



IGNITE ACADEMIC PROGRAM STAGE 4

Enrolment Application Package



ENROLMENT POLICY AND PROCEDURES

1 - The Application Process

- 1.1 The application for enrolment closes at **4pm on Friday 27 September 2019**. Application forms are available from the school office or online at www.sjchsdown.catholic.edu.au.
- 1.2 Lodgement of the relevant application for enrolment into the Ignite Academic Program will be deemed as agreeing to support the policy and procedures.
- 1.3 All applications lodged with the school by the closing date will be treated in accordance with *Section 3 - The Enrolment Process*.



2 - Selection Criteria for Enrolment

- 2.1 The Ignite Academic Program is open to students in Stage 4.
- 2.2 To to be eligible to apply for selection into the Ignite Academic Program, the following criteria must be met.
 - 2.2.1 An excellent attitude towards school.
 - 2.2.2 A minimum of 4 A's or B's on their report card in any subject.
 - 2.2.3 A passion to learn.
 - 2.2.4 A commitment to the school values outlined in the school diary with a sound behaviour record.
 - 2.2.5 100% commitment whilst in the program.
- 2.3 There will be a capped number of students chosen to participate in the Ignite Academic Program.



Failure to meet these requirements may lead to removal from the program.



ENROLMENT POLICY AND PROCEDURES

3 - The Enrolment Process

- 3.1 Enrolment into the Ignite Academic Program requires an annual application. There is no automatic guarantee of acceptance. Students may apply the following year if they are not selected.
- 3.2 The applications for enrolment are due 4pm on Friday 27 September 2019.
NO LATE APPLICATIONS WILL BE ACCEPTED.
- 3.3 All relevant copies of reports, references, certificates, awards, and/or achievements **MUST** be attached to the application for consideration.
- 3.4 Students may be interviewed and/or photographed by the media. It is a requirement that a *Consent for the use of Student Image form* is completed for all students selected into the program.
- 3.5 The Principal is to determine the composition of the interviewing/selection committee.
- 3.6 The Principal and the interviewing committee will meet prior to the commencement of the interview process to:
- determine the procedure to be followed for assessing applications, and
 - decide if it is necessary to choose any further panel members for the interviews.
- 3.7 On the basis of section 2 - Selection Criteria for Enrolment, an interview list as determined by the Principal, will be developed and offers for interviews will be made. The application *does not* guarantee an interview. The Selection Criteria must be met.
- 3.8 Interviews will take place during Week 2 of Term 4.
- 3.9 At the completion of the interview process, successful applicants will be sent an Acceptance of Offer/Code of Conduct for entry into the Ignite Academic Program. By signing this, both students and parents/carers indicate their acceptance of the conditions of enrolment into the program.
- 3.10 A non-refundable administration fee of \$50.00 is to be paid with submission of the Acceptance of Offer. If this is not paid, the acceptance may be deemed unsuccessful.

APPLICATION ENROLMENT TIMELINE

The enrolment period closes at 4pm on Friday 27 September 2019. Application forms are available from the school office or online at www.sjchsdow.catholic.edu.au.

Completed application form and relevant paperwork to be returned by 4pm on Friday 27 September 2019 for consideration into the Ignite Academic Program.

The Principal and interviewing committee will meet to arrange interview times.

Interviews will take place in Week 2 of Term 4.

During Week 3, successful applicants will be sent an Acceptance of Offer/Code of Conduct into the Ignite Academic Program.

Acceptance of Offer/Code of Conduct forms must be returned by Monday 4 November 2019 as the program begins on Thursday 7 November 2019.



ENROLMENT APPLICATION

Student Profile (Please include a headshot photo of the applicant)

GIVEN NAME(S)

SURNAME

DATE OF BIRTH

STAGE 4 ☐ 7

☐ 8

GENDER

☐ Male

☐ Female

EMAIL

Application Questions

WHY WOULD YOU LIKE TO BE A PART OF THE PROGRAM?

WHAT ARE YOUR INTERESTS AND TALENTS?



ENROLMENT APPLICATION

Consent to Access Information

I consent to St Joseph's Catholic High School and Catholic Education Diocese of Wollongong gaining access to relevant information about my child, _____

PLEASE PRINT CHILD'S FULL NAME

whether held by schools, health care professionals or other relevant 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.

PARENT/CARER NAME(S) _____

PARENT/CARER SIGNATURE(S) _____ Date _____

Requirements for Parents/Carers and Students

Application for enrolment into the Ignite Academic Program requires your commitment to support the aims of the program and a willingness to adhere to the requirements.

- A minimum of 4 A's or B's in any subject on their report.
- An excellent attitude towards school, with a passion to learn.
- A commitment to the school values outlined in the school diary with a sound behaviour record.
- 100% commitment whilst in the program.

Failure to meet these requirements may lead to removal from the program.

Declaration by Parent/Carers and Student

I/We declare that the information provided is true and correct.

PARENT/CARER NAME(S) _____

CONTACT NUMBER(S) _____

EMAIL ADDRESS _____

PARENT/CARER SIGNATURE(S) _____ Date _____

STUDENT SIGNATURE _____ Date _____

Checklist for Submission

- ☐ Application form
- ☐ Headshot photo of applicant
- ☐ Relevant copies of reports, certificates, awards, and/or achievements
- ☐ Consent for the use of student image form

Thank you for your application. If you require any further information regarding the program, please send us an email at sjchselite@dow.catholic.edu.au or contact the school Office on 4230 8500 and we will get back to you as soon as possible with your enquiry.

Closing date for applications is 4PM ON FRIDAY 27 SEPTEMBER 2019.

Please ensure we have received your application before this date.



ST JOSEPH'S CATHOLIC HIGH SCHOOL

16 Macquarie St, Albion Park NSW 2527
PO Box 130, Albion Park NSW 2527
Tel: (02) 4230 8500
Fax: (02) 4256 5793
Email: info@sjchsdown.catholic.edu.au

2019 Consent for the Use Of Student Image

For the purposes of school communication and promotion, including advertising by the School and/or the Catholic Education Office, Diocese of Wollongong the student photographs, video footage and/or student works (as defined below) may be published in different media forms.

St Joseph's Catholic High School ("the School") and the Catholic Education Office, Diocese of Wollongong seek your consent **to take and use photographs or video of your child from time to time whilst they participate in their school activities**. St Joseph's Catholic High School and the Catholic Education Office, Diocese of Wollongong also seek your consent to use material created by your child (known in Copyright Law as 'Works') for the purpose of promoting the School or the Catholic Education Office, Diocese of Wollongong.

Please complete and return to the School

Child's Full Name: _____ ("my child") Year Group _____

Providing Consent

I, _____ (parent name) consent to photographs, audio or video images and recordings of my child and their 'Works' (as defined in the Copyright Act 1968) being used in hard copy or digital form for any of the following purposes:

- a) the promotion of the School and/or Catholic Education Office, Diocese of Wollongong.
- b) the communication of programs and/or events for the School and/or Catholic Education Office, Diocese of Wollongong.

I understand and agree that any photographs, video footage or other images of my child may be publicly displayed and disclosed to third parties. I understand and agree that the School and/or Catholic Education, Diocese of Wollongong may use the following forms of media for its communication and promotion: Newsletters and websites, Newspapers, School Yearbook, Enrolment Publication, Posters, Facebook, Instagram and Twitter.

I understand that whilst reasonable efforts will be made to protect the identity of my child (other than where their identity is relevant to the use of their image/work – e.g. in reporting academic achievements and other school news), the School, and Catholic Education, Diocese of Wollongong cannot guarantee that my child will not be able to be identified from the image or work.

Signed by: _____

Date: _____

(Parent Signature)

Consent Not Provided

I, _____ (parent name) do not provide consent for my child's image to be taken or used by the School or Catholic Education Office, Diocese of Wollongong. I understand that not providing consent means my child's image **will not be included** in any school publications including the school newsletter, the school Year Book, the School Photo booklet, Facebook or Instagram.

I acknowledge that I have informed my child that consent for their photo to be taken has not been provided.

Signed by: _____

Date: _____

(Parent Signature)

SUPPLEMENTARY INFORMATION

Student Copyright Material

A student's copyright material includes works created by them, or those to which they have contributed. It is not limited to work they create in the course of their studies while they are enrolled at the school. A student's copyright material may include written work, artwork, digital content, audio visual work as well as music and performances. The school and the Catholic Education Office, Diocese of Wollongong understands that a student generally owns the intellectual property rights in the material they create and that this Consent Form is not meant to transfer that ownership. It gives a licence to use the material.

Personal Information

Personal Information is information which is about a person whose identity can be reasonably known. This can include a photograph, video or digital image of a student. Schools should protect the privacy of students in the collection, storage and display of their images.

The purpose of collecting student images/works by the School and the Catholic Education Office, Diocese of Wollongong includes:

- Recording of student participation within class and in school events, including inter-school events.
- Celebrating student effort and achievement, and
- Promoting Catholic schools and Catholic Education Offices.

Consent

The use of digital media means that once personal information is collected and put on line, the school cannot control how it is used. The school must be mindful of this when collecting and using information and take reasonable care to ensure that the information is of a nature that it may not be exploited. The consent form is one way in which the school ensures that parents are fully informed about how the information may be used, and the consequences of their consent.

Where parental consent is not provided, parents should inform their child that consent has been withheld. This will enable students to make their best effort to remove themselves from photographs taken at school activities and during the school day. This will assist the School in ensuring images taken by Staff and third parties for communication and promotion purposes can be used by the School.