Catholic Education
Diocese of Parramatta

# ENROLMENT INSTRUCTIONS

The enrolment application consists of several parts:

Form A: Information we need from you
Form B: Consents and data collection
Form C: Full-fee paying overseas and exchange students (if applicable)
Form D: Contact information form for parent / carers not residing with a child (if applicable)

The information you provide is important and will be used to assess your child's application based on our enrolment criteria. We will treat the information you provide to us in accordance with our Privacy Statement (page 6) and the Standard Collection Notice (page 3). Information you provide in this form may be sensitive. We will treat it with confidentiality subject to any requirements of the law to disclose information to others.

When completed and signed by parents/carers, the enrolment application contains the terms and conditions of enrolment. Applications for secondary school require a **non-refundable application fee of $50**. The principal will consider the completed application and may make an offer to enrol your child at the school.

Your application does not guarantee an automatic place at the school. The school will notify you of the results of your application. If you receive a letter of offer from the school principal and accept this offer, then your child will be enrolled. To accept this offer you will be required to pay a **non-refundable enrolment deposit of up to $100 (primary) and up to $300 (secondary)**, which will be used towards your first term school-based fees.




**If you need an explanation of any of the questions or help in completing this application, please ask the school office staff for assistance.**

## CHECKLIST OF REQUIRED STUDENT DOCUMENTS FOR PARENTS AND PRINCIPAL

*The following documents are required as part of the enrolment application. A COPY of the original documents must be provided with this completed enrolment form. The original documents must be sighted by the school at the enrolment interview or as arranged.*

**FORM A**

| **Document Name** | **Parent Checklist** To be submitted with Enrolment Application | **Parent Checklist** To be presented at Enrolment Interview | **School Use Only** Staff signature for documents sighted |
|---|---|---|---|
| Passport size photograph of student | | N/A | |
| Proof of residential address (e.g. council rates notice, current driver's licence) | Copy | Original | |
| Birth Certificate | Copy | Original | |
| Citizenship/Residency/Visa (country of birth other than Australia) | Copy | Original | |
| Parent and Child Passport and Visa (if student is not Australian) | Copy | Original | |
| Latest school report from previous school | Copy | Original | |
| NAPLAN results (Years 3, 5, 7, 9 only) | Copy | Original | |
| Sacrament certificates (Baptism and Confirmation if applicable) | Copy | Original | |
| Immunisation Certificates | Copy | Original | |
| Special needs and assessments reports for speech, hearing, cognitive, occupational therapy or others (if applicable) | Copy | Original | |
| Medical Action Plan e.g. Asthma, Anaphylaxis (if applicable) | Copy | Original | |
| Medical Plan e.g. Mental Health plan, Medication plan (if applicable) | Copy | Original | |
| Family Court Orders / Parenting Agreements / AVO/DVO / other documents relevant to student (if applicable) | Copy | Original | |
| Term & Conditions | Original | N/A | |

**FORM B – To be completed with Form A**

| **Document Name** | **Parent Checklist** | **School Use Only** Staff signature for documents sighted |
|---|---|---|
| Medical Consent Form | Original form | |
| Raffle Ticket Consent Form | Original form | |
| Photo Consent Form | Original form | |
| National Data Collection Form | Original form | |

**FORM C – For Overseas students (if applicable)**

| **Document Name** | **Parent Checklist** To be submitted with Enrolment Application | **School Use Only** Staff signature for documents sighted |
|---|---|---|
| Addendum to Enrolment | Original form | |

**FORM D – Contact information form for parents / carers not residing with a child (if applicable)**

| **Document Name** | **Parent Checklist** To be submitted with Enrolment Application | **School Use Only** Staff signature for documents sighted |
|---|---|---|
| Addendum to Enrolment | Original form | |

## STANDARD COLLECTION NOTICE

1. CEDP (through our schools, Catholic Early Learning Centres (**CELCs**), Catholic Out of School Hours Care services (**COSHCs**) and offices) collects personal information, including sensitive information about students in our schools, children in our care (together '**Students**') and their parent/s, carer/s or guardian/s ('**Parents**') before and during the course of a Student's enrolment. The primary purpose of collecting this information is to enable us to provide schooling and care for our Students.
2. Some of the information we collect is to satisfy our legal obligations, particularly to enable our schools, COSHC, CELC and offices to discharge their duty of care.
3. Certain laws governing or relating to the operation of schools and childcare require that certain information is collected and disclosed. These include the Education Act and Public Health and Child Protection laws.
4. Health information about Students is sensitive information under the Privacy Act. We may request medical reports about Students from time to time. If we do not obtain the information we may not be able to enrol or continue the enrolment of the Student.
5. We may from time to time disclose personal information (including sensitive information) to others for administrative, care and educational purposes. This includes to other schools, government departments, government agencies, statutory boards, the Catholic Education Office Diocese of Parramatta, the Catholic Education Commission, your local diocese and the parish. We may also disclose your personal information (including sensitive information) to government authorities such as the NSW Board of Studies, the Australian Curriculum, Assessment and Reporting Authority (ACARA), medical practitioners and people providing services to us, including specialist visiting teachers, sports coaches, volunteers and counsellors.
6. In addition to the agencies and purposes cited at five (5) above, personal information relating to Students and Parents may also be made available, in accordance with Australian Government requirements, to ACARA for the purpose of publishing certain school information relating to the circumstances of Parents and Students on the MySchool website. The information published on the MySchool website is aggregated information and will not identify the Parent or Student.
7. Personal information collected from Students is regularly disclosed to their Parents. On occasions, information such as academic and sporting achievements, student activities and other news is published in School newsletters, our magazines, posters and websites.
8. At certain times throughout the year, our students may have the opportunity to be photographed or filmed for our school publications, such as the school's newsletter or a website and social media, or to promote the school in newspapers and other media (including third party websites). Catholic Education Diocese of Parramatta (CEDP) may also wish to use student images, audio or material created by students' (Works) in print and online promotional, marketing, media and educational materials. CEDP seeks your consent to use your child's image/audio and his/her Works for the above purposes. Parental permission will be collected annually.
9. Our Privacy - Statement sets out how you may access and seek correction of your personal information and how Parents may access and seek correction of personal information collected about their child. 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 our schools', CELCs', COSHCs' or offices' duty of care to the Student, or where Students have provided information in confidence.
10. Our Privacy Statement also sets out how you may complain about a breach of privacy and how we will deal with such a complaint. Our Privacy Statement is available in Policy Central at http://www.parra.catholic.edu.au/privacy and at the end of this form.
11. As you may know, we may from time to time engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in our 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. We may include your contact details in a class list and our schools, COSHCs, CELCs and office directories.
13. If you provide us 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 us and why, that they can access that information if they wish and that we do not usually disclose the information to third parties.
14. We may use service providers who provide certain services to us and our staff and Students, including data storage and contemporary online teaching tools. We may provide your personal information to such service providers in connection with the provision of these services. Such service providers may store, or process, data outside Australia, including in the United States, Singapore, Ireland and possibly other countries. We endeavour to find where these providers store their data and update this collection notice as such information becomes available to us. In addition, our email service provider may store and process emails in the United States or in any other country utilised by Google.
15. You may obtain further information from the following:
    - For our schools: the school principal
    - For our CELCs: the CELC director
    - For our COSHCs: the COSHC supervisor
    - For our offices: Privacy Officer T: 9840 5600
      Catholic Education Diocese of Parramatta
      Locked Bag 4
      North Parramatta NSW 1750

## CATHOLIC EDUCATION DIOCESE OF PARRAMATTA POLICIES

Our Catholic learning community has in place a range of policies that set our direction and address the rights and responsibilities of its members. Our policies are available via www.parra.catholic.edu.au. Alternatively please ask school staff for assistance. We recommend that you familiarise yourself with the following:

- Enrolment Policy
- Enrolment Procedures
- Student Attendance Exemption Guidelines
- Student Anti-bullying Policy
- Responsible Use of ICT and Social Media Student – Guidelines
- Complaint Handling Procedures and Guidelines
- Countering Discrimination, Harassment and Bullying Procedures and Guidelines
- Procedural Fairness Guidelines

## SCHOOL FEES

School fees are determined annually by CEDP and schools. School fees comprise:

- annual diocesan tuition fees billed in Terms 1, 2 and 3
- annual diocesan building levy billed in Terms 1, 2 and 3
- diocesan temporary residents education fees (if applicable)
- school-based fees which are set and advised by schools individually

Information about diocesan tuition fee, building levy and Sibling Discount Policy are available on the system website http://www.parra.catholic.edu.au/school-fees and are subject to variation and updates.

School fees are billed in Terms 1, 2 and 3. All school fees must be paid within 28 days of the invoice date unless a payment arrangement is agreed to by the school in writing prior to the payment due date. If parents/carers experience difficulties in meeting payments within 28 days of the invoice date they must make special arrangements for a payment plan with the school. Parents/carers are jointly and severally responsible for the payment of fees.

School based fees for items such as camps, excursions, materials or technology may be charged to a student's account or may be payable when they fall due at various times throughout the year.

A pro-rata fee based on weeks enrolled for the year is payable for enrolments commencing part way during term. If a student leaves the school during a term, no refund will be made in respect of the remaining portion of that term unless a full term's notice in writing is given to the principal before removal of the student from school. This requirement of one term's notice also applies if seeking a refund due to withdrawal of the student from an extra subject.

For overseas students eligibility and fees are contingent on the visa status, as indicated by the visa sub-class. Parents must advise the principal of changes to their visa status and sub-class as changes to a student's visa status might also result in a significant changes in applicable fees.

CEDP and its schools recognise that at times, parents/carers may experience financial hardship and have a genuine inability to pay school fees. In order for the School to consider a payment arrangement or payment plan based on financial hardship, the parents/carers must provide the School with a completed Statement of Financial Position, along with any other supporting documentation requested by the School. Where school fee accounts are unpaid and no prior arrangement has been made by the parents/carers with the school, or where arrangements made are subsequently not honoured by parents/carers, then the following school fee collection process applies:

- A collection agency or solicitors may be engaged by the school to follow up outstanding fees.
- Parents/carers must pay all expenses incurred in pursuing recovery of overdue amounts, including (but not limited to) legal fees, court costs, location administrative costs and any fees and commissions payable to debt recovery agents.
- Any legal judgements made by the court may be reported to a credit reporting agency.

## SCHOOL ATTENDANCE, EDUCATIONAL PROGRAMS AND POLICIES

Our school offers comprehensive educational programs for your child. Such programs may be varied from time to time and this may include the discontinuance of teaching subjects and other programs or replacement with other subjects or programs.

School activities include excursions and camps. These form an integral part of the school's educational program. In the event that a parent/carer anticipates need for absence this should be discussed with the school prior to the event. The principal may discuss such intended absence with you if it impacts upon the educational interests of your child.

Parents/carers have the responsibility to ensure that children in their care between the ages of six (6) and 17 attend school. If your child is absent for short periods due to medical reasons and you know of the intended absence in advance please advise the school of the date/s of the intended absence and provide reasons. Otherwise the school requires a written explanation from the parent/carer for every absence on the next day following the child's absence. Failure to comply with the attendance requirements of the *Education Act 1990* may result in the enrolment contract being terminated.

If you wish to apply for extended absence of your child from school please do so well in advance of the anticipated date(s) of the absence. To comply with law governing school attendance such requests may be refused.

The school does not undertake insurance of students' personal belongings. We recommend that you obtain suitable insurance for your child's belongings (including family belongings brought to school) throughout the year.

## SECURE INTERNET AND EMAIL

Students are provided with internet access and an email account to enable learning opportunities in a protected and secure environment. Students must abide by the school's policies. Students and parents/carers should be aware of our Responsible Use of ICT and Social Media Student – Guidelines and Password – Procedures: see http://www.parra.catholic.edu.au/policy-central.

# Privacy - Statement

Available at: http://www.parra.catholic.edu.au/policy-central

This statement sets out how the Catholic Education Diocese of Parramatta (**CEDP**) collects, uses and discloses personal information through our schools, Catholic Early Learning Centres (**CELCs**), Catholic Out of School Hours Care services (**COSHCs**) and offices.

## What personal information do we collect and how?

We collect personal information, including health information and other sensitive information, about:

- students in our schools and children in our CELCs and COSHCs (together '**Students**') and their parent/s, carer/s or guardian/s ('**Parents**') before, during and after enrolment
- employees and volunteers ('Staff'), contractors and job applicants, and
- other people who come into contact with us.

We will generally collect personal information via forms filled out by Parents or Students; file notes of face to face meetings, interviews or telephone calls; or correspondence with Parents or Students. Sometimes we may be provided with personal information by a third party, for example via a medical report or a reference from another school, care centre or an employer.

## How will we use your personal information?

We will use your personal information for the primary purpose for which it was collected and for such other secondary purposes that are related to the primary purpose and reasonably expected.

We may use the personal information of **Students and Parents:**

- to assess enrolment applications, including assessing possible risks associated with known behaviour to safety of Students and Staff
- to facilitate a smooth transition of Students to our schools, CELCs and COSHCs, which may include a health and allergy management plan, preparing a behaviour management plan or other appropriate strategies aimed at meeting the particular needs of the Student
- to keep Parents informed about a Student's care, education and development
- to perform day to day administration
- to provide for Students' educational, social, spiritual and medical well-being and a safe learning environment
- to obtain donations and market our services
- to prepare State and national reports, and
- to discharge our schools', CELCs' and COSHCs' duty of care and our other legal obligations. We may use the personal information of **Staff and contractors**:
    - to administer employment processes and contracts
    - to enable our Staff and contractors to work together with our schools, CELCs and COSHCs
    - to obtain funds and market our services
    - to provide a safe working and learning environment
    - to discharge our legal obligations, and
    - for insurance purposes.

We will also use the information for any purpose to which you have consented or that is required or authorised by law.

## Photos

Photos/video/audio of Students are used for various communication media including CEDP, school, CELC, COSHC and Catholic Education Office websites, publications, newsletters, and enrolment posters. If any Parent does not want their child's photo used in any of the above situations please inform the principal of the school, the CELC director or the COSHC supervisor, as applicable.

## To whom might we disclose your personal information?

We may share personal information between our schools, CELCs, COSHCs and offices, and to:

- another school or care centre to which a student transfers
- government departments
- the local parish of the school, CELC or COSHC or your local parish
- medical practitioners
- organisations which assist us with fundraising and marketing, for example a school's parish, foundation or alumni organisation
- service providers, for example counsellors, specialist visiting teachers and sports coaches
- other service providers, such as email service providers
- recipients of school publications like school newsletters and magazines
- Parents
- anyone you authorise us to disclose information to, and
- anyone to whom we are required or authorised to disclose the information by law, including to discharge our duty of care.

## Why do we use and disclose information for marketing and fundraising?

Marketing and donations play an important part in creating current and future learning and caring environments in our schools, CELCs and COSHCs. For these reasons we may disclose personal information to organisations which assist us with fundraising, for example the school's parish, foundation or alumni organisation.

## Parents' occupation and education - National goals for schooling

Information about Parents' occupations and education is accessed by the Australian Curriculum, Assessment and Reporting Authority (ACARA) to meet the government's National Goals for Schooling in the 21st century. These state that the achievement of students in schools should not be affected by discrimination based on sex, language, culture and ethnicity, religion or disability; or by differences arising from social and economic background or geographic location. The goals also state that 'the learning outcomes of educationally disadvantaged students [should] improve and, over time, match those of other students'.

To help schools to achieve these goals, all Parents across Australia, no matter which school their child attends, are asked to provide information about family background. The main purpose of collecting this information is to promote an education system that is fair for all Australian students regardless of their circumstances.

We use the information to evaluate whether our policies are effective and to ensure that no group is experiencing undue disadvantage.

Providing information about Parents' occupation and education is voluntary, but Parents' information will help us to ensure that all students are being well served by our schools.

## When will we send information overseas?

We will not send personal information outside Australia without:

- the consent (express or implied) of the individual, or their Parent where necessary, or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

Our schools', CELCs', COSHCs' and office email systems are provided through Google Apps. Consequently emails and email account details may be transferred, stored and processed in the United States or any other country utilised by Google.

Our schools use a range of contemporary learning tools and latest technologies including Web 2.0 tools, Hubworks, cloud-based web services and apps for education. We may provide personal information to the relevant service provider in connection with the provision of these services. The service providers may be located, or store and process information, outside Australia, including in the United States, Singapore and Ireland.

## Management and security of personal information

We have in place steps to protect the personal information we hold from misuse, interference, loss, unauthorised access, modification or disclosure by various methods such as locked storage of paper records and password access rights to electronic records. Wherever possible we require third parties with whom we exchange personal information to observe the Australian Privacy Principles.

We endeavour not to store personal information for longer than necessary.

## Access and correction of personal information

You may access information we hold about you and request that it be updated or corrected. Such requests should be made in writing to the school principal or the CELC director or the COSHC supervisor (as applicable) or the relevant director of service at the Catholic Education Office. We may require you to verify your identity and specify what information you require. We may charge you a fee to access your information to cover expenses of verifying your application and locating, retrieving and copying relevant records. If the information sought is extensive, we will advise the likely cost in advance. We will not charge you for the request or correction of your personal information.

There may be occasions when access to information is denied. Such occasions may include where the disclosure of information may have an unreasonable impact on others, for example if the disclosure breaches a school's duty of care or the privacy of others. In certain circumstances, we may also refuse access to, or correction of, employee records applying exemptions under the Privacy Act.

## Consent and right of access to personal information of Students by Parents

We treat consent given by Parents relating to personal information about Students as consent given by the Student and notices relating to personal information about Students given to Parents as notices given to the Student. An exception to this is when independently of Parents we may, at our discretion:

- give information we hold about a Student to that Student at his/her request, or
- allow a Student to give or withhold consent to release personal information about that Student.

This would normally be done only when the Student is of sufficient maturity and his/her personal circumstances warrant it.

There may be occasions where a Parent's access to their child's personal information is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of a school's, CELC's or COSHC's duty of care to the Student.

## How do we treat sensitive information?

We will only use and disclose sensitive information for the purpose for which it was provided or for a directly related secondary purpose, unless you agree otherwise or the disclosure is permitted by law.

## Complaints

If you believe that we, including through one of our schools, CELCs or COSHCs, have contravened the Australian Privacy Principles and wish to complain, please contact the school, CELC or COSHC in the first instance if you are a Student or a Parent. Otherwise contact:

Privacy Officer T: 9840 5600
Catholic Education Diocese of Parramatta
Locked Bag 4, North Parramatta NSW 1750

We may ask you to fill out our Complaint Form or otherwise put your complaint in writing.

We will investigate your complaint and will notify you of our decision in relation to your complaint as soon as is practicable after it has been made.

Complaint handlers will keep written records of the complaint resolution process and outcomes. Complaint records will be filed and stored appropriately.

The complainant may request a review of the process. The review will be undertaken by a person nominated by the Executive Director of Schools.

You may also submit your complaint to the Office of the Australian Information Commissioner.

Catholic Education
Diocese of Parramatta

FORMA

# ENROLMENT APPLICATION

The information you provide is important and will be used to assess your child's application based on our enrolment criteria. We will treat the information you provide to us in accordance with our Privacy Statement and the Standard Collection Notice *(enclosed in Enrolment Instructions)*. Information you provide in this form may be sensitive. We will treat it with confidentiality subject to any requirements of the law to disclose information to others.

School name _____ Suburb _____

## ENROLMENT INFORMATION

**Enrolment Date**

The calendar year that enrolment to commence is _____

If starting during the school year, please indicate date you wish enrolment to commence _____

The school year of entry for which enrolment is requested: (please tick the class year below)

☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

**Previous School** (if applicable)

Details of last three schools attended by the student (full name and suburb of school) including the last Catholic school attended.

1. School _____ Year attended _____
2. School _____ Year attended _____
3. School _____ Year attended _____
4. School _____ Year attended _____

## STUDENT'S DETAILS

Last name _____ First name _____ Middle name _____

Preferred name _____ Gender **Male** ☐ **Female** ☐

Date of birth / /

Is student Aboriginal? **Yes** ☐ **No** ☐ Is student Torres Strait Islander? **Yes** ☐ **No** ☐

Do you wish to be known as Aboriginal/Torres Strait Islander? **Yes** ☐ **No** ☐

Country of birth _____ Student mobile number (if applicable) _____

Is student on a VISA? **Yes** (if yes enter details page 5) ☐ **No** ☐

***(Office use only - visa information page 5, country and language information, refer to MCEETYA form)***

| OFFICE USE ONLY | FAMILY CODE: | | | STUDENT ID: | | |
|---|---|---|---|---|---|---|
| | Student family name | | Student first name | | Date of enrolment | |
| | Academic year | | Roll class | | House group | |
| | Parish Sacrament | | Children attending other Catholic schools | | Date of leaving school | |
| | Destination school | | Parish Priest approval received | | Application fee received | |
| | Mathew.net information checked | | | | | |

## FAMILY DETAILS

### Other Children Enrolled in Catholic Schools

Please list below, **in order of birth,** all children in the family who are attending school in the school year that enrolment is to commence, including the child for whom this application is being made. This information is required to provide sibling discounts for children at Catholic schools in accordance with our policy.

| | Birth Order | Given Names | Family Name | School Year | School Attending (School Name and Location) |
|---|---|---|---|---|---|
| Child | 1 | | | | |
| Child | 2 | | | | |
| Child | 3 | | | | |
| Child | 4 | | | | |
| Child | 5 | | | | |

## RESIDENTIAL DETAILS WHERE STUDENT RESIDES

**Address Details**
Parent/Carer mailing title

**Residential Address**
Street number and name

Suburb | Postcode

Residential phone number

**Mailing Address** (if different from above)
Street number and name or PO Box

Suburb | Postcode

## CONTACT DETAILS

**Details of Parent/Carers at the student's PRIMARY residence**

| Parent/Carer | Parent/Carer |
|---|---|
| Title: Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ | Title: Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ |
| First name | First name |
| Last name | Last name |
| Middle initial | Middle initial |
| Relationship to student | Relationship to student |
| Home phone number | Home phone number |
| Work phone number | Work phone number |
| Mobile phone number | Mobile phone number |
| Email address | Email address |
| Occupation | Occupation |
| Religion | Religion |
| Country of birth | Country of birth |
| Nationality | Nationality |
| Language/s spoken | Language/s spoken |

*(Office use - confirm details on MCEETYA form)*

Do you need an interpreter? **Yes** ☐ **No** ☐ Do you need an interpreter? **Yes** ☐ **No** ☐

**List the days the students resides at this address?** Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐

| **Who is the contact for:** | Contact 1 | Contact 2 |
|---|---|---|
| Emergency SMS alerts | | |
| Attendance SMS alerts | | |

**Details of Parent/Carers at the student's SECONDARY residence OR NOT RESIDING with the student**

| Parent/Carer | | Parent/Carer | |
|---|---|---|---|
| Title: Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ | | Title: Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ | |
| First name | | First name | |
| Last name | | Last name | |
| Middle initial | | Middle initial | |
| Relationship to student | | Relationship to student | |
| Street address | | Street address | |
| Suburb | | Suburb | |
| Postcode | | Postcode | |
| Home phone number | | Home phone number | |
| Work phone number | | Work phone number | |
| Mobile phone number | | Mobile phone number | |
| Email address | | Email address | |
| Occupation | | Occupation | |
| Religion | | Religion | |
| Country of birth | | Country of birth | |
| Nationality | | Nationality | |
| Language/s spoken | | Language/s spoken | |

*(Office use - confirm details on MCEETYA form)*

Do you need an interpreter? **Yes** ☐ **No** ☐ Do you need an interpreter? **Yes** ☐ **No** ☐

**List the days the students resides at this address?** Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐

**Details of Parenting/Carer Arrangements**

Are there any Family Court Orders, Parenting Agreements, Apprehended Violence Orders or Domestic Violence Orders in place relevant to the child? Is the child in the care of the Minister? **Yes** ☐ **No** ☐

**If yes**, *it is essential that you attach copies to this enrolment application.*

***Parents:*** *Please advise the school office of any change of address, telephone number or other information about the parent/carer, other significant person(s), Parenting Agreements, Apprehended Violence Orders, Domestic Violence Orders or other Court Orders as soon as such changes occur and provide copies of new court orders.*

## ALTERNATE CONTACT DETAILS

*Please nominate at least one person who may be contacted in the event of an emergency, if parents/carers cannot be contacted. Ideally the contact person should be someone who lives in the neighbourhood of the school. Please tell your nominated person that you have nominated him/her as an alternate contact.*

**Alternate Contact 1**: Title: Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ Name

Phone numbers: Home Work

Mobile Relationship to student: *(e.g. Aunt, Uncle, Family Friend)*

**Alternate Contact 2** Title: Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ Name

Phone numbers: Home Work

Mobile Relationship to student: *(e.g. Aunt, Uncle, Family Friend)*

**Alternate Contact 3**: Title: Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ Name

Phone numbers: Home Work

Mobile Relationship to student: *(e.g. Aunt, Uncle, Family Friend)*

## STUDENT MEDICAL DETAILS

It is essential you inform the school before your child is enrolled if he or she has any medical conditions. You should also contact the school as soon as you are aware of any newly diagnosed allergies, other medical conditions or changes to an existing condition. This will assist the school to support the safety and wellbeing of your child and allow planning to occur to determine the best way to meet the individual health and support needs of your child.

Doctor's name | Doctor's phone number

Doctor's address street number and name

Suburb | Postcode

Medicare number | Private health fund

### Medical Conditions

Does your child suffer from any medical conditions? **Yes** (complete below) ☐ **No** ☐

***The school will require further details in relation to prescribed medication. Parents/Carers of children who require their child to be administered prescribed medication at school must complete a written request. The school can provide you with a copy of a request form.***

**If yes**, specify all medical conditions the student suffers from, e.g. asthma, diabetes and any prescribed medication taken by the student.

Does your child have a medical plan from a doctor for any of these medical conditions e.g. asthma action plan? **Yes** (see below) ☐ **No** ☐

**If yes**, *it is essential that you attach a copy of the medical plan to this enrolment application.*

### Allergies

Does your child have any known allergies? **Yes** (complete below) ☐ **No** ☐

**If yes**, please list any known allergies the student has, e.g. allergy to nuts, penicillin, bee stings. Include **all** specific details.

**If yes**, *it is essential that you attach a copy of the medical plan to this enrolment application.*

### Anaphylaxis

Has the student been diagnosed as being at risk of anaphylaxis? **Yes** (complete below) ☐ **No** ☐

**If yes**, does the student have an EpiPen® or Anapen®? (Please supply) **Yes** ☐ Type of EpiPen®/Anapen® _____

**If yes,** does the student have a ASCIA Action Plan for Anaphylaxis? **Yes** (see below) ☐ **No** ☐

**If yes,** *it is essential that you attach a copy of the medical plan to this enrolment application.*

If your child has been prescribed an adrenaline autoinjector, you will need to provide the school with one (and renew prior to expiry date). Each time your child is prescribed a new adrenaline autoinjector, the doctor should issue an updated ASCIA Action Plan for Anaphylaxis. It is important that a copy of any updated plan is provided to the school.

**Immunisation Record:** Please indicate if the student has been immunised against the following:

| | | | Date of Immunisation |
|---|---|---|---|
| Tetanus - Diphtheria Tetanus Pertussis (DTPA) | **Yes** ☐ | **No** ☐ | / / |
| Influenza B - Haemophilus Influenza Type B (HIB) | **Yes** ☐ | **No** ☐ | / / |
| Hepatitis A (HEPA) | **Yes** ☐ | **No** ☐ | / / |
| Hepatitis B (HEPB) | **Yes** ☐ | **No** ☐ | / / |
| Human Papillomavirus (HPV) | **Yes** ☐ | **No** ☐ | / / |
| Polio - Inactivated Poliomyelitis (IPV) | **Yes** ☐ | **No** ☐ | / / |
| Influenza (INF) | **Yes** ☐ | **No** ☐ | / / |
| Measles Mumps Rubella (MMR) | **Yes** ☐ | **No** ☐ | / / |
| Meningococcal C Disease (MENCCV) | **Yes** ☐ | **No** ☐ | / / |
| Pneumococcal Conjugate (7VPCV) | **Yes** ☐ | **No** ☐ | / / |
| Pneumococcal Polysaccharide (23 VPPV) | **Yes** ☐ | **No** ☐ | / / |

| | | | | |
|---|---|---|---|---|
| Rotavirus (ROT) | Yes ☐ | No ☐ | / / | |
| Chicken Pox - Varicella (VZV) | Yes ☐ | No ☐ | / / | |

## STUDENT'S PARISH AND SACRAMENTAL DETAILS

Current Parish _____ Suburb _____

Does your child attend parish? Yes ☐ No ☐

| Sacrament | Parish Received | Date Received |
|---|---|---|
| Baptism | | / / |
| Reconciliation | | / / |
| Eucharist | | / / |
| Confirmation | | / / |

## STUDENT'S DETAILS - OTHER

### Pre-School Education - PRIMARY SCHOOL STUDENTS ONLY

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

| | | | |
|---|---|---|---|
| **Yes** *(indicate all that apply)* | ☐ | **No** | ☐ |
| Pre-school | ☐ | Family day care | ☐ |
| Long day care | ☐ | Day care (with pre-school program) | ☐ |
| Grandparent | ☐ | Other person | ☐ |
| Other relative | ☐ | | |

Please provide name of the preschool or non-parental care.

Name _____ Postcode _____

Please indicate the amount of formal time the child spent in care each week prior to enrolling at school

Less than 15 hours per week ☐ More than 15 hours per week ☐

Attendance per week _____ Number of full days _____ Number of half days _____

Did your child need/receive special help there? Yes ☐ No ☐

I/we give permission to contact the preschool for information about my/our child. **Yes** (complete below) ☐ **No** ☐

**If yes**, teacher/carer name _____ Phone number

### All Enrolling Students

Year of entry to Australian school _____ Religion _____

Is home language English only? **Yes** ☐ **No** (complete below) ☐

**If no**, list other home language/s _____

Nationality _____ Date of arrival in Australia (if applicable) / /

Visa (if applicable) _____ Visa expiry date / /

Nationality/Residential status - please indicate below: *(original documents to be sighted and copies to be retained by school)*

☐ Australian Citizen (*If Country of Birth is not Australia, also provide: Naturalisation Certificate or Australian Passport*)

☐ Permanent Resident *(If Country of Birth is not Australia, also provide: Passport / Travel Documents and original Residency Visa document issued by the Department of Immigration)*

☐ Temporary *Resident (Passport and Visa) - See EOS Guidelines, Appendix 2 for eligibility to enrol*

☐ *Other / Visitor / Student / Refugee / Asylum Seeker / Passport (Passport and Visa)*

## STUDENT'S ADDITIONAL NEEDS

Does your child have a disability or additional needs? **Yes** (Indicate the additional need/s below) ☐ **No** ☐

| | | | | | |
|---|---|---|---|---|---|
| An intellectual disability | ☐ | Behaviour difficulties | ☐ | ADD / ADHD | ☐ |
| Autism | ☐ | Language difficulties | ☐ | Mental health issues | ☐ |
| Acquired brain injury | ☐ | Vision impairment | ☐ | Other (please specify below) | ☐ |
| A hearing impairment | ☐ | Giftedness | ☐ | | |

Does your child have difficulties in the basic areas of learning? **Yes** (Please describe below) ☐ **No** ☐

**What accommodations** and/or **learning** adjustments, if any, were provided for your child in his/her **previous school/pre-school?**

| | | | |
|---|---|---|---|
| Alternative teaching and learning strategies | ☐ | Signing | ☐ |
| A reader or scribe | ☐ | Access to technology | ☐ |
| Modifications to equipment, furniture and learning spaces | ☐ | Personal carer support | ☐ |
| Braille | ☐ | Other (please specify below) | ☐ |

Please state below **all** assessments your child has received from speech, hearing, cognitive, occupational therapy or others.

*Please attach a copy of all assessment reports to this enrolment application.*

## STUDENT WELLBEING

To your knowledge, is there anything in your child's history or circumstances (including medical history) that might pose a risk of any type to him or her, other students, or staff at this school?

**Yes** (complete below) ☐ **No** ☐

**If yes**, provide details below.

**If yes**, please provide names and contact numbers of health professionals or others who have knowledge of these issues

| | | | |
|---|---|---|---|
| Name | | Contact number | |
| Name | | Contact number | |
| Name | | Contact number | |

Does your child have a mental health plan? **Yes** (see below) ☐ **No** ☐

***If yes**, please attach a copy of the plan to this enrolment application.*

### Student Behaviour Record

| | | |
|---|---|---|
| Does your child have any history of aggressive / violent behaviour? | **Yes** ☐ | **No** ☐ |
| Has your child ever had a personalised behaviour plan? | **Yes** ☐ | **No** ☐ |
| Has your child ever been suspended or expelled from any previous school? | **Yes** (complete below) ☐ | **No** ☐ |

***If yes***, was this for:

| | | |
|---|---|---|
| Actual violence to any person? | **Yes** ☐ | **No** ☐ |
| Possession of a weapon or any item used to cause an injury? | **Yes** ☐ | **No** ☐ |
| Intimidation, bullying or harassment of students or staff at a school? | **Yes** ☐ | **No** ☐ |
| Illegal drugs? | **Yes** ☐ | **No** ☐ |
| Other (please specify) See below | **Yes** ☐ | **No** ☐ |
| I/We will provide written consent to the school on request to contact health professionals or other relevant agencies | **Yes** ☐ | **No** ☐ |

***(Office use only: for previous school details and student mobile details refer page 1)***

# Terms and conditions of enrolment

You have provided information about you and your child in your enrolment application. You agree to update the school as promptly as possible when this information changes, and in particular:

- your and other relevant persons' contact details
- your child's health and medical conditions
- your child's additional needs
- parenting agreements or court orders pertaining to the child
- your visa details (if applicable)

If this enrolment application is accepted by the school the information provided by you in this form will form part of the terms and conditions of enrolment. Failure to update this information may affect the school's ongoing ability to assess the services required.

I have read and accept the terms and conditions set out in this enrolment application.

I understand the requirement to fully disclose my child's additional needs or disability in this application. I have disclosed this information to the best of my knowledge. I understand this will help the school to properly assess its capacity to provide services, communicate with me about those needs, make necessary adjustments to enable my child to participate, assess risks and fulfil its duty-of-care requirements.

The information I have provided is accurate and complete. If I discover any omission or inaccuracy, or if there is any change to information I have provided, I will advise the school as soon as possible. Any omission of significant, relevant information made in this application may result in the enrolment application being rejected.

If required by the school I will provide further or other information to support the school in its provision of services to meet the educational needs of my child during the period of enrolment.

I consent to the provision of all school services for my child, including the provision of counselling where appropriate.

I understand I am legally responsible for the regular attendance of my child at school. If my child is absent from school I will provide a written explanation for the absence. Should I wish to apply for extended leave for my child from school I will notify the school in advance of the anticipated dates. I understand that the Principal may refuse to approve the request for leave or accept an explanation for an absence. I understand that if I fail to comply with the attendance requirements of the Education Act 1990 the enrolment contract may be terminated.

I agree to pay all school fees in a timely manner and as set out in the school fees schedule which is available on the CEDP system website http://www.parra.catholic.edu.au/school-fees. In the event of difficulty I agree to request special arrangements as outlined in the school fees schedule. I either: a) do not owe any outstanding fees or charges in relation to any of my children's attendance at any other school; or b) have made an arrangement satisfactory to the school for meeting all outstanding debts.

I have completed the permission form at the end of this application.

I agree to support and participate in the life of the school, parent teacher meetings, and liturgical celebrations, social and practical activities offered by the school. I understand that the school offers the Catholic vision of life as the basis of its teaching program. I agree to support and respect the Catholic teaching, values and mission of the school and my child's participation in the full educational program of the school.

I agree to support the school to give effect to its policies, procedures and guidelines for the benefit of the school community.

This enrolment application is the first step in the enrolment process and will be finalised when all of the following conditions are met by both parents (where applicable):

- I submit the signed enrolment application
- any required application fee has been paid
- my application is assessed by the school
- a place is available at the school
- my child is offered a place at the school by a letter of offer from the principal
- The school receives payment of the non-refundable enrolment deposit of **up to** $100 (primary) and **up to** $300 (secondary), which will be used towards the first term's school-based fees if I accept the offer of a place at the School.

I wish to apply for enrolment of _____ at _____ to commence at the school in 20___
*Student Name* *School Name*

Signed: _____ _____ _____
*Parent/Carer* *Please Print Name* *Date*

Signed: _____ _____ _____
*Parent/Carer* *Please Print Name* *Date*

Catholic Education
Diocese of Parramatta

**FORM B**

# CONSENT FORM AND DATA COLLECTION

To be completed with Form A at the time of enrolment. Consents remain in place for the period of enrolment. Parents/carers can contact the school at any time to alter consent.

## MEDICAL CONSENT FORM

I/We (circle) _____ and _____of _____

*Parent / Carer* *Parent / Carer* *Address*

Give my/our consent to _____ receiving necessary medical and / or dental treatment and

*Student Name*

for an anaesthetic to be administered and for any surgical procedure to be performed should such treatment become critical.
I / We undertake to pay medical fees and/or cost of medication which may be incurred whilst medical assistance is provided to my/our child.
I / We understand that this consent will only be used when I / we cannot be reached.

**Parent / Carer 1**

Signature

Name

Relationship to student

**Parent / Carer 2**

Signature

Name

Relationship to student

## CONSENT TO SELL RAFFLE TICKETS

☐ I/We give permission for the school to send home books of raffle tickets, to be sold for various school fundraising activities. I am aware that a child under 15 years of age cannot sell lottery/raffle tickets unless accompanied by and under the supervision of an adult. I am also aware that tickets cannot be sold door to door on any day before 9am or after 8pm or sunset (whichever last occurs).

OR

☐ I/We DO NOT give permission

**Parent / Carer 1**

Signature

Name

Relationship to student

**Parent / Carer 2**

Signature

Name

Relationship to student

## CONSENT FORM: PHOTOGRAPH, VIDEO, AUDIO AND WORKS

During the year, your child may create materials (Works) or may be photographed or filmed for our school publications, website and/or social media, or other print or electronic media (including third party websites).

***Catholic Education Diocese of Parramatta*** (CEDP) may also wish to use the student's name, image, voice or material created by the student (Works) in print and online promotional, marketing, media and educational materials. CEDP seeks your consent to use your child's name, image, voice and his/her Works for the above purposes.

*Consent does not apply to the provision of official school photographs that will be utilised for internal administrative purposes such as student identification cards, library loan card and the like.*

Student's name

Year level

**Please complete the form below and return to the school office:**

1. I give permission for my child's name, photographs, voice (audio), image (video) and Works to be published in hard copy and digital form on school and diocesan websites, school and diocesan social media channels, promotional materials, newspapers and other media for the purpose of promotion and communication of CEDP activities or programs, training materials and resources.
2. I acknowledge that the use of my child's Works is an authorised use of the Works under the Copyright Act, 1968
3. I understand and agree that any photograph/video or other images of my child may be publically displayed or disclosed to third parties (e.g. in or on a school, Catholic Education Diocese of Parramatta, CELC or COSHC CEC NSW or other third party website or publication).
4. I consent to printed or digital copies of my child's images and their Works to be used by other schools or educational institutions that are parties to the National Education Access License for School Agreement (NEALS) which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.
5. I consent to the use of my child's Works by the school, Catholic Education Diocese of Parramatta, CELC, COSHC or CEC NSW and other parties to NEALS for free, that is without any remuneration.
6. I understand that reasonable efforts will be made to protect the identity of my child unless the use of the student's name is necessary e.g. photo captions, school news and reproduction of Works, etc
7. In signing this form I acknowledge that I am not aware of any Court Orders or other reasons why my child's image or name should not be published.

**Parent / Carer 1**

☐ I DO give consent OR ☐ I DO NOT give consent

Signature

Name

Date / /

**Parent / Carer 2**

☐ I DO give consent OR ☐ I DO NOT give consent

Signature

Name

Date / /

**All students (aged 15+ must complete this section)**

☐ I DO give consent OR ☐ I DO NOT give consent

Signature

Name

Date / /

## NATIONAL DATA COLLECTION FORM

The Commonwealth Government requires us to collect this information for the purpose of accountability and reporting, research and analysis, and resource allocation.

*If you need help with this form please telephone the school administration office*

| **Name of student** | | **Home address of student** | |
|---|---|---|---|
| First name | | No. and street | |
| Last name | | Suburb | |
| | | Post code | |

*Information collected in this form is covered by our Privacy Statement, Privacy Procedures and Privacy Guidelines. You may access these on our website or obtain from school administration.*

1. **Sex** Male ☐ Female ☐

2. **Is the student of Aboriginal or Torres Strait Islander origin?**
   *For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' responses*

**No** ☐ **Yes**, Aboriginal ☐ **Yes**, Torres Strait Islander ☐

3. **In which country was the student born?** Australia ☐ Other – please specify _____

4. **Does the student or their mother/carer or their father/carer speak a language other than English at home?**

| **Student** | **Mother/parent1/carer1** | **Father/parent2/carer2** |
|---|---|---|
| **No**, English only ☐ | **No**, English only ☐ | **No**, English only ☐ |
| **Yes**, other (please specify) | **Yes**, other (please specify) | **Yes**, other (please specify) |
| _____ | _____ | _____ |

5. (**a**) **What is the highest year of primary or secondary school the parents/guardians have completed?**
   *For persons who have never attended school, mark 'Year 9 or equivalent or below'.*

| ***Mark one box only in each column*** | **Mother / Parent1 / Guardian1** | **Father / Parent2 / Guardian2** | ***Office use only*** |
|---|---|---|---|
| Year 12 or equivalent | ☐ | ☐ | **4** |
| Year 11 or equivalent | ☐ | ☐ | **3** |
| Year 10 or equivalent | ☐ | ☐ | **2** |
| Year 9 or equivalent or below | ☐ | ☐ | **1** |

(**b**) **What is the level of the highest qualification the parents/guardians have completed?** **Not Stated = 0**

| ***Mark one box only in each column*** | **Mother / Parent1 / Guardian1** | **Father / Parent2 / Guardian2** | ***Office use only*** |
|---|---|---|---|
| Bachelor degree or above | ☐ | ☐ | **7** |
| Advanced diploma/Diploma | ☐ | ☐ | **6** |
| Certificate I to IV (including trade certificate) | ☐ | ☐ | **5** |
| No non-school qualification | ☐ | ☐ | **8** |

*Please select the appropriate parental occupation group from the list on the next page (1, 2, 3 or 4). If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation. If the person has not been in paid work in the last 12 months, enter '8' in the space above.*

6. (**a**) **What is the occupation group of the mother / parent1 / guardian1?** **If not in paid work = 8**

   (**b**) **What is the occupation group of the father / parent2 / guardian2?** **Not Stated = 9**

**Thank you for your time. Please return this form to the school with the Enrolment Application**

# LIST OF PARENTAL OCCUPATION GROUPS

**Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals**

- **Senior executive/manager/department head in industry, commerce, media or other large organisation**
- **Public service manager** (section head or above), regional director, health/education/police/fire services administrator
- **Other administrator** (school principal, faculty head/dean, library/museum/gallery director, research facility director)
- **Defence forces** Commissioned Officer
- **Professionals** generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.
- **Health, Education, Law, Social Welfare, Engineering, Science, Computing** professional
- **Business** (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer)
- **Air/sea transport** (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller)

**Group 2: Other business managers, arts/media/sportspersons and associate professionals**

- **Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business
- **Specialist manager** (finance/engineering/production/personnel/industrial relations/sales/marketing)
- **Financial services manager** (bank branch manager, finance/investment/insurance broker, credit/loans officer)
- **Retail sales/services manager** (shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency)
- **Arts/media/sports** (musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official)
- **Associate professionals** generally have diploma/technical qualifications and support managers and professionals.
- **Health, Education, Law, Social Welfare, Engineering, Science, Computing** technician/associate professional
- **Business/administration** (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager)
- **Defence Forces** senior Non-Commissioned Officer (NCO)

**Group 3: Tradespeople, clerks and skilled office, sales and service staff**

- **Tradespeople** generally have completed a 4-year trade certificate, usually by apprenticeship. All tradespeople are included in this group.
- **Clerks** (bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk)
- **Skilled office, sales and service staff:**
  - **Office** (secretary, personal assistant, desktop publishing operator, switchboard operator)
  - **Sales** (company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher)
  - **Service** (aged/disabled/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor)

**Group 4: Machine operators, hospitality staff, assistants, labourers and related workers**

- **Drivers, mobile plant, production/processing machinery and other machinery operators.**
- **Hospitality staff** (hotel service supervisor, receptionist, waiter, bar attendant, kitchen-hand, porter, housekeeper)
- **Office assistants, sales assistants and other assistants:**
  - **Office** (typist, word processing/data entry/business machine operator, receptionist, office assistant)
  - **Sales** (sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker)
  - **Assistant/aide** (trades assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant)
- **Labourers and related workers**
- **Defence Forces** ranks below senior NCO not included above
- **Agriculture, horticulture, forestry, fishing, mining worker** (farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)
- **Other worker** (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervision