



CATHOLIC EDUCATION
DIOCESE OF WOLLONGONG

Enrolment Package



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 Head of School Improvement, 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.



ENROLMENT APPLICATION

This form should be used to apply for enrolment in a systemic Catholic school within the Diocese of Wollongong. If you wish to apply for more than one systemic Catholic school within the Diocese of Wollongong, please download another Enrolment Application form from the Catholic Education Diocese of Wollongong website: www.dow.catholic.edu.au

The information sought on this form is required by the School for its own purposes and to answer questions from various Government and Educational Authorities.

SECTION 1 - School

School Suburb

SECTION 2 - Family Details

BLOCK LETTERS PLEASE

Family Surname Mailing Title
(eg. Mr, Mrs, Ms, Miss)

Residential Address Street/Unit No Street Name
Suburb/Town State Postcode

Postal Address Street/Unit No Street Name
☐ Same as above Please tick PO Box Suburb/Town State Postcode

Phone Parish

Main language spoken at home

SECTION 3 - Student Details

BLOCK LETTERS PLEASE

Surname First Name Preferred First Name

Previously known as Date of Birth

Male ☐ Female ☐ Year Level into which admission is sought K ☐ 7 ☐ Other, please specify

Year started school in Australia Proposed date of commencement /
Month Year

Previous school(s) - please provide details of any school where the student has previously been enrolled (NSW, interstate or overseas) starting with the most recent.

Name of school last attended Year level

Location Date attended / to
Month Year Month Year

If more space is needed, please attach a page marked 'Previous Schools'.

Country of Birth Nationality

Religion Does the student speak a language other than English at home?
No, English only ☐ Yes, other please specify

What is the student's first language?

Student on VISA No ☐ Yes ☐ Residential Status: Permanent ☐ Temporary ☐ Citizen ☐

Visa No. Visa subclass Expiry Date

Date of Arrival of student in Australia / /
Day Month Year

Is the student of Aboriginal or Torres Strait Islander origin? No ☐

Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐ Yes, both Aboriginal & Torres Strait Islander ☐

FAMILY CODE STUDENT No.

Birth Position		Offer Sent		Year Level	
Application Received		Offer Accepted		House Group	
Interview Date/Time		Date of Enrolment at this School		Residency Status	
Attended		Roll Class		VISA Class No.	
Certificates Provided		Receives Bursary			

Please attach
STUDENT PHOTO
Please provide a
Passport Size Photo

OFFICE USE ONLY

SECTION 4 - Other Children in Family Details

BLOCK LETTERS PLEASE

	Name	Date of Birth	If at school, School Name	School Year Level
Child 1				
Child 2				
Child 3				
Child 4				

SECTION 5 - Parish Details

BLOCK LETTERS PLEASE

Parish you currently attend

Name of Parish Priest Are you known to your Parish Priest? Yes ☐ No ☐

Parish Involvement
(Provide any details)

SECTION 6 - Medical Details

BLOCK LETTERS PLEASE

Doctor's Name Dr's Phone No. Student's Medicare No. _____

Doctor's Address Expiry Date

Schools need to access information from health professionals about how to manage any allergy or medical condition experienced by the student.

Any Allergies? Yes ☐ No ☐ If Yes, please specify eg peanuts, insect stings, etc

Any Medical Conditions? Yes ☐ No ☐ If Yes, please specify any medical conditions of which the school should be aware including any medication taken by student (eg Epilepsy, Asthma, Vision or Hearing)

Asthma Yes ☐ No ☐ Anaphylaxis Yes ☐ No ☐ Carries EpiPen or similar Yes ☐ No ☐

Parents are required to provide the school with an Anaphylaxis/Asthma Plan upon commencement at school and every year for students diagnosed with those conditions.

You should also let the school know as soon as you are aware of any new allergies or other medical conditions that arise.

Is your child fully immunised for their age? Yes ☐ No ☐

Please include a copy of your child's current Australian Immunisation Register (AIR)
Immunisation History Statement and/or your child's AIR Immunisation History Form (if applicable)



*AIR Immunisation History Statement - sample

SECTION 7 - Additional Student Needs

BLOCK LETTERS PLEASE

Indicate whether the student applying for enrolment has any known or emerging needs:

Physical Needs Yes ☐ No ☐ Medical Needs Yes ☐ No ☐ Educational Needs Yes ☐ No ☐

Behavioural Needs Yes ☐ No ☐ Mental Health Needs Yes ☐ No ☐ Any Other Needs Yes ☐ No ☐

If you have answered yes to any of the above, please provide full details of those needs and any intervention/support that he/she may be currently receiving (Supporting documentation must be provided).

Please Note: If this application is successful it is an essential part of the enrolment contract that the school 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.

SECTION 8 - Taking/Use of Photographs and Digital Media

BLOCK LETTERS PLEASE

I give consent to photographs, visual or audio content, or other identifying material, relating to my child and their 'works' as defined in the Copyright Act 1968, being used in hard copy, digital form or online for the promotion and communication of the school and/or the Diocese of Wollongong.

Yes ☐ No ☐

SECTION 9 - Sacramental Details

BLOCK LETTERS PLEASE

Sacrament	Date Received	Parish Received	Copy of Certificate supplied
Baptism			Yes <input type="checkbox"/> No <input type="checkbox"/>
Eucharist			Yes <input type="checkbox"/> No <input type="checkbox"/>
Confirmation			Yes <input type="checkbox"/> No <input type="checkbox"/>
Reconciliation	Has your child completed a Reconciliation Program? Yes <input type="checkbox"/> No <input type="checkbox"/>		

SECTION 10 - Parent/Carer 1

BLOCK LETTERS PLEASE

Full Name
(eg Mr Paul John Smith / Mrs Felicity Jane Barry)

Relationship to Student

Is this parent/carers a legal guardian of the child? Yes ☐ No ☐

Male ☐ Female ☐

Residing at same address as student? Yes ☐ No ☐

Emergency Contact Yes ☐ No ☐

Residential Address

Street/Unit No

Street Name

Suburb/Town

State Postcode

Postal Address

Same as above ☐

PO Box

Street Name

Suburb/Town

State Postcode

Mobile Phone

Work Phone

Home Phone

Email

Country of Birth

Nationality

Religion

Occupation

Group 1 ☐ Group 2 ☐ Group 3 ☐ Group 4 ☐ Group 8 ☐

Please tick the Occupational group (refer to Parental Occupations sheet - Section 21)

Employer

What is the highest year of school the parent/carers has completed?

Year 12 ☐ Year 11 ☐ Year 10 ☐ Year 9 ☐
(equivalent or below)

What is the highest qualification the parent/carers has completed?

Bachelor Degree or above ☐ Certificate I to IV
(including trade certificate) ☐
Advanced Diploma/Diploma ☐ No non-school qualification ☐

Does this parent/carers speak a language other than English at home?

No, English only ☐ Yes, other please specify

SECTION 11 - Parent/Carer 2

BLOCK LETTERS PLEASE

Full Name
(eg Mr Paul John Smith / Mrs Felicity Jane Barry)

Relationship to Student

Is this parent/carers a legal guardian of the child? Yes ☐ No ☐

Male ☐ Female ☐

Residing at same address as student? Yes ☐ No ☐

Emergency Contact Yes ☐ No ☐

Residential Address

Street/Unit No

Street Name

Suburb/Town

State Postcode

Postal Address

Same as above ☐

PO Box

Street Name

Suburb/Town

State Postcode

Mobile Phone

Work Phone

Home Phone

Email

Country of Birth

Nationality

Religion

Occupation

Group 1 ☐ Group 2 ☐ Group 3 ☐ Group 4 ☐ Group 8 ☐

Please tick the Occupational group (refer to Parental Occupations sheet - Section 21)

Employer

What is the highest year of school the parent/carers has completed?

Year 12 ☐ Year 11 ☐ Year 10 ☐ Year 9 ☐
(equivalent or below)

What is the highest qualification the parent/carers has completed?

Bachelor Degree or above ☐ Certificate I to IV
(including trade certificate) ☐
Advanced Diploma/Diploma ☐ No non-school qualification ☐

Does this parent/carers speak a language other than English at home?

No, English only ☐ Yes, other please specify

SECTION 12 - Parent/Carer 3

(If applicable)

BLOCK LETTERS PLEASE

Full Name

(eg Mr Paul John Smith / Mrs Felicity Jane Barry)

Relationship to Student

Is this parent/carers a legal guardian of the child? Yes ☐ No ☐

Male ☐ Female ☐

Residing at same address as student Yes ☐ No ☐

Emergency Contact Yes ☐ No ☐

Residential Address

Street/Unit No

Street Name

Suburb/Town

State

Postcode

Postal Address

Same as above

☐

PO Box

Street Name

Suburb/Town

State

Postcode

Mobile Phone

Work Phone

Home Phone

Email

Country of Birth

Nationality

Religion

Occupation

Group 1 ☐ Group 2 ☐ Group 3 ☐ Group 4 ☐ Group 8 ☐

Please tick the Occupational group (refer to Parental Occupations sheet - Section 21)

Employer

What is the highest year of school the parent/carers has completed?

Year 12 ☐ Year 11 ☐ Year 10 ☐ Year 9 ☐

(equivalent or below)

What is the highest qualification the parent/carers has completed?

Bachelor Degree or above ☐ Certificate I to IV ☐

(including trade certificate)

Advanced Diploma/Diploma ☐ No non-school qualification ☐

Does this parent/carers speak a language other than English at home?

No, English only ☐ Yes, other please specify

SECTION 13 - Local Emergency Contact

Other than Parent

BLOCK LETTERS PLEASE

Emergency Contact Person 1 (Other than Parent)

Full Name

(eg Mrs Patricia Joyce Smith)

Relationship to Student

Male ☐ Female ☐

Home Phone

Work Phone

Mobile Phone

Emergency Contact Person 2 (Other than Parent)

Full Name

(eg Mrs Patricia Joyce Smith)

Relationship to Student

Male ☐ Female ☐

Home Phone

Work Phone

Mobile Phone

SECTION 14 - Kindergarten Students

In the year before school, has the student been in non-parental care on a regular basis and/or attended any other educational programs?

Yes ☐ No ☐

If **yes**, indicate any of the following that apply and show if this was part time (less than 15 hours per week) or full time (15 hours or more per week)

☐ Day Care (with a preschool program) Part time ☐ Full time ☐ Postcode

☐ Day Care (without a preschool program) Part time ☐ Full time ☐ Postcode

☐ Day Care (preschool program unknown) Part time ☐ Full time ☐ Postcode

☐ Preschool Part time ☐ Full time ☐ Postcode

☐ Family Day Care Part time ☐ Full time ☐ Postcode

☐ Informal care (Grandparent, Nanny) Part time ☐ Full time ☐ Postcode

☐ Other, please specify _____

Preschools usually operate on school days and in school terms, and provide structured early learning to children in the year or two before school.

Day Care services offer all-day care for most of the year for children aged 0 to 6. They may also offer 'preschool programs' specifically for children in the year or two before school.

Name and Suburb of Preschool / Long Day Care service

SECTION 15 - Other Important Information

BLOCK LETTERS PLEASE

(A) Are there any circumstances concerning the student seeking to be enrolled that the school should know about?

Examples might include out of home or foster care, refugee status, relevant family history

Yes ☐ No ☐ If yes, provide a brief description

(B) To your knowledge, is there anything in the student's history or circumstance (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 a brief description

(C) Please provide contact details of health professionals or other relevant bodies that have knowledge of the circumstances noted in A or B above

(D) Does the student have any history of violent behaviour (physical or verbal)?

"Violence" is not restricted to physical acts. Violence can include any behaviour that seriously interferes with the physical or psychological health, safety and wellbeing of staff, students or others such as bullying, harassment, intimidation or threatening behaviour.

Yes ☐ No ☐ If yes, please provide details

(E) Has the student been suspended or excluded from any previous school? If yes, was this for:

Yes ☐ No ☐

i) Actual violence to any person? Yes ☐ No ☐

ii) Possession of a weapon or any item used to cause or threaten harm or injury? Yes ☐ No ☐

iii) Threats of violence, bullying or intimidation of staff, students or others at the school? Yes ☐ No ☐

iv) Illegal drugs? Yes ☐ No ☐

v) Other? Yes ☐ No ☐ please specify _____

(F) Are you aware of any other incidents of the kind described above that have involved the student outside of the school setting? Yes ☐ No ☐ If yes, please provide a brief outline of these incidents

(G) Are there any Family Court Orders/Parenting Plans that have been produced in relation to the student?

Yes ☐ No ☐ If yes, please provide supporting documentation

SECTION 16 - Notification regarding the sharing of information

I understand that:

- Catholic Education Diocese of Wollongong has obligations under the *Children and Young Persons (Care and Protection) Act 1998*
- in taking any action or making any decision under that Act, the safety, welfare and wellbeing of students (including my child) are paramount
- under that Act, Catholic Education Diocese of Wollongong may share information (by requesting information from, or providing information to, certain third parties such as other schools, health care providers and government agencies)
- Catholic Education Diocese of Wollongong will, as a matter of best practice, make every effort to work with me in meeting their information sharing obligations under that Act
- under that Act, Catholic Education Diocese of Wollongong may share information with or without my consent, and
- Catholic Education Diocese of Wollongong's information sharing obligations under that Act override any other personal privacy protection laws.

SECTION 17 - Medical Treatment Permission

If my child should require urgent medical treatment, I authorise the school staff to seek medical attention and I agree to meet all costs arising from that treatment.

SECTION 18 - School Fees and Levies

Enrolment carries an obligation to pay all School Fees and Levies. Parents and/or Carers, who through the declaration at Section 20 make the application for enrolment, are joint and severally liable for the payment of all School Fees and Levies.

There are a range of mechanisms available for the payment of School Fees and Levies, including the nomination of a Third Party. Where a Third Party is nominated as the fee payer, this does not change the liability for the Parents/Carers for any unpaid School Fees and Levies.

Parents/Carers unable to pay school fees due to genuine financial hardship are urged to approach the Principal who will respond to their situation with care and sensitivity. Early communication with the school regarding a family's financial situation is essential. A current and genuine inability to pay school fees should not prevent application for enrolment.

SECTION 19 - Requirements for Parents/Carers and Students

(i) Application for enrolment in a Catholic school means that you are choosing a Catholic education for your child. It requires your full commitment to support the philosophy, values and aims of the school and a willingness to co-operate in their implementation. Specifically it means:

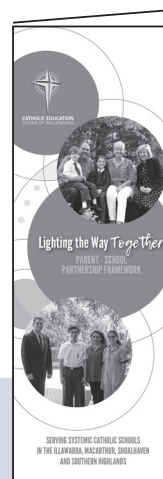
- Religious Education is a core subject studied by all students
- Catholic values are emphasised and promoted
- Academic excellence and the acquisition of skills are developed within a Catholic perspective and framework.

(ii) You will be expected to uphold the principles and expectations of the *Lighting the Way Together Parent - School Partnership Framework*, working cooperatively with the school by:

- co-creating a Catholic community
- building positive relationships of respect, trust and resilience
- maintaining a safe, supportive and respectful school environment
- creating a connected and welcoming community
- supporting engagement in learning and wellbeing.

(iii) Your child is required to meet the school's high expectations and your co-operation is essential to assist your child to attain these expectations, including:

- participation in the prayer, liturgical and faith life of the school
- behaviour and self discipline including adherence to anti-bullying and social media policies
- compulsory attendance at school
- application to course work and study
- participation in school activities and programs
- uniform codes.



*Lighting the Way Together
Parent - School
Partnership Framework*

SECTION 20 - Declaration

By signing this enrolment form I declare that:

- the information provided is, to the best of my knowledge and belief, accurate and complete
- decisions made as a result of this application may be reviewed if I have provided any false or misleading information in this form
- I will uphold all my responsibilities referred to in this form and associated CEDoW policies, and
- I provide all necessary consents and authorities referred to in this form.

Signature: _____
Parent/Carer 1

Date: _____

Signature: _____
Parent/Carer 2

Date: _____

SECTION 21 - Parental Occupations Definition Sheet (as in Section 10, 11 and 12)

Parental Occupation is defined as the **main** work undertaken by the Parent/Carer. If a Parent/Carer has more than one job, report their main job. Providing information about your occupation and education is voluntary, but your information will help us to ensure the best educational outcomes for your child.

GROUP 1 Elected officials, senior executives/manager, management in large business organisation, government administration and defence, and qualified professionals

Elected officials (mayor parliamentarian, alderperson, trade union secretary, board member)

Senior executives/general managers/department heads in industry, commerce, media or other large organisation

- **Public sector manager** (public service manager (section head or above), regional director, hospital/health services education)
- **Other administrator** (school principal, faculty head/dean, library/museum/gallery director, research facility director)
- **Defence forces** (Commissioned Officer)

Qualified 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** (GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, vet, psychologist, therapy professionals, dietician, radiographer, podiatrist)
- **Education** (primary/secondary school teacher, university lecturer, professor, VET, special education)
- **Law** (lawyer, judge, barrister, coroner, solicitor, legal officer)
- **Engineering** (architect, surveyor, chemical/civil/mechanical/mining engineer)
- **ICT** (computer systems manager, designer, software and applications programmers)
- **Science** (all scientists)
- **Business** (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer, economist)
- **Social** (social/welfare/community worker, counsellor, minister of religion, urban/rural planner, librarian, archivist, interpreter/translator)
- **Air/sea transport** (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller)

GROUP 2 Other business managers/professionals and associate professionals

Other business managers/professionals

- **Farm/business owner/manager** (crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager)
- **Specialist manager** (works manager, engineering/production manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, real estate manager, advertising, public relations manager, human resource manager, call or contact centre manager, human resource professionals)
- **Finance** (bank manager, finance/investment/insurance brokers/advisors, credit/loans officer, accountant)
- **Retail sales/services manager** (shop, post office, petrol station, café/restaurant, club, hotel/motel/caravan park, cinema, theatre, travel/betting agency, sports centre, car rental, car/fleet/station manager, other hospitality, retail services managers)
- **Arts/media** (musician, actor, dancer, painter, potter, sculptor, journalist, writer/author, media presenter, photographer, designer, illustrator, proof reader, graphic designer, web designer)
- **Sportsperson** (coach, trainer, sports official, sportsperson)

Associate professionals generally have diploma/technical qualifications and support managers and professional

- **Medical, science, architectural, building, surveying, engineering, computing, ICT support technician**
- **Health** (enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician)
- **Legal** (police officer, prison officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private investigator, debt collector, law clerk, court officer bailiff)
- **Business/administration** (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office manager, project manager/administrator, mail supervisor, other managing supervisors, management and organisation analysts, contract, program)
- **Defence Forces** (senior non-Commissioned Officers [NCO])
- **Other** (library assistant, museum/gallery technician, research assistant, proof reader)

GROUP 3 Tradespeople and advanced/intermediate clerical, office, sales, carer and service staff

Tradespeople generally have completed a 4-year trade certificate, usually by apprenticeship. All tradespeople are included in this group. (metal fitters and machinists, motor mechanics, structural steel/welding trades workers, carpenters and joiners, plumbers, painters, electricians, chefs/cooks, hairdressers)

Advanced/intermediate clerical, office, sales, carer and service staff

- **Recording clerk** (bookkeeper, bank/post office clerk, statistical/actuarial clerk, account/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/supply logistics/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk)
- **Inquiry/admissions clerk** (customer inquiry/complaints/service clerk, hospital admissions clerk)
- **Office** (secretary, personal assistant, desktop publishing operator, switchboard operator)
- **Sales** (sales representative (goods and service), auctioneer, insurance agent/assessor/loss adjuster, market researcher, real estate sales agent)
- **Carer** (aged/disability/refugee/child care/welfare support worker, nanny, nursing support)
- **Service** (parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor/supervisor, inspectors and regulatory officers)

GROUP 4**Machine operators, sales/office/service/hospitality staff, assistants, labourers and related workers****Machine operators**

- **Driver or mobile plant operators** (car/taxi/bus/coach/tram/truck/train driver, driving instructor, courier/deliverer, forklift driver, garbage collector, bulldozer/loader/grader/excavator/earthmoving plant operators, farm/horticulture/forestry machinery operators)
- **Production/processing machine operator** (engineering, chemical, petrol, gas, water sewerage, cement, plastics, rubber, textile, footwear, wood/paper/glass/clay/stone/concrete production/processing machine operators)
- **Other machine operator** (photographic developer/printer, industrial spray painter, boiler/air conditioning/refrigeration plant operators, railway signals/points, crane/hoist/lift/bulk materials handling machinery operators, driller, miner)

Sales office, hospitality staff and other assistants

- **Sales** (sales assistant, motor vehicle/caravan/parts salesperson, sales representatives, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker/filler)
- **Office** (typist, word processing/data entry/business/keyboard/machine operator, receptionist, office assistant, general clerk)
- **Hospitality staff** (hotel service supervisor, receptionist, waiter, bar attendant, barista, kitchen-hand, porter, housekeeper, fast food cooks)
- **Assistant/aide** (trades assistant, school/teacher's/education aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant)

Defence Forces ranks below senior NCO

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, store person, guard, commercial cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor, security office)

GROUP 8 Not in paid work in the last 12 months**SECTION 22 - Check List**

I have read and accept the attached: Standard Collection Notice (Privacy) Yes ☐ No ☐

I have read and accept the attached: Enrolment Policy and Procedures Yes ☐ No ☐

I have read and accept the Diocesan School Fee Management Policy Yes ☐ No ☐
(available on the school's website)

I have read and accept the principles and expectations of the Lighting the Way Together Parent - School Partnership Framework Yes ☐ No ☐

I have attached a copy of the following documents:

- my child's Birth Certificate _____ Yes ☐ No ☐
- my child's Baptismal Certificate _____ Yes ☐ No ☐
- my child's AIR Immunisation History Statement _____ Yes ☐ No ☐
- evidence of my residential address _____ Yes ☐ No ☐
- my child's two most recent school reports (if applicable) _____ Yes ☐ No ☐
- my child's most recent NAPLAN report (if applicable) _____ Yes ☐ No ☐
- supporting documentation for identified needs (if applicable) Yes ☐ No ☐
- Student Visa Grant Notice (if applicable) _____ Yes ☐ No ☐
- Student Passport (for applicable Visa students) _____ Yes ☐ No ☐
- Family Court Orders / Family Plan (if applicable) _____ Yes ☐ No ☐
- my child's Personalised Plan(s) eg Health Plan, Learning Plan or Behaviour Management Plan (if applicable) _____ Yes ☐ No ☐

Did any of the following contribute to your decision to apply for enrolment:

☐ word of mouth ☐ social media ☐ newspaper advertisement ☐ radio ☐ other _____



Standard Collection Notice (Privacy)

....for Catholic systemic schools operating under the mandate of the Bishop of Wollongong and administered under the authority of Catholic Education Diocese of Wollongong. The 'School' refers to the Diocese of Wollongong, both independently and through its schools.

1. The School collects personal information, including sensitive information, about students and parents or carers, before and during the course of a student's enrolment at the School. This may be in writing or obtained 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 School's legal obligations, particularly to enable the School to discharge its duty of care and comply with all relevant state and federal legislation and regulations.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, Public Health and Child Protection laws.
4. 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 your child from time to time. If we are unable to obtain such information we may be unable to enrol, or continue the enrolment, of your child.
5. The School may disclose personal and sensitive information for educational, administrative and support purposes. This may include disclosure to:
 - other schools and teachers at those schools;
 - State and Federal government departments (including for policy and funding purposes), such as the Australian or NSW Departments of Education and the NSW Education Standards Authority (NESA);
 - Catholic Education/Schools Offices, Catholic Schools NSW, the School's local diocese and the parish, other related church agencies/entities, and Schools within the diocese or in other dioceses;
 - medical practitioners and people providing educational, support and health services to the School, including specialist visiting teachers, coaches, volunteers, and counsellors;
 - 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);
 - people providing administrative and financial services to the School;
 - anyone you authorise the School to disclose information to; and
 - anyone to whom the School is required or authorised to disclose the information to by law, including child protection laws.

Standard Collection Notice (Privacy)

6. Personal information collected from students is regularly disclosed to their parents or carers, as appropriate.
7. The 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 disclosed 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.
8. The School's Privacy Policy, 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 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.
9. The School'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.
10. 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 approved 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.
11. On occasions information such as academic, sporting or other school-related achievements, student activities and similar news is published in School newsletters, diocesan magazines, on our websites or official social media platforms. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The School will seek to obtain permissions from the student's parent or carer if we would like to include such photographs, visual or audio content, or other identifying material in our promotional material or otherwise make this material available in the public domain.
12. We may include students' and students' parents' contact details in a class list and/or school directory.
13. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and the reason for doing so.





Enrolment Timeline

Term 1

- » Distribution of enrolment applications by the school
- » Enrolment applications completed and returned to the school
- » New enrolment information night
- » Commence assessment for students with special needs

Term 2

- » Enrolment interviews
- » Enrolment advice letter and offer of place if successful (Week 9)
- » Parents can seek a review
- » Schools notify the Catholic Education Office of any major change in enrolment trends

Term 3

- » Enrolment projections sent to the Catholic Education Office
- » Ongoing assessment of individual student needs

Term 4

- » Orientation for new students



CATHOLIC EDUCATION
DIOCESE OF WOLLONGONG

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