

Catholic Secondary School ENROLMENT PACKAGE



CATHOLIC EDUCATION
DIOCESE OF WOLLONGONG

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, 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.
- 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



CATHOLIC EDUCATION
DIOCESE OF WOLLONGONG

ENROLMENT APPLICATION

CATHOLIC SYSTEMIC SECONDARY SCHOOLS

www.dow.catholic.edu.au

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

BLOCK LETTERS PLEASE

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

School Suburb

SECTION 2 - Family Details

BLOCK LETTERS PLEASE

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

Residential Address Street No/Property Street Name

Suburb/Town State Postcode

Postal Address Street No/Property Street Name

Same as above PO Box

Please tick

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 7 8 9 10 11 12

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 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

Student on VISA No Yes Residential Status: Permanent Temporary

Visa No. Visa subclass Expiry Date

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

CATHOLIC SYSTEMIC SECONDARY SCHOOL ENROLMENT APPLICATION
THIS SECTION IS TO BE RETURNED TO THE SCHOOL
Remove the following pages from the package.

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. _____ - _____
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.

Immunisations

Has your child been immunised against:

NB: Provide a copy of Immunisation Certificate

Measles/Mumps Yes No

Meningococcal Yes No

Polio Yes No

Rubella Yes No

Tetanus/Diphtheria Yes No

Whooping Cough Yes No

SECTION 7 - Special Needs

BLOCK LETTERS PLEASE

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

BLOCK LETTERS PLEASE

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

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"/> | | |

Office Use Only SAS Contact No.

Office Use Only SAS Contact No.

SECTION 10 - Parent / Carer 1

SECTION 11 - Parent / Carer 2

BLOCK LETTERS PLEASE

BLOCK LETTERS PLEASE

Full Name

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

Full Name

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

Relationship to Student

Relationship to Student

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

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

Male Female

Male Female

Residing at same address as student? Yes No

Residing at same address as student? Yes No

Emergency Contact Yes No

Emergency Contact Yes No

Residential Address

Street No/Property

Street Name

Suburb/Town

State Postcode

Postal Address

Same as above

PO Box

Street Name

Suburb/Town

State Postcode

Residential Address

Street No/Property

Street Name

Suburb/Town

State Postcode

Postal Address

Same as above

PO Box

Street Name

Suburb/Town

State Postcode

Mobile Phone

Mobile Phone

Work Phone

Work Phone

Home Phone

Home Phone

Email

Email

Country of Birth

Country of Birth

Nationality

Nationality

Religion

Religion

Occupation

Occupation

Group 1 Group 2 Group 3 Group 4 Group 8

Group 1 Group 2 Group 3 Group 4 Group 8

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

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

Employer

Employer

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

Year 12 Year 11 Year 10 Year 9

(equivalent or below)

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

Year 12 Year 11 Year 10 Year 9

(equivalent or below)

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

Bachelor Degree or above Certificate I to IV

(including trade certificate)

Advanced Diploma/Diploma No non-school qualification

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

Bachelor Degree or above Certificate I to IV

(including trade certificate)

Advanced Diploma/Diploma No non-school qualification

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

No, English only Yes, other please specify

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

No, English only Yes, other please specify

Office Use Only SAS Contact No.

Office Use Only SAS Contact No.

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 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 No/Property

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 20)

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

Office Use Only SAS Contact No.

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

Office Use Only SAS Contact No.

Emergency Contact Person 3 (Other than Parent)

Full Name

(eg Mrs Patricia Joyce Smith)

Relationship to Student

Male Female

Home Phone

Work Phone

Mobile Phone

SECTION 14 - Special Circumstances

BLOCK LETTERS PLEASE

(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: _____

Parent / Carer 1

Date: _____

Signature: _____

Parent / Carer 2

Date: _____

SECTION 20 - 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.

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/refuge/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 21 - Check List

I have read and accept the attached: (Privacy) Standard Collection Notice 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
(available on the school's website) 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 Immunisation Certificate _____ Yes No

• evidence of my residential address _____ Yes No

• my child's two most recent school reports _____ Yes No

• my child's most recent NAPLAN report _____ Yes No

• special needs supporting documentation (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



(Privacy) Standard Collection Notice

... for Catholic schools operating under the authority of the Bishop of Wollongong and administered under the direction of the Catholic Education Office, Diocese of Wollongong.

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 collect 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.

(Privacy) Standard Collection Notice

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.

Studio5 combined schools event, featuring students from Mount Carmel Catholic College, VARROVILLE, this page
St John the Evangelist Catholic High School NOWRA, back cover

School Contacts



St Joseph's Catholic High School

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Fax: 02 4256 5793
info@sjchsdown.catholic.edu.au
www.sjchsdown.catholic.edu.au



Corpus Christi Catholic High School

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info@ccchsdown.catholic.edu.au
www.ccchsdown.catholic.edu.au



Holy Spirit College

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www.hscdown.catholic.edu.au



St Benedict's Catholic College

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Fax: 02 4631 5350
info@sbccdown.catholic.edu.au
www.sbccdown.catholic.edu.au



St Francis Catholic College

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Ph: 02 4645 3400
info@sfcdown.catholic.edu.au
www.sfcdown.catholic.edu.au



John Therry Catholic High School

Demetrius Road
ROSEMEADOW 2560
(PO Box 540, Campbelltown 2560)
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Fax: 02 4645 8111
info@jtchsdown.catholic.edu.au
www.jtchsdown.catholic.edu.au



Magdalene Catholic High School

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Mount Carmel Catholic College

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St John the Evangelist Catholic High School

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Lighting the Way
through faith and learning

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.

