

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 Policy](#) (page 8) 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	
Approved Immunisation Certificate	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	

8. The Board of Directors shall have the authority to issue and reissue shares of the Corporation, and to determine the terms and conditions of such shares, including the dividend rate, the date of payment, and the manner of payment, and to alter, amend, or rescind any such resolution, subject to the approval of the shareholders.
9. The Board of Directors shall have the authority to borrow money on behalf of the Corporation, and to execute any instrument necessary to carry out such authority.
10. The Board of Directors shall have the authority to lease, purchase, sell, convey, or otherwise dispose of any real or personal property of the Corporation, and to execute any instrument necessary to carry out such authority.
11. The Board of Directors shall have the authority to enter into any contract, agreement, or arrangement, and to execute any instrument necessary to carry out such authority, and to make any loan to any officer or director of the Corporation, and to make any loan to any officer or director of the Corporation, and to make any loan to any officer or director of the Corporation.
12. The Board of Directors shall have the authority to make any loan to any officer or director of the Corporation, and to make any loan to any officer or director of the Corporation, and to make any loan to any officer or director of the Corporation.
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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](#)
- [Student Anti-bullying](#)
- [Responsible Use of ICT and Social Media \(for Student\) – Guidelines](#)
- [Managing Complaints Policy](#)
- [Preventing Discrimination, Harassment and Bullying](#)
- [Procedural Fairness Guidelines](#)

SCHOOL FEES

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

- annual diocesan tuition fees billed in three equal instalments
- annual diocesan building levy billed in three equal instalments
- 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/Our-Schools/School-Fees> and are subject to variation and updates.

School fees are billed in three equal instalments. All school fees must be paid within 30 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 30 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 days enrolled for the year is payable for enrolments commencing partway during the term. A full term's notice (10 school weeks) in writing must be given to the Principal before the parent/guardian terminates the student's enrolment. If sufficient notice of the student's enrolment is not given, the parent/guardian is to pay the school one term's school fees including any Diocesan fees applicable. One exception is that notice in writing will be accepted at any time during Term 4 in relation to the following year's enrolment.

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 Application for Assistance Form, 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:

- Solicitors may be engaged by CEDP 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.
- 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](#) and [Password Procedures](#): see <http://www.parra.catholic.edu.au/policy-central>.

CATHOLIC EDUCATION, DIOCESE OF PARRAMATTA
PRIVACY POLICY

INTRODUCTION AND PURPOSE

Catholic Education, Diocese of Parramatta (CEDP) is committed to protecting the privacy of the personal information it collects, stores, uses and discloses. This Privacy Policy sets out how CEPD collects, stores, uses and discloses personal information and how you can access, correct or delete your personal information.

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SCOPE

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DEFINITIONS

Parent means a person who is a parent or guardian of a pupil.

Pupil means a person who is enrolled in a school or other educational institution.

Sensitive information means information about a person's health, religious beliefs, or other sensitive information.

1. COLLECTION OF PERSONAL INFORMATION

Our staff collect personal information from you in order to provide you with the best possible service and to ensure that we are able to meet your needs. We will only collect personal information that is necessary for the purposes of the services we provide to you.

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Volunteers

අපගේ පදනම මගින් සංරක්ෂණය කර ඇති තොරතුරු ඔබගේ පුද්ගලික තොරතුරු සහ අනෙකුත් තොරතුරු සඳහා ඔබගේ අනුමැතිය ඇති බවට ඔබට දැනුවත් කරනු ලබයි.

Marketing and fundraising

අපගේ පදනම මගින් සංරක්ෂණය කර ඇති තොරතුරු ඔබගේ පුද්ගලික තොරතුරු සහ අනෙකුත් තොරතුරු සඳහා ඔබගේ අනුමැතිය ඇති බවට ඔබට දැනුවත් කරනු ලබයි.

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Exception in relation to related schools

අපගේ පදනම මගින් සංරක්ෂණය කර ඇති තොරතුරු ඔබගේ පුද්ගලික තොරතුරු සහ අනෙකුත් තොරතුරු සඳහා ඔබගේ අනුමැතිය ඇති බවට ඔබට දැනුවත් කරනු ලබයි.

3. DISCLOSURE AND STORAGE OF PERSONAL INFORMATION

අපගේ පදනම මගින් සංරක්ෂණය කර ඇති තොරතුරු ඔබගේ පුද්ගලික තොරතුරු සහ අනෙකුත් තොරතුරු සඳහා ඔබගේ අනුමැතිය ඇති බවට ඔබට දැනුවත් කරනු ලබයි.

- මෙම පදනම මගින් සංරක්ෂණය කර ඇති තොරතුරු ඔබගේ පුද්ගලික තොරතුරු සහ අනෙකුත් තොරතුරු සඳහා ඔබගේ අනුමැතිය ඇති බවට ඔබට දැනුවත් කරනු ලබයි.
- මෙම පදනම මගින් සංරක්ෂණය කර ඇති තොරතුරු ඔබගේ පුද්ගලික තොරතුරු සහ අනෙකුත් තොරතුරු සඳහා ඔබගේ අනුමැතිය ඇති බවට ඔබට දැනුවත් කරනු ලබයි.

- The DWP will not pay the benefit if you do not have a permanent residence in the United Kingdom or are not a British citizen, Irish citizen or permanent resident of the United Kingdom.
- You must be a resident of the United Kingdom.
- You must be under 18 when you started your first job in the United Kingdom, or you must have been in the United Kingdom since you were 16, or you must have been in the United Kingdom since you were 16 and have not lived in another country for a continuous period of more than 2 years.
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Sending and storing information overseas

If you are a resident of the United Kingdom, you must provide your personal information to the DWP to receive the benefit. If you are not a resident of the United Kingdom, you may be able to provide your personal information to the DWP through a representative in your home country. You must provide your personal information to the DWP in a secure manner. You must provide your personal information to the DWP in a secure manner.

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6. ACCESS AND CORRECTION OF PERSONAL INFORMATION

Our records are held in our computerised systems and our Records Management System. We will provide you with access to your personal information held by us and will correct any inaccuracies in your personal information. We will also provide you with access to your personal information held by our staff and contractors. We will also provide you with access to your personal information held by our staff and contractors. We will also provide you with access to your personal information held by our staff and contractors.

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7. CONSENT AND RIGHTS OF ACCESS TO PERSONAL INFORMATION OF PUPILS

Our records are held in our computerised systems and our Records Management System. We will provide you with access to your personal information held by us and will correct any inaccuracies in your personal information. We will also provide you with access to your personal information held by our staff and contractors. We will also provide you with access to your personal information held by our staff and contractors.

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8. FURTHER INFORMATION

For further information, please contact our Data Protection Officer at 029840 0000 or email dataprotection@neals.gov.uk. We will also provide you with access to your personal information held by our staff and contractors. We will also provide you with access to your personal information held by our staff and contractors.