



CATHOLIC EDUCATION
Archdiocese of Canberra & Goulburn

2019 ACT ENROLMENT INFORMATION PACK





WELCOME

The Catholic Education Office of the Archdiocese of Canberra and Goulburn is proud of the quality of the Catholic schools across the Archdiocese.

Catholic schools seek to contribute to the creation of an Australian community that is highly educated, skilled and cultured with an ability to promote and embrace a critical analysis of social issues, the expansion of knowledge and the pursuit of truth. Such a community will be marked by a vigorous intellectual and cultural life, accessible to all. Education has individual and private benefits, but it is also very much a public good whose benefits enhance the whole community. Catholic schools emphasise the contribution of education to the common good of the Australian community

National Catholic Education Commission

Enrolment

1. The minimum age for enrolment in an Early Learning Centre (ELC) is 4 years by 30 April in the year of enrolment.
2. The minimum enrolment age for kindergarten is 5 years by 30 April in the year of enrolment.
3. (a) Acceptance into an Archdiocesan Regional ELC is not a guarantee of a primary enrolment at the school at which the ELC is located.

(b) Acceptance into an Archdiocesan primary school is not a guarantee of a secondary enrolment.

(c) Enrolment of a child into the next level of schooling is a separate process.
4. (a) A non-refundable Enrolment Application Fee is payable on application to:
 - an ELC: \$50 (a \$100 non-refundable bond is also payable on acceptance of a place which is credited against Term 1 fees)
 - an ACT Primary School: \$25
(b) a non-refundable Enrolment Application Fee is payable on acceptance of a place into an Archdiocesan Secondary College.
 - Years 7 – 12: \$50

School Pathways

The ELCs incorporate preschool education for children. Childcare is offered outside normal school hours and school holiday periods. Students enrolled for preschool in an ELC will continue their primary education at a designated school within their Parish. Parish primary schools are coeducational and provide education for children in Kindergarten to Year 6.

Secondary co-education is provided at St Mary MacKillop Catholic College, Wanniasa Campus (Years 7-9) and Isabella Plains Campus (Years 10-12), at St Francis Xavier College, Florey (Years 7-12), and at St John Paul II College Gungahlin (Years 7-12).

Girls-only secondary education for Years 7-12 is available at Merici College, Braddon and St Clare's College, Griffith.

Two congregational Catholic colleges, Marist College Canberra and St Edmund's College Canberra operate boys-only schools from Years 4-12.

Co-education is also provided at a Congregational Catholic college, Daramalan College, Dickson (Years 7-12).

Curriculum

All ACT Schools, including ELCs implement National and Territory Curriculum and Frameworks.

Years 11-12: The curriculum for Years 11-12 is school-based and approved by the ACT Board of Senior Secondary Studies. Further information concerning curriculum, policies, etc may be obtained by contacting schools.

2019 ACT Term Dates	
Term 1	4 February – 12 April
Term 2	29 April – 5 July
Term 3	22 July – 27 September
Term 4	14 October – 18 December

Uniforms

With the exception of a distinctive sports uniform, ties and badges, all ACT Archdiocesan Catholic primary schools have a standard uniform. Each secondary college has its own school uniform.

Archdiocesan School Fees

The Catholic Education Commission, Archdiocese of Canberra and Goulburn, sets the tuition fees in November. The 2018 rates are provided as a guide only:

Primary Schools	
1st Child	\$346 per term
Discounts	
2nd Child	70%
3rd Child	80%
4th Child	No charge <i>A 20% discount applies to the first child fee where there is a sibling in an Archdiocesan Secondary College.</i>
Secondary Schools	
Years 7- 8	\$870 per term
Years 9-10	\$894 per term
Years 11-12	\$1085 per term
Discounts	
2nd Child	20%
3rd Child	50%
4th Child	No charge

Note: There is no charge for a fourth or subsequent child attending either an Archdiocesan primary or secondary school.

In addition to tuition fees parents are requested to contribute to the Canberra Catholic Schools Building Fund (CCSBF). (The 2017 contribution to CCSBF per term per family is \$168 which is provided as a guide only.)

Local School Charges

Schools levy additional fees for specific purposes (book hire, cleaning, etc.) The school should be contacted to obtain details of these levies and charges. Accounts for fees and levies are due for payment in the first month of the term.

Fee Remissions

Fee remissions are offered in cases of financial hardship. Parents wishing to seek a school fee reduction should approach the Principal or Bursar. Please note that where no contact is made with the school or agreed fee arrangements are not honoured, debt recovery procedures may be put in place.

Enrolment Policy Summary

Principles and Procedures

In the Archdiocese of Canberra and Goulburn, the Catholic Education Commission is responsible to the Archbishop for developing, monitoring and evaluating education policies for Catholic System schools. These policies are based on the teachings of the Catholic Church and reflect the pastoral initiatives of the 1989 Archdiocesan Synod.

The Catholic Education Commission aims to provide the choice of Catholic schooling to all those seeking a Catholic education for their children. However, enrolment of a student into an Archdiocesan Catholic school or Catholic school of choice cannot be guaranteed.

The Archdiocesan Catholic school system has a particular responsibility to welcome, accept and support those who are poor, marginalised and in most need. Our conviction is that no student will be refused enrolment or be disadvantaged because of an inability on the part of parents/guardians to meet financial requirements.

The Catholic school community strives for strong partnerships with the parishes it serves. These partnerships must be demonstrated and strengthened by the enrolment procedure and practice.

Those who choose a Catholic school for their children do so on the understanding that they respect and agree to support the Catholic identity of the school and acknowledge the importance of religious education for their children.

Our Catholic System schools are open to all who are willing to commit to support the philosophy, values and aims of Catholic schooling.

Special enrolment conditions apply from time to time as part of the planning process to ensure the choice of Catholic schooling is provided to as many people as possible. The Director of Catholic Education may authorise the refusal of an enrolment into a particular Catholic school if such enrolment would adversely impact on the Archdiocesan provision of Catholic education.

Acceptance of a child into a Catholic System primary school does not confer an automatic entitlement to enrolment in a Catholic System secondary school. The enrolment of a student in a Catholic System secondary school is a new process and requires the completion and submission of a new school enrolment application.

All parents enrolling their children in a Catholic System school must complete the official enrolment form and return it by the due date. Such action, however, does not guarantee enrolment in the school. Parents are expected to support their local parish primary school wherever possible.

Enrolment applications, irrespective of their priority listing, received after the due date will only be considered if vacancies still exist.

Priorities

The following hierarchy of priorities has been established for the consideration of enrolment applications at each school when enrolment applications exceed available spaces.

Early Learning Centre (ELC)

Children who are turning four (4) before 30 April and:

1. are baptised Catholic who are resident in the Parish, with siblings who attend a Catholic System primary school in the Parish.
2. have siblings who attend a Catholic System primary school in the Parish.
3. are a baptised Catholic resident in the Parish.
4. are a baptised Catholic resident in a Parish of the Region.
5. have siblings who attend a Catholic System primary school in the Region.
6. are a baptised Catholic and resident outside the Region.
7. whose families support the mission and ethos of Catholic education.

All children who attend a Catholic ELC will be given preference for Kindergarten enrolment at a Catholic primary school.

Primary

Children who are turning five (5) before 30 April and:

1. are baptised Catholic who are members of the designated local parish communities.
2. are sibling of children already attending the primary school.
3. are baptised Catholic from other parishes who cannot obtain places in their local parish primary school.
4. are baptised Catholic whose parents/guardians seek to enrol them in a parish primary school outside their own parish but who can obtain places in their own parish primary school.
5. are non - Catholic children whose parents/guardians desire and are committed to a Catholic education.

Secondary

1. Baptised Catholic children who:
 - attend a Catholic school; or
 - are members of the local parish community in rural areas where a Catholic school is not available
2. Siblings of children already attending the school.
3. Other children who have been enrolled in a Catholic school for a period of at least three years.
4. Baptised Catholic children from non-Catholic schools. The family of these children **MUST** provide an up to date reference from their Parish Priest indicating that they are practising Catholics in the Parish.
5. Baptised Catholic children from non-Catholic schools who cannot provide a reference from a Parish Priest.
6. Other children whose parents/guardians desire and are committed to Catholic education.

ACT EARLY LEARNING CENTRES



Holy Trinity Early Learning Centre CURTIN

Director Ms Cushla Sheehan
Address 18-20 Theodore St Curtin ACT 2605
Phone 02 6281 7428
Email elc.holytrinity@cg.catholic.edu.au
Website holytrinity.act.edu.au



Holy Family Early Learning and Care Centre GOWRIE

Director Mrs Michelle Dudley
Address Cnr Castleton Cres and Bugden Ave
Phone 02 6292 7932
Email elcc.holyfamily@cg.catholic.edu.au
Website holyfamily.act.edu.au



Mother Teresa Early Learning Centre HARRISON

Director Mrs Clare Addinell
Address 40 Wimmera St Harrison ACT 2914
Phone 02 6241 3211
Email elc.motherteresa@cg.catholic.edu.au
Website motherteresa.act.edu.au



St Jude's Early Learning Centre HOLDER

Director Miss Gabrielle Stitt
Address Mulley St Holder ACT 2611
Phone 02 6287 5520
Email elc.stjudes@cg.catholic.edu.au
Website stjudesps.act.edu.au



St Joseph's Early Learning Centre O'CONNOR

Director Mrs Molly Henson
Address Boronia Dr O'Connor ACT 2602
Phone 02 6257 2990
Email director.elcsjo@cg.catholic.edu.au
Website sjo.act.edu.au



St Thomas Aquinas Early Learning Centre WEST BELCONNEN

Director Mrs Maribel Cabezas
Address 25 Lhotsky St Charnwood ACT 2615
Phone 02 6258 5834
Email elc.staquinas@cg.catholic.edu.au
Website staquinas.act.edu.au



Holy Spirit Early Learning Centre NICHOLLS

Director Mrs Michelle Parkes
Address Kelleway Ave Nicholls ACT 2913
Phone 02 6162 0488
Email elc.holyspirit@cg.catholic.edu.au
Website holyspirit.act.edu.au



St Anthony's Early Learning Centre WANNIASSA

Director Mrs Sharon O'Brien
Address Wheeler Crescent, Wanniasa ACT 2903
Phone 02 6231 0491
Email elc.stanthonys@cg.catholic.edu.au
Website stanthonys.act.edu.au/

ACT PRIMARY SCHOOLS



Good Shepherd Primary School AMAROO K-6

Principal Mr David Austin
Address Burdekin Ave Amaroo ACT 2914
Phone 02 6255 7888
Email office.goodshepherd@cg.catholic.edu.au
Web goodshepherd.act.edu.au



St Vincent's Primary School ARANDA K-6

Principal Mrs Lina Vigliotta
Address 3 Bindel St Aranda ACT 2614
Phone 02 6251 2442
Email office.svdpc@cg.catholic.edu.au
Web svdp.act.edu.au



St Francis of Assisi Primary School CALWELL K-6

Principal Mrs Kate Markcrow
Address 120 Casey Cres Calwell ACT 2905
Phone 02 6292 4500
Email office.stfranciscalwell@cg.catholic.edu.au
Web stfa.act.edu.au



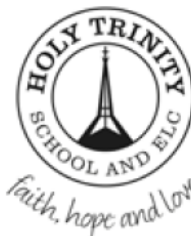
St Thomas More's Primary School CAMPBELL K-6

Principal Mrs Julie Wiley
Address 24 White Cres Campbell ACT 2612
PO Box 36 Campbell ACT 2612
Phone 02 6249 8869
Email office.stmore@cg.catholic.edu.au
Web stmore.act.edu.au



St Clare of Assisi Primary School CONDER K-6

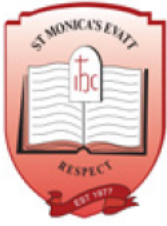
Principal Mr Matthew Egan-Richards
Address Cnr Boxhill Ave & Heidelberg
St Conder ACT 2906
PO Box 2005 Tuggeranong ACT 2901
Phone 02 6294 1860
Email office.stclaresconder@cg.catholic.edu.au
Web sca.act.edu.au



Holy Trinity Primary School CURTIN P-6

Principal Mrs Philippa Brearley
Address 18-20 Theodore St Curtin ACT 2605
PO Box 259 Curtin ACT 2605
Phone 02 6281 4811
Email office.holytrinity@cg.catholic.edu.au
Web holytrinity.act.edu.au

ACT PRIMARY SCHOOLS



St Monica's Primary School EVATT K-6

Principal Ms Carmel Maguire
Address Moynihan St Evatt ACT 2617
Phone 02 6258 5105
Email office.stmonicas@cg.catholic.edu.au
Web stmonicas.act.edu.au



St John the Apostle Primary School FLOREY K-6

Principal Mr Matthew Garton
Address Pawsey Circuit Florey ACT 2615
Phone 02 6258 3592
Email office.sjaps@cg.catholic.edu.au
Web sjaps.act.edu.au



Sts Peter and Paul Primary School GARRAN K-6

Principal Mrs Margaret Pollard
Address 59 Wisdom St Garran ACT 2605
Phone 02 6281 1932
Email office.stpandp@cg.catholic.edu.au
Web stpandp.act.edu.au



Holy Family Primary School GOWRIE P-6

Principal Mrs Anne-Marie Marek
Address 215 Castleton Cres Gowrie ACT 2904
Phone 02 6292 1222
Email office.holyfamily@cg.catholic.edu.au
Web holyfamily.act.edu.au



Mother Teresa School

Mother Teresa School HARRISON P-6

Principal Mr Peter Hughes
Address 40 Wimmera St Harrison ACT 2914
Phone 02 6241 5604
Email office.mts@cg.catholic.edu.au
Web motherteresa.act.edu.au



St Jude's Primary School HOLDER P-6

Principal Mr Peter Galvin
Address 49 Mulley St Holder ACT 2611
Phone 02 6288 7688
Email office.stjudes@cg.catholic.edu.au
Web stjudesps.act.edu.au

ACT PRIMARY SCHOOLS



St Michael's Primary School KALEEN K-6

Principal Mr Patrick Ellis
Address Tyrrell Circuit Kaleen ACT 2617
Phone 02 6241 4022
Email office.stmichaelsps@cg.catholic.edu.au
Web stmichaelsps.act.edu.au



St Thomas the Apostle Primary School KAMBAH K-6

Principal Mrs Ursula Jamieson
Address 39 Boddington Crs Kambah ACT 2902
Phone 02 6231 4144
Email office.sttapkambah@cg.catholic.edu.au
Web sttap.act.edu.au



St Benedict's Primary School NARRABUNDAH K-6

Principal Ms Rachel Smith
Address Cnr Tallara Parkway & Sturt Ave
Narrabundah
Phone 02 6295 8027
Email office.stbenedicts@cg.catholic.edu.au
Web stbenedicts.act.edu.au



Holy Spirit Primary School NICHOLLS P-6

Principal Mr Brad Gaynor
Address 26 Kelleway Ave Nicholls ACT 2913
Phone 02 6241 8640
Email office.holyspirit@cg.catholic.edu.au
Web holyspirit.act.edu.au



St Joseph's Primary School O'CONNOR P-6

Principal Mr Cameron Tarrant
Address Boronia Drive O'Connor ACT 2602
Phone 02 6248 9818
Email office.sjo@cg.catholic.edu.au
Web sjo.act.edu.au



Sacred Heart Primary School PEARCE K-6

Principal Mrs Anne Staines
Address Cnr Beasley St and Hodgson Crescents
Pearce ACT 2607
Phone 02 6286 2443
Email office.sacredheartpearce@cg.catholic.edu.au
Web sacredhps.act.edu.au

ACT PRIMARY SCHOOLS



St Matthew's Primary School PAGE K-6

Principal Ms Brenda Foley
Address Stutchbury St Page ACT 2614
Phone 02 6254 2653
Email office.stmatts@cg.catholic.edu.au
Web stmattsp.act.edu.au



St Bede's Primary School RED HILL K-6

Principal Mrs Julie Douglas
Address 55 Hicks St Red Hill ACT 2603
Phone 02 6295 6559
Email office.stbedes@cg.catholic.edu.au
Web stbedes.act.edu.au



ST ANTHONY'S
PARISH PRIMARY SCHOOL

St Anthony's Parish Primary School WANNIASSA K-6

Principal Mr Greg Walker
Address Wheeler Cres Wanniassa ACT 2903
Phone 02 6231 4022
Email office.stanthonyswanniassa@cg.catholic.edu.au
Web stanthonys.act.edu.au



St John Vianney's Primary School WARAMANGA K-6

Principal Mr Peter Rodda
Address Namatjira Drive Waramanga ACT 2611
Phone 02 6288 2383
Email office.sjv@cg.catholic.edu.au
Web sjv.act.edu.au



Rosary Primary School WATSON K-6

Principal Mrs Vicky Van der Sanden
Address Fleming St Watson ACT 2602
Phone 02 6248 0010
Email office.rosaryps@cg.catholic.edu.au
Web rosary.act.edu.au



St Thomas Aquinas
West Belconnen

St Thomas Aquinas Primary School WEST BELCONNEN P-6

Principal Mr Cameron Johns
Address 25 Lhotsky St Charnwood ACT 2615
Phone 02 6258 4077
Email office.staquinas@cg.catholic.edu.au
Web staquinas.act.edu.au

ACT SECONDARY COLLEGES



Merici College BRADDON 7-12 (Girls)

Principal Mrs Loretta Wholley
Address Wise St Braddon ACT 2612
Phone 02 6243 4100
Email principal.merici@merici.act.edu.au
Web merici.act.edu.au



St Francis Xavier College FLOREY 7-12 (Co-Ed)

Principal Mr Angus Tulley
Address Barnard Circuit Florey ACT 2615
Phone 02 6258 1055
Email school.office@sfx.act.edu.au
Web sfx.act.edu.au



St Clare's College GRIFFITH 7-12 (Girls)

Principal Mr Brad Cooney
Address McMillan Crescent Griffith ACT 2603
Phone 02 6260 9400
Email the.principal@stcc.act.edu.au
Web stcc.act.edu.au



St John Paul II College NICHOLLS 7-12 (Co-Ed)

Principal Mrs Catherine Rey
Address 1021 Gungahlin Dr Nicholls ACT 2913
Phone 02 6163 4800
Email office.jpc@cg.catholic.edu.au
Web jpc.edu.au



St Mary MacKillop College TUGGERANONG (Wanniassa Campus) 7-9 (Co-Ed)

Principal Mr Michael Lee
Address Cnr Mackinnon St and McBryde Cres
WANNIASSA ACT 2903
Phone 02 6209 0100
Email theprincipal@mackillop.act.edu.au
Web mackillop.act.edu.au

St Mary MacKillop College TUGGERANONG (Isabella Plains Campus) 10-12 (Co-Ed)

Principal Mr Michael Lee
Address Cnr Ellerston Ave & Drumston St
Isabella Plains ACT 2905
Phone 02 6209 0100
Email theprincipal@mackillop.act.edu.au
Web mackillop.act.edu.au

ACT CONGREGATIONAL SCHOOLS



Daramalan College DICKSON 7-12 (Co-Ed)

Principal Ms Rita Daniels
Address 121 Cowper St Dickson ACT 2602
Phone 02 6245 6300
Email info@daramalan.act.edu.au
Web www.daramalan.act.edu.au



St Edmund's College GRIFFITH 4-12 (Boys)

Headmaster Mr Joe Zavone
Director of Junior School Ms Patrica Doyle
Address 110 Canberra Ave Griffith ACT 2603
Phone 02 6239 0621 (Principal's Office)
02 6239 0608 (Middle School)
02 6295 3598 (College Reception)
Email reception@stedmunds.act.edu.au
Web stedmunds.act.edu.au



Marist College PEARCE 4-12 (Boys)

Headmaster Mr Matthew Hutchinson
Address Marr St Pearce ACT 2607
Postal Address PO Box 727 Mawson ACT 2607
Phone 02 6298 7200 (Sec) or
02 6298 7271 (Prim)
Email enquiries@mcc.act.edu.au
headmaster@mcc.act.edu.au
juniorschool@mcc.act.edu.au
Web maristc.act.edu.au

National Reporting on Student Outcomes

The purpose of this information sheet is to advise parents (or caregivers) of data collection requirements arising from the decisions of State, Territory and Australian Government Education Ministers to improve the quality and national consistency of public reporting on student achievement. Ministers expect all government and non-government school systems and schools to comply with the new data collection and reporting arrangements.

What is the purpose of national reporting?

- The primary purpose of national reporting is to improve the educational outcomes of our young people by informing the Australian public, and especially the education community and parents, about progress towards achieving the *National Goals for Schooling in the Twenty-First Century*.
- For more information on the *National Goals*, go to <http://www.scseec.edu.au>

What is the situation now with the collection and reporting of information on students' performance?

- All school authorities must collect certain information from parents and/or students to fulfil their functions and obligations under State, Territory and Australian Government legislation, including accountability for spending public money.
- Governments must provide the community with information about school performance and the steps they are taking to improve student outcomes.
- Information on students' performance is reported in the annual *National Report on Schooling in Australia*, and on the *MySchool* website published by the Australian Curriculum, Assessment and Reporting Authority (ACARA).

What are the requirements for the collection of information on student background characteristics?

- State, Territory and Australian Government Education Ministers have agreed to common approaches across all States and Territories, in both government and non-government schools, to the collection and reporting of information on the sex, Indigenous status, geographic location, socioeconomic background and language background of school students.

What are the benefits for schools and students?

- Linking student background characteristics with students' results in national assessments in priority areas of schooling will allow schools to identify individual students' strengths and weaknesses; evaluate the influence of particular factors on student performance; judge the effectiveness of policies aimed at reducing the impact of such factors, and, as necessary, take appropriate steps to improve students' performance.
- The new arrangements will also provide parents with accurate and timely information on their child's progress compared with other Australian students of the same age and a measure of the child's achievement against national benchmarks or standards.

What information is required from parents?

- Parents will be asked for information on the following:
 - the sex of the student
 - the Indigenous status of the student
 - the parents' occupations (in very broad terms)
 - the parents' educational qualifications (also in very broad terms)
 - the student's country of birth, and
 - the main language spoken at home by the student and each of the student's parents or guardians.
- Most of this information is already collected by schools but it will now be collected in a uniform way across the country.

Why are schools required to collect information on the educational and occupational background of parents?

- Information is being collected on the educational and occupational background of parents so that school education authorities can evaluate the influence of socioeconomic background on students' educational outcomes across and within jurisdictions, and over time.
- This will allow critical evaluation of the effectiveness of policies aimed at reducing the impact of social or economic disadvantage on student performance, and assist school systems and schools in taking steps aimed at promoting an education system which is fair for all Australian students.
- Ministers have been concerned to ensure that the questions asked of parents are not overly intrusive. Parents will therefore not be asked to provide specific details of their education or income but, rather, will be asked to select an appropriate response from a limited number of broad educational categories.

What safeguards are there to protect the privacy and confidentiality of personal information?

- All States and Territories have privacy or freedom of information legislation encompassing such matters as the manner and purpose of collection of personal information, storage and security of data, and access to information.
- There is also Commonwealth privacy legislation, which imposes certain obligations on non-government schools in relation to the collection and handling of personal information to protect the privacy of individuals.
- Schools and school systems have in place comprehensive confidentiality and security policies and procedures for the collection and handling of personal information. Such policies set out the types of information collected, used and disclosed, the purpose for which it is collected, and matters relating to access and collection of information.
- All information which could identify or would reasonably identify individual students to whom particular background characteristics belong is removed for national reporting so that no personal information is reported publicly.
- Strict reporting protocols and standards apply to data presentation in all publications of the Ministerial Council on Education, Early Childhood Development and Youth Affairs.

Enrolment Information Collection Notice

1. Catholic Education, Archdiocese of Canberra and Goulburn (Catholic Education) and the Archdiocesan Catholic schools collect personal information, including health and other sensitive information, about students, their parents, carers, guardians, families and other persons of significance before and during the course of the students' enrolment. This information may be collected in a written form, via electronic media or in the course of oral communications. The primary purpose of collecting this information is to provide schooling for the students and to facilitate and enhance their participation in school activities.
2. Some of the information is collected to assist Catholic Education and the Archdiocesan Catholic Schools to discharge their 'duty of care' to their students, staff and other members of the community in ensuring their welfare by taking all reasonable action to protect them from risks of harm that can be reasonably predicted in the course of all activities and functions conducted or arranged by Catholic Education and the Archdiocesan Catholic Schools.
3. Laws governing or relating to the operation of schools require certain information to be collected and disclosed. These laws include the relevant Commonwealth, ACT and NSW Education, Public Health and Child Protection legislation, including legislation pertaining to regulatory and reporting obligations governing Catholic Education and the Archdiocesan Catholic Schools.
4. Health information about students is 'sensitive information' within the terms of the Australian Privacy Principles under the Privacy Act 1988 (Cth) In ACT, it is also defined as 'personal health information' within the terms of the Privacy Principles pursuant to the Health Records (Privacy and Access) Act 1997 (ACT). Catholic Education and the Archdiocesan Catholic Schools may require medical and health reports containing health information about their students from time to time. The collection, use, disclosure, access to and disposal of such information are governed by the above legislation.
5. From time to time personal and sensitive information (including personal health information) is disclosed to others for administrative and educational purposes. This includes disclosure to other schools within and outside of Catholic Education schools, government agencies and departments, the Archdiocesan Catholic Education Commission (CEC), the NSW Catholic Education Commission (CEC NSW) and the National Catholic Education Commission (NCEC), the local Catholic Archdiocese and the parish, medical and allied health practitioners, CatholicCare and people providing services to the schools, including specialist visiting teachers, counsellors, coaches and volunteers.
6. Personal and sensitive information (including personal health information) is also collected and disclosed in accordance with the Australian Government requirements to the Australian Curriculum, Assessment and Reporting Authority (ACARA) for the purpose of publishing certain school information relating to the circumstances of parents and students on the MySchool website. Without this information, the enrolment or ongoing enrolment of a student may not be able to commence or continue.
7. Personal information collected from students is regularly disclosed to their parents, carers and guardians.
8. Catholic Education and the Archdiocesan Catholic schools may utilise service providers and agencies to provide certain services including email and data storage. Personal information may be provided to these providers and agencies solely for the purpose of the provision of these services. Personal information may be stored in the 'cloud' and otherwise whereby it resides on servers situated outside Australia.
9. Catholic Education's Privacy Policy sets out how students and their parents, carers and guardians may seek access to personal information collected about them. 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 Catholic Education's or an Archdiocesan Catholic school's duty of care to the student or others, or where a student has provided information in confidence. Catholic Education's Privacy Policy also sets out a process for complaints about potential breaches of privacy and for dealing with such complaints.
10. On occasions, information such as academic and sporting achievements, student activities and other news is published in Catholic Education's or Archdiocesan Catholic Schools' newsletters, magazines websites, intranet and other electronic media. Photographs of student activities such as sporting events, school camps and school excursions may be taken for and published in in the above media. Consent from the students' parents, carers or guardians will be obtained prior to any such photographs or other identifying material being used in promotional content produced by or for Catholic Education or the Archdiocesan Catholic schools.
11. From time to time Catholic Education and Archdiocesan Catholic schools engage in fundraising. Information collected for the fundraising may be used to make an appeal to those persons for further fundraising purposes. It may also be disclosed to agencies and organisations that assist in Catholic Education and the Archdiocesan Catholic schools in fundraising solely for that purpose. Personal information will not be disclosed to third parties for their own marketing purposes without prior consent.
12. If personal information of others, such as medical or allied health professionals or emergency contacts, is provided to Catholic Education or the Archdiocesan Catholic schools, it is encouraged that those persons are informed about such disclosure, the reasons for it and that they can access this information. Such information will usually not be disclosed to third parties.

Priority Enrolment Areas

Archdiocesan ELCs and Primary Schools

The priority enrolment area for all ELCs and primary schools is their designated school within the Parish. School children may be accepted by the Principal of a school in a different Parish depending on enrolment pressures.

Archdiocesan Secondary Schools

There are no priority enrolment areas for Archdiocesan Secondary Schools.

Acceptance into an out- of-area Archdiocesan primary school is not a guarantee of enrolment into a particular Archdiocesan secondary school. Enrolment into any Archdiocesan primary school is no guarantee of enrolment into an Archdiocesan secondary school.

Secondary Enrolments

The eight Catholic secondary colleges in the ACT collaborate in the review and processing of enrolment applications to ensure that as many places as possible are available to those seeking a Catholic secondary education. It is requested that only one application be lodged with the college of first preference with other preferred colleges clearly identified in preference order.

Where an application is lodged with two or more colleges and where a first preference is indicated on two or more applications, parents will be contacted to give them the opportunity to indicate their actual first preference. Preferences will be accommodated subject to availability of a place and the enrolment policy of the particular college.

Where a first preference cannot be accommodated parents will be contacted to determine if they wish their application to be passed on to the next preferred college for consideration. An offer of a place will be made from only one college.

Colleges make an offer of enrolment on 20 June 2018. Acceptances must be returned by 20 July 2018.

Overseas Students

Catholic schools welcome overseas students on a full fee paying basis. Enquiries may be directed to the Principals.

For further information contact the
Catholic Education Office
PO Box 3317 Manuka ACT 2603 Phone: (02) 6234 5455
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Related Policies

Family Law
Overseas Students
Management of Infectious Diseases in Schools (note: Immunisation)
School Fees and Levies
Kindergarten Induction and Students with Special Needs (Disabilities)
Early Entry Enrolment for Gifted and Talented Children
Early Entry Enrolment for Mobility

Purpose

The Catholic School has an ecclesial identity, because it is a part of the evangelising mission of the Church. Yet a distinguishing feature of Catholic education is that it is open to all, especially to the poor and weakest in society. It is vital that the school and parish cooperate, and that the school be integrated into the parish's pastoral programme, especially with regard to the Sacraments of Penance, Confirmation and Eucharist.

(Ecclesia in Oceania, November 2001 No. 33)

This policy sets out the principles, priorities and procedures for enrolment in an Archdiocesan System school with the aim of making as many places as possible available to those seeking a Catholic education for their children.

Policy

1. **PRINCIPLES**

1.1 The Catholic Education Commission aims to provide the choice of Catholic schooling to all those seeking a Catholic education for their children. However, enrolment of a student into an Archdiocesan Catholic school or Catholic school of choice cannot be guaranteed.

1.2 The Archdiocesan Catholic school system has a particular responsibility to welcome, accept and support those who are poor, marginalised and in most need. Our conviction is that no student will be refused enrolment or be disadvantaged because of an inability on the part of parents/guardians to meet financial requirements.

1.3 Catholic System Schools established and maintained by the Archdiocese strive to be authentically Catholic and faithful to the Church, its traditions and teachings. The Catholic school is a community whose mission is to provide its members with a holistic education which takes place in an environment formed by the authentic teachings and values of the Catholic Church.

1.4 The Catholic school community strives for strong partnerships with the parishes it serves. These partnerships must be demonstrated and strengthened by the enrolment procedure and practice.

1.5 Catholic System schools are open to all who are willing to commit to support the philosophy, values and aims of Catholic schooling

1.6 Those who choose a Catholic school for their children do so on the understanding that they respect and agree to support the Catholic identity of the school and acknowledge the importance of religious education for their children.

2. RESPONSIBILITIES

2.1 The Catholic Education Commission of the Archdiocese of Canberra and Goulburn is responsible to the Archbishop of Canberra and Goulburn for developing, monitoring and evaluating enrolment policies for Catholic System Schools.

2.2 The Principal, in collaboration with the Parish Priest, staff and School Board/Council has responsibility for ensuring that the authentic vision of Catholic education in the community remains the guiding principle in the application of the enrolment policy.

2.3 The Principal is responsible for enrolments. The Principal may form an enrolment committee to provide advice. Ordinarily, the Committee will comprise the Parish Priest/Chaplain (or his representative) and a representative of the School Board/Council as members. The Principal will chair the Committee.

3. ENROLMENT PROCEDURES

3.1 General

3.1.1 At initial enrolment, all parents/guardians must give a firm undertaking that they will accept and support during the period of their child's enrolment the life, nature and identity of the Catholic school, including the appropriate participation of their children in the approved religious education programs.

3.1.2 No child is to be denied Catholic schooling simply because of an inability (as opposed to an unwillingness) of a parent/guardian, to meet financial requirements.

The attention of parents/guardians is drawn to the fact that acceptance of their child into a Catholic Early Learning Centre (ELC) does not confer an automatic entitlement into the primary school at which the ELC is located. Students enrolled for preschool in an ELC will continue their primary education at a designated school within their Parish. Acceptance of their child into a Catholic System primary school does not confer an automatic entitlement to enrolment in a Catholic System secondary school. The enrolment of a student in a Catholic System secondary school is a new process and requires the completion and submission of a secondary school enrolment application.

3.1.3 Enrolment applications received after the due date will only be considered if vacancies still exist, irrespective of where they might otherwise be placed in the priority order.

3.1.5 Special enrolment conditions apply from time to time as part of the planning process to ensure the choice of Catholic schooling is provided to as many people as possible. Current enrolment conditions are detailed at **Schedule B**.

- 3.1.6** The Director of Catholic Education may authorise the refusal of an enrolment into a particular Catholic school if such enrolment would adversely impact on the Archdiocesan provision of Catholic education.

3.2 Enrolment Categories

3.2.1 ELC Enrolments

The normal minimum age for enrolment in an Early Learning Centre is 4 years by 30 April in the year of enrolment.

3.2.2 Kindergarten Enrolments

Children commencing in Kindergarten in the ACT must be five (5) years of age by 30 April of the year of enrolment, and in NSW must be five (5) years of age by 31 July of the year of enrolment

3.2.3 Early Age Enrolments

- Early age enrolments into Early Learning Centres, Primary and Secondary schools are considered in accordance with the Early Entry Enrolment for Gifted and Talented Children Policy and the Early Entry Enrolment for Mobility Policy
 - Children identified as Gifted and Talented may be eligible for Early Entry at an Archdiocese of Canberra and Goulburn Catholic Education Early Learning Centre, or an Archdiocese of Canberra and Goulburn Catholic Education School to commence formal education in an Early Learning Centre or school up to a year earlier than their age cohort.
 - Early entry mobility provides educational opportunities for children who fall outside the cut off age due to having parent(s) / carer(s) in mobile employment positions. Early entry mobility may also apply to enrolments of children from families who have accessed a system of education with an earlier starting age than the ACT/ NSW.
 - The School Principal will lead this process and communicate with the parent(s) / guardians.
- Families are required to contact the Principal of the Early Learning Centre or school where enrolment is sought outlining their request for Early Entry.
- The Principal informs the child's parents/guardians of this consultation process at the time of the enrolment application.
- Before agreeing to the early enrolment of the child the Principal seeks written approval from the Catholic Education Office.
- The Early Entry application documentation will be reviewed and processed by Catholic Education.

3.2.3.1 Early Age Enrolments: Early Learning Centres

- To be eligible for consideration under the Early Entry Enrolment for Gifted and Talented Children Policy in the Early Learning Centre, the child must be three years of age before 30 April in the year of enrolment and must be identified as gifted through a psychometric assessment, and achieve a 'Very Superior' rating across all assessments in cognitive functioning. Children younger than this will not be eligible for Early Entry for Gifted and Talented consideration.

- To be eligible for consideration under Early Age Mobility in the Early Learning Centre children must turn four years of age before 31 July in the year of enrolment to commence preschool at the start of the school year. Children younger than this will not be eligible for Early Entry Mobility consideration. Early entry mobility may also apply to ELC enrolments of children from families who have accessed a system of education with an earlier starting age than the ACT / NSW.

3.2.3.2 Early Age Enrolments: Primary and Secondary

- To be eligible for consideration under the Early Entry Enrolment for Gifted and Talented Policy in Primary and Secondary schools a child must be no more than one year younger than the normal minimum age for enrolment in a primary or secondary school, identified as gifted through a psychometric assessment, and achieve a 'Very Superior' rating across all assessments in cognitive functioning.
- To be eligible for consideration under Early Age Mobility in Primary and Secondary Schools children will have parent(s)/carer(s) in mobile employment positions or have accessed a system of education with an earlier starting age than the ACT/ NSW and will be no more than 3 months younger than the normal minimum age for enrolment in a primary or secondary school.

3.3 Students with Disabilities

- Catholic Education clearly aligns its enrolment policies and practices with Disability Discrimination Act 1992 (DDA) and the Disability Standards for Education 2005 (DSE), and therefore calls principals to consider the rights this legislation affords prospective students, their parents/guardians as well as their own schools.
- Principals must refer to the Students with Disabilities – Identification and Support document which can be located on the Policy page on the CEO website [Students with Disabilities](#).
- Principals must follow the enrolment processes detailed in **Schedule A** attached to this policy.
- Enrolment of a student with disabilities involves consultation with Catholic Education.
- Documentation to support the enrolment process will be lodged electronically:
swdenrolments@cg.catholic.edu.au.
Documentation must include:
 - Students external assessments
 - Completed CE Considerations for Enrolments form

3.4 Secondary Enrolments

- Special arrangements may be introduced from time to time to assist in the maximum provision of enrolments in ACT Archdiocesan System Catholic Colleges (in collaboration with the Congregational Colleges). See **Schedule B** attached to this Policy.

3.5 Conditional Enrolment

- The Principal may, in discussion with the student, parents/guardians, Parish Priest, staff and CE personnel, enrol a student on a conditional basis in light of the student's particular situation and/or needs at the time of or during the student's enrolment.

4. ENROLMENT PRIORITIES

In implementing the Enrolment Procedures contained in Section 3 and the restrictions outlined in Schedule B, the following hierarchy of priority has been established for the consideration of enrolment applications at each school when enrolment applications exceed available spaces.

4.1 Early Learning Centres

Children who are turning four (4) before 30 April and:

1. Are baptised Catholic who are resident in the Parish and/or designated priority enrolment area with siblings who attend a Catholic System primary school in the Parish.
2. Have siblings who attend a Catholic System primary school in the Parish.
3. Are children of staff in the selected school
4. Are baptised Catholic resident in the Parish.
5. Are baptised Catholic resident in a Parish of the region
6. Have siblings who attend a Catholic System primary school in the region
7. Are baptised Catholic and resident outside the region
8. Whose families support the mission and ethos of Catholic education

All children who attend a Catholic ELC will be given preference for Kindergarten enrolment at a Catholic primary school.

4.2 Primary

Children who are turning five (5) before 30 April (ACT) or before 31 July (NSW) and:

1. Are baptised Catholic who are members of the designated local Parish communities or, where there is more than one primary school within a Parish, the designated enrolment area within the Parish as agreed from time to time
2. Are siblings of children already attending the primary school
3. Are children of staff in the selected school
4. Are baptised Catholic from other Parishes or enrolment areas who cannot obtain places in their local Parish primary school
5. Are baptised Catholic whose parents/guardians seek to enrol them in a Parish primary school outside their own Parish or enrolment area but who can obtain places in their own Parish primary school

6. Are non-Catholic whose parents/guardians desire and are committed to a Catholic Education

4.3 Secondary

1. Baptised Catholic children who:
 - Attend a Catholic school; or
 - Are members of the local parish community in rural areas where a Catholic school is not available
2. Siblings of children already attending the school.
3. Are children of staff in the selected school
4. Other children who have been enrolled in a Catholic school for a period of at least 3 years.
5. Baptised Catholic children from non-Catholic schools. The family of these children **MUST** provide an up to date reference from their Parish Priest indicating that they are practicing Catholics in the Parish.
6. Baptised Catholic children from non-Catholic schools who cannot provide a reference from a Parish Priest.
7. Other children whose parents/guardians desire and are committed to Catholic education.

5. PARENT RESPONSIBILITIES

- All parents/guardians enrolling their children in a Catholic Archdiocesan school or ELC must complete the official enrolment form and return it by the due date. Such action, however, does not guarantee enrolment in the school. Parents/guardians are expected to support their local parish primary school wherever possible.
- Applications, irrespective of their priority listing, received after the due date will only be considered if vacancies still exist.
- Parents/guardians must be prepared to abide by the provisions specified in the enrolment form especially as regards the support they will give the school in the Catholic education of their children.
- The child's parents/guardians must recognise and be prepared to meet their financial responsibilities for the ongoing enrolment of the child subject to section 3.1.2. of this policy document.
- The child's parent/guardian must advise the Principal of any Court Order(s) that may exist in regard to the child and **MUST** provide a certified copy of the Order(s) for the child's school file.
- For Early Entry Enrolment for Gifted and Talented Children enrolment applications, parents/guardians must provide:
 - Proof of age of the child (e.g. copy of birth certificate or passport)
 - Proof of residency in the ACT/ NSW (e.g. utility bill)

- Psychological Assessment conducted by a registered Psychologist
- Documented evidence from any relevant educators and/or professionals (including Early Age Assessment Checklist Appendix A) which supports the child's advanced development.
- For Early Entry Enrolment for Mobility enrolments applications, parents/guardians must provide:
 - Proof of age of the child (e.g. copy of birth certificate or passport)
 - Proof of residency in the ACT (e.g. utility bill)
 - Evidence from the parent's employer stating the length of time of the posting to the ACT.
 - Families should include relevant documentation from previous schooling, if applicable, to support their application. This may include, but is not limited to, evidence of the child's social development and ability to manage in a group setting.
 - International families must provide documentation detailing the starting age for compulsory education in the public education system of their home country.

6. **ENROLMENT REPORTING REQUIREMENTS**

- The School will provide on request data to the Catholic Education Commission on the mix of Catholic, Christian and non-Christian enrolments.
- The school will comply with State or Territory reporting obligations relating to student transfers.
- The Commission will monitor enrolment information submitted by the school and action taken by the school to ensure the Catholicity of the school and the basic aims of Catholic education are maintained. See Schedule C attached to this Policy.

Definitions

Nil

Procedures

Nil

References

Education Act 2004 (ACT)
Education Act 1990 (NSW)
Interstate Student Data Transfer Note
Student Transfer Register (2005) STR200510 (ACT)

Forms

Nil

Approved By:	Catholic Education Commission	26 th November 2018
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SCHEDULE A

ENROLMENT OF STUDENTS WITH DISABILITIES

1. When an enrolment application for a student with disabilities is received, Principals will:
 - 1.1 Refer to the Students with Disabilities – Identification and Support document which can be located on the Policy page on the CEO website Students with Disabilities
 - 1.2 Include Wellbeing and Diversity Officers to enrolment meetings where:
 - 1.2.1 students with disabilities are being enrolled in an Archdiocesan schools for the first time, and/or
 - 1.2.2 the student has high needs
 - 1.3 Where students are transitioning from an Archdiocesan school the principal from the receiving school will contact the current principal to invite their Learning Support Teacher to the enrolment/ transition meeting.

2. The enrolment process includes:
 - 2.1 The School Principal
 - 2.2. The School Learning Support Teacher
 - 2.3 The student
 - 2.4 Parents/guardiansPeople involved in the enrolment process may also include:
 - 2.5 The relevant classroom teacher(s).
 - 2.6 A Wellbeing and Diversity Officer

3. Considerations to be explored at the enrolment meeting include:
 - 3.1 The student's individual strengths and needs.
 - 3.2 The existing school resources, including facilities and DDA requirement as appropriate.
 - 3.3 The expectations of the parents/guardians.
 - 3.4 The types of funding and resources that may be available.

4. Additional steps required for the enrolment of students with high support needs.

The Wellbeing and Diversity Officer will:

- 4.1 compile and distribute the report of the meeting on behalf of the participants
- 4.2 provide relevant information and support for the Principal who will chair the meeting
- 4.3 propose a model of support for the student's enrolment including:
 - personnel support
 - school and curriculum access needs
 - further assessment required
 - cost estimates for the total enrolment period
- 4.4 This summary report will be discussed directly with the Principal and then forwarded to the Director and relevant Heads of Service of Catholic Education. The Director and relevant Heads of Service will consider all the details of the enrolment. The decision to enrol will be made by the Director based on recommendations through the Heads of Service.

5. To ensure effective transition planning (for students with disabilities preparing for a transition between a system primary school to a system secondary college) the following procedures will occur:

- 5.1 Parents/guardians will be informed by the primary school Principal that relevant secondary colleges have been notified of the possibility of enrolment enquiries in respect of their child. The Principal in cooperation with the Learning Support Teacher (feeder primary school) will encourage the parents/guardians to make early contact with the relevant secondary college(s).
- 5.2 Parents/guardians enquiries and lodgement of an enrolment application may be made prior to the secondary college's official enrolment period. Such forward planning on behalf of students with disabilities assists in the preparation and discernment of the needs of the student, their family and the secondary college.
- 5.3 In certain instances, e.g. where major access issues need consideration parents/guardians, will be encouraged to make contact with the proposed secondary colleges(s) while their child is in year 5.

SCHEDULE B

SPECIAL ENROLMENT CONDITIONS FOR CATHOLIC SYSTEM SCHOOLS

Priority Enrolment Areas

ACT Early Learning Centres and Primary Schools

The priority enrolment area for all ACT Early Learning Centres and primary schools is their designated school within the Parish. School children may be accepted by the Principal of a school in a different Parish depending on enrolment pressures.

Early age enrolments into ELCs and Kindergarten (Primary) are considered in accordance with the Early Entry Enrolment for Gifted and Talented Children Policy and the Early Entry Enrolment for Mobility Policy

ACT Secondary Colleges

There are no Priority Enrolment Areas for ACT Secondary Colleges

Special Enrolment Conditions

NSW Secondary Colleges

Students resident in Yass will not be accepted for enrolment in ACT Archdiocesan Catholic schools before Year 7. Students resident in Murrumbateman will have a choice of enrolment at either Mount Carmel School Yass or an ACT Archdiocesan Catholic school subject to normal enrolment processes and priorities. Where a decision is made to enrol at Mount Carmel School Yass, that decision cannot be reversed before Year 7

Students resident in parishes served by Archdiocesan Catholic central schools will not be accepted for enrolment at an Archdiocesan Catholic college before Year 11.

ACT Primary Schools

None

NSW Primary and Central Schools

None

SCHEDULE C

CATHOLICITY OF ARCHDIOCESAN SCHOOLS

The Catholic Education Commission will consider the following criteria in assessing the maintenance of the Catholicity of Archdiocesan schools.

Archdiocesan Religious Education Curriculum

The implementation of the Archdiocesan Religious Education Curriculum into the schools.

Prayer Life in School

The importance of the formal and informal prayer and liturgy as a vital aspect of the religious life of the school.

Sacramental Programs

The School's preparation for and celebration of the sacramental initiation of its Catholic students undertaken in support of the parish based sacramental programs.

The involvement of the school community with the Parish Priest, parish personnel and CCD personnel in parish liturgies.

Priestal Care

The implementation of appropriate Priestal care and student support programs for students/families/staff based on the authentic teachings and values of the Catholic Church.

Staff

The commitment and example of staff, particularly to the students, in witnessing the values espoused by the Catholic Church and the Archdiocesan Catholic Education System.

Parents/Guardians

The recognition and support of parents/guardians in their primary role as educators of their children particularly in regards to the religious development and Priestal care of their children.

The assistance to parents/guardians in the preparation of their children for the sacraments.

The recognition of the spiritual and religious needs of children from faith traditions other than the Catholic faith.

The support of parents/guardians in difficulties in meeting financial obligations associated with the school.