



CATHOLIC EDUCATION
DIOCESE OF WOLLONGONG

Enrolment Policy and Procedures



Enrolling in the system of Catholic Schools in the
Illawarra, Macarthur, Shoalhaven and Southern Highlands



Enrolment Policy and Procedures

Preamble

The Catholic School is a true and proper Church entity bringing faith, culture and life into harmony through its integrated activity of educating the whole person academically, spiritually, physically and emotionally.

From its Catholic identity and as part of the evangelising mission of the Church, the Catholic School derives its fundamental characteristics and structure as a genuine instrument of the Church, a place of real and pastoral ministry.

That is why it is vital that School and Parish collaborate closely and that the School be integrated into the Parish's pastoral program, especially in regard to celebrating the Sacraments.

This policy exists to assist schools in the equitable prioritising of enrolment applications and in order to ensure that the requirements of State and Commonwealth legislation are met.



1 - The Application Process

- 1.1 There is a common enrolment period for Catholic Systemic Schools in the Diocese of Wollongong. Application forms are obtainable from the school office or online www.dow.catholic.edu.au.
- 1.2 Upon application for enrolment, parents/carers are to be given a copy of the Diocesan Enrolment Policy and Procedures. Assistance will be provided to parents/carers to understand the policy and procedures. Lodgement of the relevant application for enrolment will be deemed as agreeing to support the policy and procedures.
- 1.3 All completed applications for enrolment lodged with the School Principal by the designated closing date will be treated in accordance with 3 - The Enrolment Process.

2 - Criteria for Enrolment

- 2.1 Children from families who are prepared to be supportive of the life and teachings of the Catholic Church and intend to adhere to the religious practices, educational ideals and financial requirements of the school may apply for enrolment.
- 2.2 Priority in enrolment is given in the following order, except in special circumstances (see 4 - Special Circumstances).
 - 2.2.1 Children of practising Catholic families who are involved in the life of the Parish to which the school belongs (the recommendation of an Ethnic Chaplain shall have the same consideration as that of a Parish Priest).
 - 2.2.2 Siblings of students already enrolled in the school may be given priority for enrolment.
 - 2.2.3 Children of Catholic families residing within the Parish to which the school belongs.
 - 2.2.4 Children of Catholic families residing in other Parishes.
 - 2.2.5 Children of Orthodox or other Christian families.
- 2.3 While it is not a specified criterion in the Enrolment Policy and Procedures, when the number of available placements in a school is limited, it is appropriate to consider the age, school readiness and development of a child when discerning between applicants who are equally qualified against the criteria stated in 2 - Criteria for Enrolment.
- 2.4 Normally it is expected that Catholic students shall make up approximately 90% or more of the enrolment of the school. Permission to allow any significant departure from this norm would have to be sought from the Director of Schools.
- 2.5 Appeals against the decision of the Enrolment Committee (see 3.1) shall be made, in the first instance, to the Deputy Director - Improvement Learning and Wellbeing, then to the Director of Schools.
- 2.6 Children whose fifth birthday occurs on or before 31 July will be eligible for enrolment in Kindergarten that year.
- 2.7 No child is to be excluded from enrolment on the basis of a genuine inability to pay fees.
- 2.8 Whilst every attempt is made to provide the choice of Catholic schooling to all parents/carers seeking a Catholic education for their child, the enrolment of a student into a Diocesan Catholic School or a particular Diocesan school of choice cannot be guaranteed.
- 2.9 The Director of Schools may decide not to approve an enrolment application into a particular Catholic school, if it is determined that such an enrolment would adversely impact on the system's provision of Catholic education.

3 - The Enrolment Process

- 3.1 The School Enrolment Committee will consist of at least the Priest of the Parish in which the school is located (for Primary and K-12 schools) or a Parish Priest nominated by the Parish Priests of the school's pastoral region (for secondary schools) and the Principal. A representative of the Parish (for primary schools) or the pastoral region which the school serves (for K-12 and secondary schools) may also be seconded onto the Committee.
- 3.2 The Parish Priest and the Principal are to meet together prior to the commencement of the enrolment process:
 - to determine the procedure to be followed for assessing applications, and
 - to choose a mutually acceptable pastoral region representative, if required.
- 3.3 On the basis of 2 - Criteria for Enrolment and 4 - Special Circumstances, a priority list will be developed, and offers for interviews will be made.
- 3.4 At the completion of the interview process, the Principal will advise families by letter whether or not their application has been successful.
- 3.5 Successful applicants are sent an "Acceptance of Offer" form. By signing it, parents/carers indicate their acceptance of the conditions of enrolment.

4 - Special Circumstances

- 4.1 Special consideration may be given to individual cases, schools and situations, as determined by local circumstances, for the following reasons:
 - 4.1.1 Children of practising Catholic families residing in other Parishes who are actively involved in their home Parishes.
 - 4.1.2 Parents/carers intentions with regard to their own and their children's search for education in the faith.
 - 4.1.3 Family situations necessitating a pastoral approach or requiring the exercise of compassion.
 - 4.1.4 Family circumstances regarding mobility.
 - 4.1.5 Late applications as a result of work or family commitments forcing a move from elsewhere into the Parish to which the school belongs.
 - 4.1.6 The special education needs of students (see 5 - Special Education Requirements).

5 - Special Education Requirements

- 5.1 Catholic Education Diocese of Wollongong (CEDoW) ensures that its enrolment policies and practices comply with the *Disability Discrimination Act 1992 (DDA)* and the *Disability Standards for Education 2005 (DSE)* and the rights afforded to prospective students, their parents/carers as well as the school.
- 5.2 The first point of contact for enrolment of students with special needs into a Catholic school is the Principal of the school where the student is seeking enrolment. The provision of appropriate educational opportunities for all students, but especially for those students with special needs, involves a partnership between CEDoW, school staff and parents/carers.
- 5.3 A student may be deemed as having special needs if in endeavouring to offer the student equitable access to educational opportunities, adjustments need to be made to curricula, assessment procedures, or modes of course delivery, or if the provision of special equipment, facilities or suitably trained staff is required.
- 5.4 The school and CEDoW will enter into a collaborative process in assessing the diverse learning needs of students. As part of this collaboration, parents/carers will need to provide the required documentation so that plans can be made for the level of adjustment needed to cater for individual needs.
- 5.5 A detailed assessment, which might include an independent expert assessment, may be required in order to determine what adjustments are necessary for a student. The type and extent of the adjustments may vary depending on the individual requirements of the student and other relevant circumstances. Multiple adjustments may be required and may include multiple activities. Adjustments may not be required for a student with a disability in some circumstances.
- 5.6 After undertaking the required assessments, CEDoW together with the Principal and parents/carers will assess the school's capacity to provide the facilities, resources and suitably trained personnel to support the educational needs of the student.
- 5.7 The required assessments for the prospective student will take place prior to the application being further progressed.

Standard Collection Notice

This Standard Collection Notice ("Notice") is provided to you by Catholic Education Diocese of Wollongong (CEDoW). CEDoW is the approved authority for the system of schools formed under section 39 of the *Education Act 1990* (NSW). The school you are applying to enrol at is a systemic school, managed by CEDoW. References to CEDoW (and "we", "our") include the school and the Catholic Education Office (CEO) of the Diocese of Wollongong. This Notice explains how CEDoW handles the personal information of students and parents (together, "you").

This Notice should be read in conjunction with CEDoW's Privacy Policy, accessible on the CEDoW website.

How and why does CEDoW collect personal information?

1. CEDoW collects personal information about you before and during the course of a student's enrolment at a CEDoW school. This may be in writing, through technology systems or in the course of conversations. We may also collect personal information from third parties, such as another school, in circumstances where it is necessary for CEDoW to exercise its duty of care. The types of personal information CEDoW collects includes sensitive information, which includes health information.
2. The primary purpose of collecting personal information is to enable CEDoW to provide schooling to students enrolled at a CEDoW 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.
3. CEDoW has legal obligations which require certain information to be collected and disclosed. These include, but are not limited to, laws in the areas of education, public health, disability discrimination and child protection, as well as CEDoW's duty of care.
4. A student's enrolment may be delayed or prevented if CEDoW cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students or staff.
5. If you provide CEDoW 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 CEDoW and why.

To whom does CEDoW disclose personal information?

6. CEDoW may disclose your personal and sensitive information for educational, care and administrative purposes, and to seek support and advice, where such disclosure is consistent with applicable privacy laws. This may include to:
 - another school;
 - government departments (including for policy and funding purposes);
 - the Catholic Education Office, Catholic Schools NSW (CSNSW), the Diocese of Wollongong and the school's local parish(es) and other related church agencies or entities;
 - medical practitioners;
 - people providing educational, support and health services to CEDoW, including specialist visiting teachers, coaches, volunteers and counsellors;
 - organisations that assist us with marketing or fundraising (see paragraph 10 below);
 - providers of specialist advisory services and assistance to CEDoW, including in the area of human resources, child protection and students with additional needs;
 - providers of learning and assessment tools;
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
 - for students enrolled in Vocational Education and Training (VET) courses, the National Centre for Vocational Education Research (NCVER), a student's employer, Commonwealth, State and Territory government departments and authorised agencies, organisations conducting student surveys and researchers;
 - agencies and organisations to whom we are required to disclose personal information for education and research purposes;
 - people and organisations providing administrative, technology and financial services to CEDoW;
 - the Catholic Education network (CEnet) and other providers of our information management and storage systems and other information technology services (see paragraph 8 below);
 - recipients of CEDoW's and the school's print and electronic media;

Standard Collection Notice

- students' parents;
 - anyone you authorise CEDoW to disclose information to; and
 - anyone to whom CEDoW is required or authorised to disclose the information to by law, including child protection laws.
7. School activities and news (including student achievements) may be published in CEDoW's and the school's print and electronic media. Where consent has been provided by a parent, this may include identifying material such as photographs or video of students and parents involved in school and CEDoW activities.
 8. CEDoW uses centralised information management and storage systems ("systems") such as Content Manager and Student Management Systems. These systems are provided by CEnet and third party service providers. CEnet is owned by the Catholic Diocesan members. Personal information is stored with and accessible by CEnet and the third party service providers for the purpose of providing services to CEDoW in connection with the systems and for CEnet in administering the education of students.
 9. CEDoW may use online or 'cloud' service providers to store personal information and to provide services to CEDoW that involve the use of personal information. Further information about CEDoW's use of online or 'cloud' service providers is contained in our *Privacy Policy*.

Marketing and fundraising

10. CEDoW or the school may engage in marketing and fundraising activities. Your personal information may be used to contact you about marketing and fundraising activities. We may disclose personal information to organisations that assist in CEDoW's or the school's marketing and fundraising for that purpose. We will not disclose your personal information to third parties for their own purposes without your consent.

Enrolment applications with CEDoW

11. If an enrolment application is made to two (or more) CEDoW schools, the personal information provided during the application stage may be shared between the schools. This personal information may include sensitive information and is used for the purpose of considering and administering the enrolment of the student at a CEDoW school.

Your rights and how to complain

12. Our *Privacy Policy* sets out how you can:
 - seek access to and correction of your personal information which CEDoW holds;
 - make a privacy complaint; and
 - how we will handle a privacy complaint.

Enrolment Timeline

Enrolment applications for all grades are accepted throughout the year, subject to availability. Contact your local Catholic school for more information.

Term 1

- Submit an online application via the school's website.
- School tours, open days, and enrolment information nights are generally held.
- Begin a collaborative process to determine possible adjustments for students with additional needs.

Term 2

- Enrolment interviews.
- Offers of enrolment are made in Week 9.





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This enrolment package is available
online at **www.dow.catholic.edu.au**