



CATHOLIC EDUCATION
DIOCESE OF WOLLONGONG

Enrolment Package



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 and 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 Schools in the Diocese of Wollongong. Application forms are obtainable from the school office or online 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 within the Parish to which the school belongs.
 - 2.2.4 Children of Catholic families residing in other Parishes.
 - 2.2.5 Children of Orthodox or other Christian families.
- 2.3 While it is not a specified criterion in the Enrolment Policy and Procedures, when the number of available placements in a school is limited, it is appropriate to consider the age, school readiness and development of a child when discerning between applicants who are equally qualified against the criteria stated in 2 - Criteria for Enrolment.
- 2.4 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.
- 2.5 Appeals against the decision of the Enrolment Committee (see 3.1) shall be made, in the first instance, to the Head of School Improvement, then to the Director of Schools.
- 2.6 Children whose fifth birthday occurs on or before 31 July will be eligible for enrolment in Kindergarten that year.
- 2.7 No child is to be excluded from enrolment on the basis of a genuine inability to pay fees.
- 2.8 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.
- 2.9 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 will consist of at least the Priest of the Parish in which the school is located (for Primary and K-12 schools) or a Parish Priest nominated by the Parish Priests of the school's pastoral region (for secondary schools) and the Principal. A representative of the Parish (for primary schools) or the pastoral region which the school serves (for K-12 and secondary schools) 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 other Parishes who are actively involved in their home Parishes.
 - 4.1.2 Parents/carers intentions with regard to their own and their children's search for education in the faith.
 - 4.1.3 Family situations necessitating a pastoral approach or requiring the exercise of compassion.
 - 4.1.4 Family circumstances regarding mobility.
 - 4.1.5 Late applications as a result of work or family commitments forcing a move from elsewhere into the Parish to which the school belongs.
 - 4.1.6 The special education needs of students (see 5 - Special Education Requirements).

5 - Special Education Requirements

- 5.1 Catholic Education Diocese of Wollongong (CEDoW) ensures that its enrolment policies and practices comply with the *Disability Discrimination Act 1992 (DDA)* and the *Disability Standards for Education 2005 (DSE)* and the rights afforded to prospective students, their parents/carers as well as the school.
- 5.2 The first point of contact for enrolment of students with special needs into a Catholic school is the Principal of the school where the student is seeking enrolment. The provision of appropriate educational opportunities for all students, but especially for those students with special needs, involves a partnership between CEDoW, school staff and parents/carers.
- 5.3 A student may be deemed as having special needs if in endeavouring to offer the student equitable access to educational opportunities, adjustments need to be made to curricula, assessment procedures, or modes of course delivery, or if the provision of special equipment, facilities or suitably trained staff is required.
- 5.4 The school and CEDoW will enter into a collaborative process in assessing the diverse learning needs of students. As part of this collaboration, parents/carers will need to provide the required documentation so that plans can be made for the level of adjustment needed to cater for individual needs.
- 5.5 A detailed assessment, which might include an independent expert assessment, may be required in order to determine what adjustments are necessary for a student. The type and extent of the adjustments may vary depending on the individual requirements of the student and other relevant circumstances. Multiple adjustments may be required and may include multiple activities. Adjustments may not be required for a student with a disability in some circumstances.
- 5.6 After undertaking the required assessments, CEDoW together with the Principal and parents/carers will assess the school's capacity to provide the facilities, resources and suitably trained personnel to support the educational needs of the student.
- 5.7 The required assessments for the prospective student will take place prior to the application being further progressed.



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.

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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.





Enrolment Timeline

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



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