Enrolling in the system of Catholic Schools in the Illawarra, Macarthur, Shoalhaven and Southern Highlands
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, 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 Secondary Schools in the Diocese of Wollongong. Application forms are obtainable from school offices.

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 in the Parishes within the pastoral region which the school serves.

2.2.4 Children of Catholic families residing in other pastoral regions of the Diocese.

2.2.5 Children of Orthodox or other Christian families.

2.3 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.

2.4 Appeals against the decision of the Enrolment Committee (see 3.1) shall be made, in the first instance, to the Head of School Improvement (Secondary), then to the Director of Schools.

2.5 No child is to be excluded from enrolment on the basis of a genuine inability to pay fees.

2.6 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.

2.7 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 for each Catholic Systemic School serving a pastoral region of the Diocese will consist of at least one Parish Priest nominated by the Parish Priests of the pastoral region and the Principal. A representative of the pastoral region which the school serves 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 parishes from other pastoral regions 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 as well as the school.

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 time line

**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
This form should be used to apply for enrolment in any Catholic Systemic Secondary School in the Diocese of Wollongong. IF YOU WISH TO APPLY TO MORE THAN ONE SCHOOL, YOU SHOULD MAKE A SEPARATE APPLICATION TO EACH SCHOOL. This form should be returned to the school at which you are seeking enrolment during the enrolment period.

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 Preference

Indicate your enrolment preference by writing the name and suburb of the school in the spaces provided below.

School ____________________________ Suburb ____________________________

SECTION 2 - Family Details

Family Surname ____________________________ Mailing Title ____________________________

Residential Street No/Property ____________________________ Street Name ____________________________

Suburb/Town ____________________________ State ____________________________ Postcode ____________________________

Postal Street No/Property ____________________________ Street Name ____________________________

Same as above ☐ PO Box ____________________________ Suburb/Town ____________________________ State ____________________________ Postcode ____________________________

Phone ____________________________ Parish ____________________________

Main language spoken at home ____________________________

SECTION 3 - Student Details

Surname ____________________________ First Name ____________________________ Preferred First Name ____________________________

Previously known as ____________________________ Date of Birth ____________________________

Male ☐ Female ☐ Year Level into which admission is sought ____________________________

Year started school in Australia ____________________________ Proposed date of commencement if later than the beginning of Term 1 ____________________________

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 ____________________________ Location ____________________________

Date attended ____________________________ to ____________________________ Year level ____________________________

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

Country of Birth ____________________________ Nationality ____________________________

Religion ____________________________ Language spoken by child at home ____________________________

Student on VISA ☐ Yes ☐ Residential Status: Permanent ☐ Temporary ☐

Visa No. ____________________________ Visa subclass ____________________________ Expiry Date ____________________________

Aboriginal/Torres Strait Islander? ☐ Yes ☐ If YES, please tick one below ☐ No ☐

Aboriginal ☐ Torres Strait Islander ☐ Both Aboriginal & Torres Strait Islander ☐
### SECTION 4 - Other Children in Family Details

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>If at school, School Name</th>
<th>School Year Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child 2</td>
<td></td>
<td></td>
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<tr>
<td>Child 3</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Child 4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SECTION 5 - Parish Details

- 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

- Doctor’s Name: [__]  
- Dr’s Phone No.: [__]  
- Student’s Medicare No.: [__]  
- 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 that suffer from those conditions.

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

#### Immunisations

- Has your child been immunised against: [__]
  - Measles/Mumps [Yes [ ] No [ ]]
  - Meningococcal [Yes [ ] No [ ]]
  - Polio [Yes [ ] No [ ]]
  - Rubella [Yes [ ] No [ ]]
  - Tetanus/Diphtheria [Yes [ ] No [ ]]
  - Whooping Cough [Yes [ ] No [ ]]

#### Stem.

- Immunisations: [__]
  - NB: Provide a copy of Immunisation Certificate

### SECTION 7 - Special Needs

- Physical Needs [Yes [ ] No [ ]]
- Medical Needs [Yes [ ] No [ ]]
- Educational Needs [Yes [ ] No [ ]]
- Behavioural Needs [Yes [ ] No [ ]]
- Mental Health Needs [Yes [ ] No [ ]]
- Any other Special 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 within the capacity of the school.

### SECTION 8 - Taking/Use of Photographs and Digital Media

- I give permission for photographs or other digital media images of my child to be taken/used for: [__]
  - School Publications and Website [Yes [ ] No [ ]]
  - Diocesan Publications and Website [Yes [ ] No [ ]]

### SECTION 9 - Sacramental Details

<table>
<thead>
<tr>
<th>Sacrament</th>
<th>Date Received</th>
<th>Parish Received</th>
<th>Copy of Certificate supplied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baptism</td>
<td></td>
<td></td>
<td>Yes [ ] No [ ]</td>
</tr>
<tr>
<td>Eucharist</td>
<td></td>
<td></td>
<td>Yes [ ] No [ ]</td>
</tr>
<tr>
<td>Confirmation</td>
<td></td>
<td></td>
<td>Yes [ ] No [ ]</td>
</tr>
<tr>
<td>Reconciliation</td>
<td>Has your child completed a Reconciliation Program?</td>
<td>Yes [ ] No [ ]</td>
<td></td>
</tr>
</tbody>
</table>
### SECTION 10 - Parent / Carer 1
**PLEASE BLOCK LETTERS PLEASE**

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Relationship to Student</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Male** [ ]  **Female** [ ]
- Residing at same address as student [ ]  [ ]
- Emergency Contact [ ]  [ ]

<table>
<thead>
<tr>
<th>Residential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street No/Property</td>
</tr>
<tr>
<td>Street Name</td>
</tr>
<tr>
<td>Suburb/Town</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Postal</td>
</tr>
<tr>
<td>Same as above [ ]</td>
</tr>
<tr>
<td>PO Box</td>
</tr>
<tr>
<td>Street Name</td>
</tr>
<tr>
<td>Suburb/Town</td>
</tr>
<tr>
<td>State</td>
</tr>
</tbody>
</table>

| Mobile Phone |
| Work Phone |
| Home Phone |
| Email |
| Country of Birth |
| Nationality |
| Religion |

- **Occupation**

- **Group A** [ ]  **Group B** [ ]  **Group C** [ ]  **Group D** [ ]  **Group E** [ ]

  Please tick the Occupational group (refer to Parental Occupations sheet - Section 20)

<table>
<thead>
<tr>
<th>Employer</th>
</tr>
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<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Level of School Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 9 [ ]  Year 10 [ ]  Year 11 [ ]  Year 12 [ ]</td>
</tr>
</tbody>
</table>

- (equivalent or below)

<table>
<thead>
<tr>
<th>Highest Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor Degree or above [ ]  Certificate I to IV (including trade certificate) [ ]</td>
</tr>
<tr>
<td>Advanced Diploma/Diploma [ ]  No non-school qualification [ ]</td>
</tr>
</tbody>
</table>

| Main language spoken at home |
| Other language spoken at home |

### SECTION 11 - Parent / Carer 2
**PLEASE BLOCK LETTERS PLEASE**

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Relationship to Student</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Male** [ ]  **Female** [ ]
- Residing at same address as student [ ]  [ ]
- Emergency Contact [ ]  [ ]

<table>
<thead>
<tr>
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</tr>
<tr>
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<td>Street Name</td>
</tr>
<tr>
<td>Suburb/Town</td>
</tr>
<tr>
<td>State</td>
</tr>
</tbody>
</table>

| Mobile Phone |
| Work Phone |
| Home Phone |
| Email |
| Country of Birth |
| Nationality |
| Religion |

- **Occupation**

- **Group A** [ ]  **Group B** [ ]  **Group C** [ ]  **Group D** [ ]  **Group E** [ ]

  Please tick the Occupational group (refer to Parental Occupations sheet - Section 20)

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<tbody>
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</tr>
<tr>
<td>Advanced Diploma/Diploma [ ]  No non-school qualification [ ]</td>
</tr>
</tbody>
</table>

| Main language spoken at home |
| Other language spoken at home |
### SECTION 12 - Parent / Carer 3 (If applicable)

**Full Name**

<table>
<thead>
<tr>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
</table>

Residing at same address as student: Yes [ ] No [ ]

**Emergency Contact**

| Yes | No |

<table>
<thead>
<tr>
<th>Residential Street No/Property</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Street Name</th>
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<table>
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<tr>
<th>Postcode</th>
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<table>
<thead>
<tr>
<th>Postal Same as above</th>
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<table>
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<th>Email</th>
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<tr>
<th>Religion</th>
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</table>

**Occupation**

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</table>

Please tick the Occupational group (refer to Parental Occupations sheet - Section 20)

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**Level of School Education**

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(or equivalent or below)

**Highest Qualification**

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>(including trade certificate)</td>
<td>No non-school qualification</td>
</tr>
</tbody>
</table>

Main language spoken at home

Other language spoken at home

### SECTION 13 - Local Emergency Contact Other than Parent

**Emergency Contact Person 1 (Other than Parent)**

<table>
<thead>
<tr>
<th>Full Name</th>
</tr>
</thead>
</table>

Relationship to Student

| Male | Female |

<table>
<thead>
<tr>
<th>Home Phone</th>
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<tr>
<th>Work Phone</th>
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<tr>
<th>Mobile Phone</th>
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**Emergency Contact Person 2 (Other than Parent)**

<table>
<thead>
<tr>
<th>Full Name</th>
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Relationship to Student

| Male | Female |

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<th>Home Phone</th>
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<th>Mobile Phone</th>
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**Emergency Contact Person 3 (Other than Parent)**

<table>
<thead>
<tr>
<th>Full Name</th>
</tr>
</thead>
</table>

Relationship to Student

| Male | Female |

<table>
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<th>Home Phone</th>
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<th>Work Phone</th>
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<table>
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<tr>
<th>Mobile Phone</th>
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</table>
SECTION 14 - Special Circumstances

(A) Are there any circumstances concerning the student seeking to be enrolled that the school should know prior to enrolment?  
Yes ☐ No ☐ If yes, provide a brief description of the circumstances

_____________________________________________________________________________________________________
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________

(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 of the student’s medical or other history which might pose a risk of any type to the student, other students, or staff at this school

_____________________________________________________________________________________________________
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________

(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) Has the student 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?  Yes ☐ No ☐  
If yes, was this for:
   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 issued in relation to the enrolling student?  Yes ☐ No ☐  If yes, please provide supporting documentation

SECTION 15 - Consent to Access Documents

I consent to Catholic Education, Diocese of Wollongong 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: ______________________

Print Name: ___________________________
SECTION 16 - 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.

Signature: _____________________________ Date: ___________________________

SECTION 17 - 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 19 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 18 - Requirements for Parents and Students

(i) Application for enrolment in a Catholic School means that you are choosing a Catholic education for your child. It requires your 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
• Academic excellence and the acquisition of skills are promoted within a Catholic framework

(ii) Your child is required to meet the school’s high expectations regarding:
• behaviour and self discipline including adherence to anti-bullying policies
• compulsory attendance at school
• application to course work and study
• participation in school activities
• participation in the prayer, liturgical and faith life of the school
• uniform codes

(iii) Your co-operation is essential to assist your child to attain these expectations. Parents are expected to participate in the total life of the school through such events as Parent/Teacher nights, the prayer life of the school and activities of the Parents and Friends Association.

SECTION 19 - Declaration

I/We _____________________________ have read and agree to the responsibilities stated above in ‘SECTION 17 School Fees and Levies’ and ‘SECTION 18 Requirements for Parents and Students’ and apply for enrolment of my/our child subject to these expectations.

I/We declare that the information provided in this Enrolment Application is, to the best of my/our knowledge and belief, accurate and complete. I/We recognise that, should statements in this application later prove to be false or misleading, any decision made as a result of this application may be reversed. I/We agree, if the enrolment is accepted, we will meet our obligations as listed in the Application and outlined in policies of the school and the Catholic Education system, Diocese of Wollongong.

Signature: _____________________________ Date: ___________________________

Parent / Carer 1

Signature: _____________________________ Date: ___________________________

Parent / Carer 2
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.

### GROUP A  
**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
- 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 B  
**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
- 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 (NCO)

### GROUP C  
**Tradespeople, clerks and skilled office, sales and service staff**

- Tradespeople generally have completed a 4 year trade certificate, usually by apprenticeship. All tradespeople 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/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

### GROUP D  
**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, kitchenhand, 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 E  
**Not in paid work in the last 12 months**
I have read and accept the attached: (Privacy) Standard Collection Notice

I have read and accept the attached: Enrolment Policy and Procedures

I have read and accept the Diocesan School Fee Management Policy
(available on the school’s website)

I have attached a copy of the following documents:

- my child’s Birth Certificate
- my child’s Baptismal Certificate
- my child’s Immunisation Certificate
- evidence of my residential address
- my child’s two most recent school reports (if applicable)
- my child’s most recent NAPLAN report (if applicable)
- special needs supporting documentation (if applicable)
- Student Visa Grant Notice (if applicable)
- Student Passport (for applicable Visa students)
- Family Court Orders / Family Plan (if applicable)
- my child’s Personalised Plan(s) eg Health Plan, Learning Plan or Behaviour Management Plan (if applicable)
1. Each Catholic systemic school operates under the authority of the Bishop of Wollongong and is administered under the direction of the Catholic Education Office, Diocese of Wollongong. The School and the Diocese 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. The primary purpose of collecting this information is to enable the School to provide schooling to the student and enable the student to take part in all the activities of the School.

2. Some of the information we collect is to satisfy the School’s legal obligations, particularly to enable the School to discharge its duty of care.

3. Laws governing or relating to the operation of schools 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 under the Privacy Act. We may ask you to provide medical reports about students from time to time.

5. If we can not obtain the information referred to above we may be unable to enrol or continue the enrolment of your child.

6. The School, from time to time, discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a student to another school. This includes to other schools; government departments or agencies such as the NSW Department of Education, NSW Education Standards Authority, the Australian Curriculum, Assessment and Reporting Authority (ACARA); the Catholic Education Office; the NSW Catholic Education Commission; the National Catholic Education Commission; the Diocese of Wollongong and its parishes; other Dioceses or parishes, medical practitioners and people providing services to the School, including specialist visiting teachers, (sports) coaches, volunteers, counsellors and professional service agencies.

7. Personal information may be used for the purpose of publishing certain school information relating to the general circumstances of parents and students on the MySchool website, in accordance with Australian Government requirements.

8. Personal information collected from students is regularly disclosed to their parents or guardians.

9. The School may utilise external providers to deliver certain services including ‘cloud’ data storage to the School and its staff and students. The School may store personal information in the ‘cloud’ which may mean that it resides on servers that are located outside Australia.
10. The School has a Policy that sets out how parents or students may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School’s duty of care to the student, or where students have provided information in confidence.

11. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. Such information 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 school-related news is published in School and Diocesan newsletters, magazines or other publications and on the School, Catholic Education Office or Diocesan websites. Photographs of student activities such as academic or sporting events, school camps and excursions may be taken for publication in newsletters and magazines and on our intranet. The School will obtain separate permissions from the student’s parent or guardian prior to publication if we intend to include photographs or other identifying material for the purposes of promotion for the School or otherwise make it available to the public, such as on the internet or forwarded on to commercial media outlets.

13. The School may include your contact details in a class list and/or School directory.

14. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose this information to third parties.
School Contacts

St Joseph's Catholic High School
16 Macquarie Street
ALBION PARK 2527
(PO Box 130, Albion Park)
Ph: 02 4230 8500
Fax: 02 4256 5793
info@sjchsdow.catholic.edu.au
www.sjchsdow.catholic.edu.au

Holy Spirit College
Cawley Street
BELLAMBI 2518
(PO Box 63, Corrimal 2518)
Ph: 02 4285 2877
Fax: 02 4285 2914
info@hscdow.catholic.edu.au
www.hscdow.catholic.edu.au

St Francis Catholic College
Jardine Drive
EDMONDSO P 2174
(PO Box 29, Hoxton Park 2171)
Ph: 0499 229 933
info@sfccdow.catholic.edu.au
www.sfccdow.catholic.edu.au

Magdalene Catholic High School
Smeaton Grange Road
NARELLAN 2567
(PO Box 222, Narellan)
Ph: 02 4631 3300
Fax: 02 4631 3398
info@mchsdow.catholic.edu.au
www.mchsdow.catholic.edu.au

St John the Evangelist Catholic High School
John Purcell Way
NOWRA 2541
(PO Box 1046, Nowra)
Ph: 02 4423 1666
Fax: 02 4423 1086
info@sjedow.catholic.edu.au
www.sjedow.catholic.edu.au

Corpus Christi Catholic High School
100 Industrial Road
OAK FLATS 2529
(PO Box 1425, Oak Flats DC)
Ph: 02 4230 3300
Fax: 02 4230 3399
info@ccchsdow.catholic.edu.au
www.ccchsdow.catholic.edu.au

St Benedict's Catholic College
Oran Park Drive
ORAN PARK 2570
(PO Box 805 Camden 2570)
Ph: 02 4631 5300
Fax: 02 4631 5350
info@sbccdow.catholic.edu.au
www.sbccdow.catholic.edu.au

John Therry Catholic High School
Demetrius Road
ROSEMEADOW 2560
(PO Box 540, Campbelltown 2560)
Ph: 02 4645 8100
Fax: 02 4645 8111
info@jtchsdow.catholic.edu.au
www.jtchsdow.catholic.edu.au

Mount Carmel Catholic College
210 Spitfire Drive
VARROVILLE 2566
(PO Box 124, Minto 2566)
Ph: 02 9603 3000
Fax: 02 9620 3174
info@mchsdow.catholic.edu.au
www.mcchsdow.catholic.edu.au
Once you have completed the form, please post or simply take it to the school. If you deliver it in person, this will give you an opportunity to meet the administration staff and see the school in its daily operation.

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

If you are applying for more than one school, please fill in a separate enrolment form for each school that you are interested in.

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