL rate.

## Diocesan Pastoral Contribution

The Diocese of Maitland-Newcastle consists of parishes, schools, CatholicCare Social Services, St Nicholas Early Education and the Curia offices. The Diocesan offices exist to support the work of Parishes and other pastoral ministries that are the responsibility of the Bishop and the diocesan community. There are approximately 160,000 Catholics residing in our Diocese.

The voluntary diocesan pastoral contribution sought from each family will support the ongoing pastoral works of the Diocese which include, amongst many initiatives:

- ▶ The diocesan pastoral ministries office and the activities of its many advisory councils – the Diocesan Council for Mission, the Adult Faith Formation Council, the Liturgy Council, the Ecumenical and Interfaith Council, the Social Justice Council and the Diocesan Council of Ministry with Young People
- ▶ The provision of chaplains ministering in the following areas – Newcastle University, Newcastle Port, Prisons, Hospitals and CatholicCare Social Services
- ▶ Family Ministry Coordinators who work to reach out to and connect families with their local parish and school
- ▶ Pastoral Leaders who work in those parishes without a resident Parish Priest.

The Catholic Church in the Diocese of Maitland-Newcastle provides pastoral outreach to everyone, responding to the call of the Gospel in making Jesus real in our time and place.

Please refer to [www.mn.catholic.edu.au/schools/school-fees](http://www.mn.catholic.edu.au/schools/school-fees) for the current diocesan pastoral contribution rate.

## Enrolment Fee

This fee is payable upon confirmation of enrolment. This fee is generally non-refundable and is payable before the student commences school. The enrolment fee covers all administrative work involved in processing the application.

## Special Fee Reductions

To assist families with limited financial resources, Catholic schools in the Diocese of Maitland-Newcastle offer a lower tuition fee to means tested low income families such as families supported by a Health Care or Pension Card holder. This rate is 50% of the diocesan tuition fee full rate for each child. This rate is to a maximum of 50% of the diocesan tuition fee full rate after application of any applicable family discount. The discount applies only to the tuition fee component, not to the DFSBL or other resource and service fees charged by each individual school.

It is the policy of the Catholic Schools Office and the Diocese that financial hardship should not prevent any child from attending a Catholic school and no child will be denied a Catholic education because of a family's genuine inability to pay the required school fees. Any family experiencing financial difficulties is entitled to fee assistance; your local school Principal will be able to discuss this with you.

Together with parents, clergy and school staff, we are committed to offering the children in this diocese access to schools in which their faith can be nurtured in outstanding learning environments. We seek to assist young people to realise their full human potential, taking into account their unique spiritual, intellectual, physical and social needs. We value the opportunity to work in partnership with you, and thank you for your continuing support of Catholic education in this Diocese.

## Payment Methods

Various payment options are available for payment of fees. The preferred methods of payment are direct debit with the CDF or BPay. We also accept credit card.

We request that all school fees are paid in full by the commencement of Term 4.



## Parent Occupation Groups

Section 7 in the Enrolment Application for Catholic Schools asks for information about parent/carer employment.

All parents across Australia, no matter which school their child attends, are asked to provide information about family background.

The main purpose of collecting this information is to promote an education system fair for all Australian students regardless of their background. This information is used to evaluate whether education policies are effective and to ensure that no group is experiencing undue disadvantage because of their economic or social background.

Providing information about your occupation and education is voluntary but your information will ensure that all students are being well served by Australian schools.

The five groups listed on the following pages are used by the Australian Bureau of Statistics to classify occupations. Please choose the group that you think best describes you. If you have retired or stopped work in the past year, please choose the group in which you used to work.

### Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

**Senior executive/manager/department head in industry, commerce, media or other large organisation.**

**Public service manager** (section head or above), regional director, health/education/police/fire services administrator **Other administrator** [school Principal, faculty head/dean, library/museum/gallery director, research facility director] **Defence Forces** Commissioned Officer

**Professionals** generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.

**Health, Education, Law, Social Welfare, Engineering, Science, Computing** professional

**Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

**Air/sea transport** [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

### Group 2: Other business managers, arts/media/sportspersons and associate professionals

**Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

**Specialist manager** [finance/ engineering/ production/personnel/ industrial relations/sales/ marketing]

**Financial services manager** [bank branch manager, finance/ investment/insurance broker, credit/loans officer]

**Retail sales/services manager** [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency] **Arts/media/sports** [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

**Associate professionals** generally have diploma/technical qualifications and support managers and professionals.

**Health, Education, Law, Social Welfare, Engineering, Science, Computing** technician/associate professional

**Business/administration** [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

**Defence Forces** senior Non-Commissioned Officer

### Group 3: Tradesmen/women, clerks and skilled office, sales and service staff

**Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

**Clerks** [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

**Skilled office, sales and service staff.**

**Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]

**Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

**Service** [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

### Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

**Drivers, mobile plant, production/processing machinery and other machinery operators.**

**Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]

**Office assistants, sales assistants and other assistants.**

**Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant]

**Sales** [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

**Assistant/aide** [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

**Labourers and related workers**

**Defence Forces** ranks below senior NCO not included above

**Agriculture, horticulture, forestry, fishing, mining worker** [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

**Other worker** [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

### Group 5: Not in paid work (last 12 months)

If the person has not been in paid work in the last 12 months please write '5' in the box

If the person is not currently in paid work but had a job or retired in the last 12 months, please use the person's last occupation.



1. The Diocese of Maitland-Newcastle Catholic Schools Office (CSO), both independently and through its schools, 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 students enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the school.
2. Some of the information we collect is to satisfy the CSO and the school's legal obligations, particularly to enable the CSO and school to discharge its duty of care.
3. Compass is the diocese's centralised digital student information management system and CeD3 is our centralised digital storage system. Compass is owned and operated by a third-party service provider (JDLF International) and CeD3 is owned and operated by the Catholic Education Network (CENet). The personal information in the system is accessible by:
  - ▶ Compass, for the purpose of providing technical support; and
  - ▶ CENet, to provide support to the diocese. CENet has access to the personal information from Compass when it is held in CeD3 as well as information collected from other sources and held in CeD3.
4. Laws governing or relating to the operation of a school require that certain information is collected. These include: Education Act 1990 (NSW), Health Records and Information Privacy Act 2002 (NSW) and Children and Young Persons (Care and Protection) Act 1998 (NSW).
5. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. We may ask you to provide medical reports about students from time to time.
5. 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.
6. The CSO and school from time to time discloses personal and sensitive information to others for administrative, educational and support purposes. This may include to:
  - ▶ other schools and teachers at those schools
  - ▶ government departments
  - ▶ the Catholic Education Commission, the school's local diocese and the parish, other related church agencies/entities, and schools within other dioceses
  - ▶ medical practitioners
  - ▶ people providing educational, support and health services to the school, including specialist visiting teachers, sport coaches, volunteers, counsellors
  - ▶ providers of learning and assessment tools
  - ▶ assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA), NSW Education Standards Authority, and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN).
- ▶ people providing administrative and financial services to the CSO and school
- ▶ anyone you authorise the CSO and school to disclose information to
- ▶ anyone to whom the CSO and school is required or authorised to disclose the information to by law, including child protection laws.
7. Personal information collected from students is regularly disclosed to their parents or guardians.
8. The CSO and school may use online or 'cloud' service providers to store personal information and to provide services to the school that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the school's use of online or 'cloud' service providers is contained in the CSO's Privacy Policy.
9. The CSO's Privacy Policy, accessible on the CSO website, sets out how parents or students may seek access to and correction of their personal information which the school 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, where access may result in a breach of the CSO or school'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.
10. The CSO's Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.
11. The school may engage 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 the school'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.
12. On occasions information such as academic and sporting achievements, student activities and similar news is published in school newsletters and magazines, on our intranet and on our website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The school will obtain permissions annually from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos or other identifying material in our promotional material or otherwise make this material available to the public such as on the internet.
13. If you provide the CSO or 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 and why.





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## What next?

Once you have completed the application form, please post or take to the school with all required information.

The school will notify you of the outcome of your application for enrolment and advise you of important dates to prepare for school.

Thank you for considering enrolment of your child in a Catholic school in the Diocese of Maitland-Newcastle. If you have any questions about enrolment, school staff will be happy to assist you.