

# 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 or online [www.dow.catholic.edu.au](http://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 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).

- 5.4 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.

## 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.

### 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   /     
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

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

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

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. \_ \_ \_ \_ \_ - \_ \_ \_ \_ \_

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.

### 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 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 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"/>		



Office Use Only SAS Contact No.

## 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 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

Office Use Only SAS Contact No.

## 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 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



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/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 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

Office Use Only

SAS Contact No. **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 - 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 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 produced in relation to the student?

Yes ☐ No ☐ If yes, please provide supporting documentation

## SECTION 15 - Consent to Access Information

I consent to Catholic Education Diocese of Wollongong gaining access to relevant information about my child,

PLEASE PRINT CHILD'S FULL NAME \_\_\_\_\_

whether held by previous schools, health care professionals or other government agencies. I understand that, under current legislation, the school may approach the agencies directly even 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/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 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/Carers 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 Catholic Education, 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: 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  
(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 ☐



## 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.



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.



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# School Contacts



## St Joseph's Catholic High School

16 Macquarie Street  
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(PO Box 130, Albion Park)  
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[info@sjchsdow.catholic.edu.au](mailto:info@sjchsdow.catholic.edu.au)  
[www.sjchsdow.catholic.edu.au](http://www.sjchsdow.catholic.edu.au)



## Corpus Christi Catholic High School

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[www.ccchsdow.catholic.edu.au](http://www.ccchsdow.catholic.edu.au)



## Holy Spirit College

Cawley Street  
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Fax: 02 4285 2914  
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[www.hscdow.catholic.edu.au](http://www.hscdow.catholic.edu.au)



## St Benedict's Catholic College

Oran Park Drive  
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[info@sbccdow.catholic.edu.au](mailto:info@sbccdow.catholic.edu.au)  
[www.sbccdow.catholic.edu.au](http://www.sbccdow.catholic.edu.au)



## St Francis Catholic College

Jardine Drive  
EDMONDSON PARK 2174  
(PO Box 29, Hoxton Park 2171)  
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[info@sfcddow.catholic.edu.au](mailto:info@sfcddow.catholic.edu.au)  
[www.sfcddow.catholic.edu.au](http://www.sfcddow.catholic.edu.au)



## John Therry Catholic High School

Demetrius Road  
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[www.jtchsdow.catholic.edu.au](http://www.jtchsdow.catholic.edu.au)



## Magdalene Catholic High School

Smeaton Grange Road  
NARELLAN 2567  
(PO Box 222, Narellan)  
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[www.mchsdow.catholic.edu.au](http://www.mchsdow.catholic.edu.au)



## Mount Carmel Catholic College

210 Spitfire Drive  
VARROVILLE 2566  
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[www.mcchsdow.catholic.edu.au](http://www.mcchsdow.catholic.edu.au)



## St John the Evangelist Catholic High School

John Purcell Way  
NOWRA 2541  
(PO Box 1046, Nowra)  
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[www.sjedow.catholic.edu.au](http://www.sjedow.catholic.edu.au)



*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.

