

# **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)	Сору	Original	
Birth Certificate	Сору	Original	
Citizenship/Residency/Visa (country of birth other than Australia)	Сору	Original	
Parent and Child Passport and Visa (if student is not Australian)	Сору	Original	
Latest school report from previous school	Сору	Original	
NAPLAN results (Years 3, 5, 7, 9 only)	Сору	Original	
Sacrament certificates (Baptism and Confirmation if applicable)	Сору	Original	
Approved Immunisation Certificate	Сору	Original	
Special needs and assessments reports for speech, hearing, cognitive, occupational therapy or others (if applicable)	Сору	Original	
Medical Action Plan e.g. Asthma, Anaphylaxis (if applicable)	Сору	Original	
Medical Plan e.g. Mental Health plan, Medication plan (if applicable)	Сору	Original	
Family Court Orders / Parenting Agreements / AVO/DVO / other documents relevant to student (if applicable)	Сору	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)

Do	ocument Name	Parent Checklist To be submitted with Enrolment Application	School Use Only Staff signature for documents sighted
Ad	ddendum to Enrolment	Original form	

# **Standard Collection Notice**

- 1. Catholic Education Diocese of Parramatta (CEDP), its schools, Catholic Early Learning Centres (CELCs) and Catholic Out of School Hours Care services (COSHCs) collect personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to educate pupils, exercise our duty of care, and perform necessary associated administrative activities, which will enable pupils to take part in all relevant activities.
- 2. Some of the information we collect is to satisfy our legal obligations, particularly to enable us to discharge our duty of care.
- 3. Laws governing or relating to the operation of schools and child care require certain information to be collected and disclosed. These include relevant education, public health and child protection laws.
- 4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Commonwealth *Privacy Act* 1988. We may ask you to provide medical reports about pupils from time to time.
- 5. We may disclose personal and sensitive information for legal, educational, administrative and support purposes. This may include to: other schools; government departments and agencies; Catholic Schools NSW; the local diocese and the parish; medical practitioners; people providing educational, support and health services, 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 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; anyone you authorise us to disclose information to; and anyone to whom we are required or authorised to disclose the information to by law, including child protection laws.
- 6. Personal information collected from pupils is regularly disclosed to their parents or guardians.
- 7. We may use third party online or 'cloud' service providers to store personal information and to provide services that involve the use of personal information. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. Further information about our use of third party online or 'cloud' service providers is contained in the CEDP Privacy Policy.

- 8. The CEDP Privacy Policy, accessible on the CEDP website, sets out how parents or pupils may seek access to and request correction of their personal information which we have collected and hold. 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 our duty of care, or where pupils have provided information in confidence.
- 9. The CEDP Privacy Policy also sets out what action parents and pupils can take in relation to a breach of privacy laws.
- 10. 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 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.
- 11. Occasionally, information such as academic and sporting achievements, pupil activities and similar news is published in our newsletters, magazines, and on our website. This may include photographs and videos of pupil activities such as sporting events, school camps and school excursions. We will obtain permissions from the pupil's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos, or other identifying material, in our promotional material or otherwise make this material available to the public, such as on the internet.
- 12. We may include pupils' and parents' contact details in a class list and in our 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.
- 14. You may obtain further information by contacting the Catholic Education Diocese of Parramatta on (02) 9840 5600 or at <a href="mailto:privacy@parra.catholic.edu.au">privacy@parra.catholic.edu.au</a>.

#### **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 <a href="https://www.parra.catholic.edu.au">www.parra.catholic.edu.au</a>. Alternatively please ask school staff for assistance. We recommend that you familiarise yourself with the following:

- Enrolment Policy
- Enrolment Procedures
- Student Attendance Exemption Procedures
- Student Anti-bullying Procedures
- Responsible Use of ICT and Social Media for Students Guidelines
- Managing Complaints Policy
- Preventing Discrimination, Harassment and Bullying Policy
- 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 <a href="http://www.parra.catholic.edu.au/Our-Schools/School-Fees">http://www.parra.catholic.edu.au/Our-Schools/School-Fees</a> 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 terms 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 for Students and Password Procedures: see http://www.parra.catholic.edu.au/policy-central.

# CATHOLIC EDUCATION, DIOCESE OF PARRAMATTA PRIVACY POLICY

#### INTRODUCTION AND PURPOSE

This Privacy Policy sets out how Catholic Education Diocese of Parramatta (CEDP), its schools, Catholic Early Learning Centres (CELCs) and Catholic Out of School Hours Care services (COSHCs) manage the personal and sensitive information we collect and hold.

From time to time, we may review and update this Privacy Policy to take account of new laws and technology, changes to operations and practices, and to make sure it remains appropriate to the changing educational environment. A related document is the *Privacy Compliance Manual* (May 2018), which we use as a resource to comply with our legal obligations. This document is also updated and reviewed from time to time by the National Catholic Education Commission based on expert legal advice.

#### SCOPE

This Privacy Policy applies to CEDP, its schools, CELCs and COSHCs.

We are bound by the Australian Privacy Principles contained in the Commonwealth *Privacy Act 1988*. In relation to health records, we are bound by the Health Privacy Principles contained in the NSW *Health Records and Information Privacy Act 2002* (Health Records Act).

Under the Privacy Act and the Health Records Act, the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the treatment of an employee record, where the treatment is directly related to a current or former employment relationship between CEDP and employee. Personal information concerning job applicants, employees and contractors is used to manage employment and meet applicable legal obligations, such as obligations arising from child protection legislation.

The *Privacy Act* confers a range of enforcement powers on the Commissioner, including civil penalty provision for serious or repeated interference with privacy. The maximum penalty is \$420,000 for an individual and \$2.1 million for a body corporate.

#### **DEFINITIONS**

Parent means parent and/or guardian.

*Pupil* means a person who is being taught by another, especially a schoolchild or student, but includes children in our CELCs and COSHCs.

Sensitive information is personal information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, health, sexual orientation or practices or criminal record.

#### 1. COLLECTION OF PERSONAL INFORMATION

The type of personal information CEDP, its schools, CELCs and COSHCs collect and hold includes (but is not limited to) information about:

- pupils and parents before, during and after the course of a pupil's enrolment at the school:
  - name, contact details (including next of kin), date of birth, gender, language background, previous school and religion;
  - parents' education, occupation and language background;
  - medical information (e.g. details of disability and/or allergies, absence notes, medical reports and names of doctors);
  - > conduct and complaint records, or other behaviour notes, and school reports;
  - > information about referrals to government welfare agencies;
  - > counselling reports;
  - health fund details and Medicare number;
  - any court orders;
  - volunteering information; and
  - photos and videos at school events;
- job applicants, staff members, volunteers and contractors, including:
  - > name, contact details (including next of kin), date of birth, and religion;
  - information on job application;
  - professional development history;
  - > salary and payment information, including superannuation details;
  - medical information (e.g. details of disability and/or allergies, and medical certificates);
  - complaint records and investigation reports;
  - workers compensation claims;

- leave details;
- photos and videos at school events;
- workplace surveillance information;
- work emails and private emails (when using work email address) and internet browsing history; and
- other people who come into contact with CEDP, its schools, CELCs and COSHCs, including (but not limited to) name and contact details.

# Personal information you provide

CEDP, its schools, CELCs and COSHCs will generally collect personal information held about an individual by way of forms filled out by parents or pupils, from face-to-face meetings and interviews, in emails and from telephone calls. Occasionally, people other than parents and pupils provide us with personal information.

### Personal information provided by other people

In some circumstances, CEDP, its schools, CELCs and COSHCs may be provided with personal information about an individual from a third party, for example, a report provided by a medical professional or a reference from another school.

# Nationally Consistent Collection of Data (NCCD) on Students with Disability

CEDP and its schools are required to collect personal information from schools to meet obligations under the Commonwealth Government's Australian education legislation (Australian Education Act 2013, Australian Education Regulation 2013). The legislation requires relevant school authorities to provide the Commonwealth Department of Education and Training with information about students with a disability. In NSW, the approved system authority for Catholic schools is Catholic Schools NSW (CSNSW). CEDP is required to disclose its NCCD collection to CSNSW for the purpose of complying with the Australian Education Act and Australian Education Regulation.

# 2. USAGE OF PERSONAL INFORMATION

CEDP, its schools, CELCs and COSHCs will use personal information collected from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

# **Pupils and Parents**

In relation to personal information of pupils and parents, the primary purpose of collection is to enable CEDP, its schools, CELCs and COSHCs to educate pupils, exercise duty of care and perform necessary associated administrative activities, which will enable pupils to take part in all relevant activities. This includes satisfying the needs of parents, the needs of the pupil and our needs throughout the whole period the pupil is enrolled.

The purposes for which we use personal information of pupils and parents include:

- to keep parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration;
- looking after pupils' educational, social, spiritual and medical wellbeing;
- seeking donations and marketing for the school; and
- to satisfy our legal obligations and discharge our duty of care.

In some cases where we request personal information about a pupil or parent, if the information requested is not obtained, we may not be able to enrol or continue the enrolment of the pupil or permit the pupil to take part in a particular activity.

#### **Volunteers**

We also obtain personal information about volunteers who assist schools in their functions or conduct associated activities to enable us and the volunteers to work together.

### Marketing and fundraising

CEDP, its schools, CELCs and COSHCs treat marketing and seeking donations for future growth and development as an important part of ensuring that we continue to provide quality learning environments in which both pupils and staff thrive. Personal information we hold may be disclosed to an organisation that assists in fundraising for the above purpose.

Parents, staff, contractors and other members of the wider school community may from time to time receive fundraising information. Publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

#### **Exception in relation to related schools**

The Privacy Act allows legally related entities to share personal (but not sensitive) information. This allows (for example) CEDP schools to transfer information when a pupil transfers from one CEDP school to another. However, a CEDP school may only use this personal information for the purpose for which it was originally collected.

#### 3. DISCLOSURE AND STORAGE OF PERSONAL INFORMATION

In accordance with Australian Privacy Principle 6, CEDP, its schools, CELCs and COSHCs may disclose personal information, including sensitive information, held about an individual for educational, administrative and support purposes. This may include to:

- other schools and teachers at those schools;
- government departments (including for policy and funding purposes);

- CEDP, CSNSW, the school's local diocese and the parish, other related church agencies/entities, and schools within other dioceses;
- medical practitioners;
- people providing educational, support and health services to the school, including specialist visiting teachers, coaches, volunteers, and counsellors;
- providers of specialist advisory services and assistance to the school, including in the area of Human Resources, child protection and students with additional needs;
- 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;
- recipients of school publications, such as newsletters and magazines;
- pupils' parents;
- anyone you authorise the school to disclose information to; and
- anyone to whom we are required or authorised to disclose the information by law, including child protection laws.

#### Sending and storing information overseas

We may disclose personal information about an individual to overseas recipients, for example, to facilitate a school exchange. However, we will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); and
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

We may use third party online or 'cloud' service providers to store personal information and to provide services 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 provided to these service providers to enable them to authenticate users that access their services. This personal information may be stored in the cloud, which means that it may reside on service provider's servers, which may be situated outside Australia.

An example of such a cloud service provider is Google. Google provides the 'Google Apps for Education' (GAFE) including Gmail, and stores and processes limited personal information for this purpose. School personnel, CEDP and their service providers may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering GAFE and ensuring its proper use.

We make reasonable efforts to be satisfied about the protection and security of any personal information processed and stored outside Australia as not all countries are bound by laws which provide the same level of protection for personal information provided by the Australian Privacy Principles. Where we use the servers of cloud service providers or other third party service providers, they will be located in countries which have substantially similar protections as the Australian Privacy Principles.

#### 4. SENSITIVE INFORMATION

Sensitive information is information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

### 5. MANAGEMENT AND SECURITY OF PERSONAL INFORMATION

CEDP, its schools, CELCs, COSHCs and staff are required to respect the confidentiality of pupils' and parents' personal information and the privacy of individuals. We have in place steps to protect personal information we hold from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods. These methods include, but are not limited to, locked storage of paper records, access protocols, password protected access to computerised records and encryption.

CEDP will respond to any incidents that may affect the security of the personal information it holds in accordance with its obligations under the Privacy Act, including the notifiable data breaches scheme. If CEDP assesses that the security of personal information is breached in such a way that cannot be remedied and that a person is likely to suffer serious harm as a result of the breach, we will notify that person and the Office of the Australian Information Commissioner of the breach. Moreover, CEDP will respond to any such incidents by taking steps to contain any breach and minimise any likely harm to a person.

Do not share your personal information with anyone without first verifying their identity and confirming the organisation to which they belong. If you believe any of your personal information has been compromised, please let CEDP know immediately.

#### 6. ACCESS AND CORRECTION OF PERSONAL INFORMATION

Under the Commonwealth Privacy Act and Health Records Act, an individual has the right to request and obtain access to any personal information which we hold about them and may request correction of any perceived inaccuracy in that information. There are some exceptions to the access right set out in the applicable legislation. Pupils will generally be able to access and update their personal information through their parents, but older pupils may seek access and correction themselves. Again, there are some exceptions to these rights set out in the applicable legislation.

To make a request to access or to correct any personal information we hold about you or your child, please contact us. You may be required to verify your identity and specify what information you require. You may be charged a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, you will be advised of the likely cost in advance. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

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

CEDP respects every parent's right to make decisions concerning their child's education. Generally, a school will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's parents. A school will treat consent given by parents as consent given on behalf of the pupil and notice to parents will act as notice given to the pupil.

Parents may seek access to personal information held by a school or CEDP about them or their child by contacting the school principal or CEDP. However, there may be occasions when access 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 our duty of care to the pupil.

A school may, at its discretion, on the request of a pupil, grant that pupil access to information held by the school about them, or allow a pupil to give or withhold consent to the use of their personal information, independently of their parents. This would normally be done only when the maturity of the pupil and/or the pupil's personal circumstances warrant it.

# 8. FURTHER INFORMATION

If you would like further information about the way we manage the personal information we hold about you, or believe that we have breached our privacy obligations, please contact the Catholic Education Diocese of Parramatta on (02) 9840 5600, via mail (Locked Bag 4, North Parramatta NSW 1750) or at <a href="mailto:privacy@parra.catholic.edu.au">privacy@parra.catholic.edu.au</a>. We will investigate and will notify you of a decision as soon as is practicable.