

**a) SYDNEY ARCHDIOCESAN CATHOLIC SCHOOLS BOARD ENROLMENT
POLICY/ SCHOOL ENROLMENT POLICY**

**ENROLMENT POLICY
for schools within the Sydney Archdiocesan System**

This Policy Statement has been developed in the context of government and system requirements. It accommodates the provisions of, and draws policy implications from:

- **The Sydney Catholic Schools “Towards 2010” Strategic Leadership and Management Plan**
- **The Sydney Archdiocesan Catholic Schools Board’s “Vision Statement”, 2002**
- **The Commonwealth Disability Discrimination Act, 1992 (including the Disability Standards for Education 2005)**
- **The NSW Anti-discrimination Act, 1977.**
- **Education Legislation Amendment Bill 2006**

This document was adopted by the SACS Board at its meeting on 27 August, 1997 and published on 20 November 1997. It supersedes:

- **Enrolment Policy for schools within the Archdiocesan system (28 February 1990)**
- **Policy on the Enrolment and Ongoing Education of Students with Special Educational Needs (1 December 1993).**

Sydney Archdiocesan Catholic Schools Board

Amended August 2008

GUIDING PRINCIPLES

- 1.1 The Catholic school is a precious instrument for education in the faith and for the integration of faith and culture in the development of each child.
- 1.2 The Australian Catholic community has contributed to the establishment and maintenance of its schools with the specific intention that they promote the continuance of that community and the development of each child through an active process of catechesis.
- 1.3 The Archdiocese of Sydney, within its saving mission, develops Catholic schools which are founded on the person of Jesus Christ and enlivened by Gospel values in order to highlight the relevance of our faith to life and contemporary culture.
- 1.4 **The Archdiocese of Sydney, through the Sydney Archdiocesan Catholic Schools (SACS) Board, encourages parish communities to establish Catholic schools which are committed to the development of the whole person and embedded within the community of believers, and share in the evangelizing Mission of the Church.**
- 1.5* The SACS Board acknowledges the Church's exhortation to Catholic parents to send their children to Catholic schools whenever it is possible. It accepts a concomitant responsibility on the part of Catholic education authorities to ensure that quality¹ Catholic education, which caters for all enrolled students, is provided in each school.
- 1.6* The responsibility for admitting children to a systemic Catholic school is one that is ultimately shared by the whole Catholic community. While immediate responsibility is delegated to individual school communities, their decisions must be:
 - a) informed by the Gospel values of inclusiveness and equity;
 - b) in accord with Archdiocesan policy as well as Commonwealth and State legislation; and
 - c) subject to an appeals procedure.
- 1.7* The Catholic systemic school strives to cater for the needs of all students at each level, and to meet individual needs over a wide range of learning abilities. These objectives must be equitably achieved within the constraints of the available teaching and material resources and recognise the rights of all students to educational opportunities which expand life choices.
- 1.8* SACS Board acknowledges circumstances may arise subsequent to enrolment (such as a student suffering deterioration in health or behaviour) which compromise a school's capacity to adequately cater for the altered learning needs of a particular student.

MANDATORY PROVISIONS

- 2.1 All parents seeking to enrol children in Catholic schools should be assisted to understand the ideals and principles, upon which the Catholic school is based, in accordance with the “Vision Statement” SACS Board in September, 1988.
- 2.2 Each school within the Archdiocesan system shall formulate an enrolment policy which is consistent with the Archdiocesan policy. A school may adapt the Archdiocesan Enrolment policy to cover specific local circumstances, provided that such adaptations have the approval of the Regional Director. A School Enrolment Policy shall not come into force until it has been approved by the Regional Director.
- 2.3* All duly completed applications for enrolment received before the official closing date shall be treated equally in accordance with the School Enrolment Policy. Where an application indicates that a student has a special educational need², it will be referred to the Regional Consultant responsible for the particular school, who will assess whether or not the school can provide the facilities, resources and suitably trained personnel to support the educational needs of the applicant. The Regional Consultant will then meet with the Principal and the applicant’s parents/caregivers to discuss the prospective enrolment prior to the application being considered, along with all other applications, by the School Enrolment Committee.
- 2.4 The formulation, implementation and ongoing evaluation of the School Enrolment Policy shall be the responsibility of the School Enrolment Committee.

Parish Primary Schools

- 2.5* The School Enrolment Committee for each parish Primary school shall consist of:
 - 2.5.1 The Principal;
 - 2.5.2 The Parish Priest;
 - 2.5.3 A representative of the Parish community on which the school depends. The Parish Priest and Principal shall together arrange for the selection of the Parish representative.

The Committee shall be convened by the Principal and instructed as to its duties under Commonwealth and State Anti-Discrimination Legislation.

Regional Schools

- 2.6* The School Enrolment Committee for each school dealing with clusters of parishes shall consist of:
 - 2.6.1 The Principal;
 - 2.6.2 The Principal, or Assistant Principal of one Feeder School as invited by the Regional Director;
 - 2.6.3 One Parish Priest elected by the Parish Priests of the designated Feeder Parishes;
 - 2.6.4 Two parents, one elected by the Parish Priest (as in 2.6.3 above) and one elected by the Principals of the Feeder Schools;

2.6.5 One nominee of the Regional Director.

The Committee shall be convened by the Principal of the regional school and instructed as to its duties under Commonwealth and State anti-discrimination legislation.

In addition, the Regional Director has the discretionary power to require Chairpersons of School Enrolment Committees whose enrolments overlap to attend a meeting chaired by the Regional Director in order to resolve enrolment conflicts across the cluster.

- 2.7 Children from all families who are prepared to support Catholic ideals and principles may be considered eligible for enrolment. Priority in enrolment is to be given in the following order, except in special circumstances (see Bases of Discretion 3.1):

Children of Catholic families³, such families being actively involved in the parish community or communities on which the school depends;

Children of Catholic families residing in other parishes, such families being actively involved in their home parishes;

Children of families affiliated to churches in communion with the Roman Catholic Church who, for reasons deemed sufficient, seek enrolment in the school;

Children of Catholic families residing within the parish/parishes on which the school depends;

Children of Catholic families residing in other parishes;

Children of Orthodox or other Christian families;

Children of families with other religious convictions.

- 2.8 In cases of poverty, disability⁴ or special needs a child may, and if possible should, be given a higher position in the priorities listed in Provision 2.7 than would otherwise apply.
- 2.9 It is expected that normally, Catholic students shall make up approximately 90% or more of the enrolment of the school. Permission to allow any significant departure from this norm would have to be sought from the SACS Board through the Executive Director of Schools.
- 2.10 Appeals against the decision of the School Enrolment Committee shall be made, in the first instance, to the School Enrolment Committee, then to the appropriate Regional Director.
- 2.11 The Executive Director of Schools shall determine, as part of the effective operation of the system, the minimum age for enrolment in the first year of Primary schools, and shall determine and publish dates for the enrolment period in all schools within the Archdiocesan system.

BASES OF DISCRETION

- 3.1 With regard to the criteria for enrolment as outlined in 2.7 above, special considerations may be given to individual cases, as determined by local circumstances, for the following reasons:
- 3.1.1 Parents' intentions with regard to their own and their children's search for education in the faith';
 - 3.1.2 Family situations necessitating a pastoral approach or requiring the exercise of compassion;
 - 3.1.3 The enrolment of siblings of children already attending the school;
 - 3.1.4 Family circumstances regarding mobility;
 - 3.1.5 The desire to balance the enrolment of boys and girls in a co-educational school.
- 3.2* It is recognised that the provision of appropriate educational opportunities for all students, but especially for those students with special educational needs, involves a partnership between school staff and parents/caregivers. In keeping with this principle, the educational progress of students with special educational needs will be regularly evaluated by the school staff in consultation with the parents/caregivers. In conjunction with Regional Office staff, the school staff will periodically review the school's continuing capacity to provide quality educational opportunities to particular students with special educational needs. Where it is determined that, despite a school's best attempts to accommodate a child's special educational needs, the continued enrolment of that child compromises both his/her right to appropriate educational opportunities, and the school's human and material resources, then the Principal may request approval from the Regional Consultant to notify the parents/caregivers of the situation. The Principal, Regional Consultant and other specialist staff will then consult with the student's parents/caregivers as to what course of action should be taken in order to best meet the altered educational needs of the student.
- * **These sections have been amended with regard to students with special needs.**
- 3.3 At St Ursula's College, special consideration is given to the daughters of ex-students.

Notes:

1. For the purpose of this document, quality Catholic education is defined as education that conforms to the NSW Education Reform Act (1990) and the requirements of the Catholic Education Office, Sydney.
2. A student may be deemed as having special educational needs if, in endeavouring to offer the student equitable access to educational opportunities, modifications need to be made to curricula, assessment procedures, school premises or modes of course delivery, or, if the provision of special equipment or suitably trained staff is required.
3. Catholic families are defined as families in which at least one parent is a Catholic or in which the children have been baptised Catholics. This presupposes that there will be no discrimination against Catholic children of marriages of mixed faiths or single supporting parent families, and poses a challenge to schools to take into account the particular needs of such children.
4. For the purposes of this document, the term “disability” has the meaning ascribed to it under the New South Wales Anti-Discrimination Act, 1977 and the Commonwealth Disability Discrimination Act, 1992.

c) SCHEDULE OF FEES AND CHARGES

- For over one hundred and eighty years Catholic schools have provided education for young Australians and have supported parents and carers in their role as the first educators of their children. In choosing a Catholic school for their children parents are very conscious that this will involve making a significant financial contribution towards the cost of providing that education.
- The schools of the Archdiocese have been established over many years by the generosity of parents, parishioners and the religious and staff in our Catholic schools.
- This school is one of one hundred and forty seven primary and secondary schools that form the Sydney Archdiocesan system of Catholic schools. There are over 62,000 students enrolled in these schools. The Catholic Education Office has the responsibility of leading and managing the system of schools.
- The funding of these schools is a shared responsibility between Australian and State Governments, parents and parishes.
- The Australian Government provides about 55% and the State Government about 22% of the income needed to fund the system of schools. The contribution of Governments to the running costs of our schools needs to be recognised, appreciated and also guarded.
- Parents contribute over 20% to the funding of the parish primary schools and regional secondary schools of the Archdiocese. This financial contribution is essential to providing the best possible educational opportunities for the students. The continuing support of parents is greatly appreciated.
- The fees charged at this school are made up of:
 - i) **The Archdiocesan Tuition Fee.** This fee level is set each year by the Sydney Archdiocesan Catholic Schools Board. The school retains a portion of this fee to assist with operating costs. The balance is returned to the Catholic Education Office to assist with the payment of salaries, workers compensation, public liability, student accident insurances and other operating costs.
 - ii) **The Parish School Levy/School Building Levy** -The income from the levy assists in the repayment of loans for school buildings, repairs and maintenance and building insurance.
 - iii) **Local fees and charges.** These are set by the school finance committee and are used to pay for school resources, educational activities, subject charges and other operational costs such as electricity, water, council charges and contents insurance

For families with more than one child, or with children attending other Catholic schools within the Archdiocesan system of schools, sibling and family discounts apply to the Archdiocesan Tuition Fee and to the Parish School Levy/School Building Levy.

d) SPECIAL NEEDS ENROLMENT PROTOCOLS

- Copies of all information relative to the specific learning needs of the student applying for enrolment must be disclosed to the school. Examples include any of the following:
 - paediatric reports related to medical and other conditions
 - behavioural assessments
 - therapeutic interventions
 - psychometric assessments
 - speech and language clinical reports
 - occupational therapy reports

If the enrolment application is successful-

- The above documentation must be updated as further assessments occur or as additional information becomes available.
- It is essential that parents/carers co-operate with the school Principal or delegated teacher should they need to discuss appropriate support of the student with the relevant practitioner.
- In the case of Kindergarten enrolments the Principal or delegated teacher may visit the preschool of the student applying for enrolment to collect information relevant to the educational support of the student.
- This information may be forwarded to the Catholic Education Office in order to ascertain possible additional education support.
- Any information supplied during the course of enrolment within a Catholic school that pertains to the student posing a risk of any type to students or staff is required to be forwarded to another school, if enrolment is sought at that school (eg when moving from Primary to Secondary school or moving from one primary to another etc.).
- Special needs information supplied during the course of enrolment within a Catholic school that does not pertain to the student posing any risk to students or staff may be forwarded to another school if enrolment is sought at that school.
- It is essential that parents/carers co-operate with the Principal in obtaining appropriate medical /educational/behavioural assessments or advice in relation to the student's educational progress.

e) STUDENT ACCEPTABLE USE AGREEMENT FORM

(RE: electronic devices (eg laptops, mobile phones etc) and services – including cybersafety expectations)

POLICY STATEMENT –

The use of electronic devices and access to e-mail and internet services (school devices and services) in Catholic Education Office (CEO) Sydney schools are provided to students in order to support their educational and administrative needs. These school devices and services are necessary educational tools and **must be used in a responsible manner**. This policy can never anticipate all possible advances and uses of technology and therefore students who are unsure about their usage should seek clarification from a teacher as soon as possible.

This Policy is intended to inform parents and students of **our school's expectations when students are using the devices and services provided by the school and when using their personal equipment to communicate to or about members of the school community**. If a student acts in a way that is against the contents of the policy, he or she will be subject to consequences according to the school's Pastoral Care Policy and if necessary offending material may be supplied to the police. **The school reserves the right to capture, store and review all internet browsing and emails across our school network. Devices may be taken or accessed if it is believed that:**

- **There has been or may be a breach of the school rules or policy**
- **There may be a threat of harm to a student or others or system security.**

STUDENTS ISSUED WITH SCHOOL OWNED LAPTOP COMPUTERS

The Australian Government has funded schools to purchase laptop computers for the personal educational use of some secondary students while enrolled at the school. Students and their families who receive a laptop computer have the following additional responsibilities:

- To care for the laptop to the best of their ability
- To keep the laptop secure and protect it from any malicious damage.
- To bring the laptop to school each day in readiness for use in the classroom – this includes having the battery charged and electronic files effectively managed.
- **To replace or repair any damaged, lost or stolen laptop at their own cost**
- To return the laptop computer (and any inclusions such as power cords and carry case) in good order when leaving the school

CYBERSAFETY REQUIREMENTS

This policy addresses the particular use of these technologies that has come to be referred to as **'Cyberbullying'** (See No 4 below). The school will investigate and take action where this kind of bullying occurs in school **and** outside of school when it causes significant harm to the relationships between students and or teachers, or is criminal in nature.

1. When using the school devices and services **students will:**

- ensure that communication through internet and email services is related to learning.
- keep passwords confidential, and change them when prompted, or when known by another user.
- use passwords that are not obvious or easily guessed.
- log off at the end of each session to ensure that nobody else can use their e-learning account.
- promptly tell their teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- ensure that copyright permission is gained before electronically publishing the works or drawings of others.
- Always acknowledge the creator or author of any material published.
- keep personal information including names, addresses, photographs, credit card details and telephone numbers, of themselves or others, private.

- ensure that school services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
2. When using the school services or personal mobile phones (or similar personal equipment) **students will not**
 - disable settings for virus protection, spam and filtering that have been applied by the school and not attempt to evade them through use of proxy sites.
 - allow others to use their personal accounts.
 - deliberately use the electronic identity of another person to send messages to others or for any other purposes.
 - enter ‘chat’ or ‘social networking’ internet sites without the permission of a teacher.
 - use unauthorised programs or intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by a staff member.
 - damage or disable computers, computer systems or networks.
 - disclose personal information about another person (including name, address, photos, phone numbers)
 - distribute or use information which is copyrighted without proper permission.
 - take photos or video of members of the school community without their consent.
 3. When using school services **students will never knowingly** initiate or forward emails or other messages containing:
 - a message that was sent to them in confidence.
 - a computer virus or attachment that is capable of damaging recipients’ computers.
 - chain letters and hoax emails.
 - spam, eg unsolicited advertising material.
 4. When using school services or non school services **students will never** send or publish either through internet sites, e-mail or mobile phone messages:
 - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
 - threatening, bullying or harassing material or make unreasonable demands.
 - sexually explicit or sexually suggestive material or correspondence.
 - false or defamatory information about a person or organisation.
 - the school name or crest without the written permission of the Principal.

Students need to be aware that all use of internet and email services can be monitored and traced to the accounts of specific users.

The misuse of school services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

Policy Update

This policy will be updated as necessary. All attempts will be made to adhere to the above policy, but particular circumstances (such as technological advancements) may require the Principal to depart from the stated policy.

AGREEMENT

I/we have discussed this policy with my/our child and we agree to uphold the expectations of the school in relation to the use of electronic devices and services both at school and, where relevant, outside of school. We understand that a breach of this policy will incur consequences according to the school’s Pastoral Care Policy and that we will be responsible for replacing or repairing a school issued laptop computer that may be damaged, lost or stolen.

f) SCHOOL PRIVACY POLICY/STANDARD COLLECTION NOTICE/ USE OF STUDENT IMAGES POLICY

COMMONWEALTH PRIVACY (PRIVATE SECTOR) ACT 2000

Standard Collection Notice- This statement is provided to you by the school and specifically itemises the reasons for collecting information about students and their families and the way in which that information will be used by the school. Please refer to the [Parent Information Brochure](#) for further explanation.

1. The School (the Diocese both independently and through its Schools) collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
6. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, [Catholic Education Office, the Catholic Education Commission, your local diocese and the parish, Schools within other Dioceses/other Dioceses]* medical practitioners, and people providing services to the School, including specialist visiting teachers, [sports] coaches, volunteers and counsellors.
7. The School from time to time may also collect and disclose personal and sensitive information about current or prospective students to others if it is required to satisfy the School's legal obligations under Part 5A of the *Education Act 1990* (NSW).
8. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions personal information disclosed to a School counsellor may be disclosed to others if the School considers it appropriate for the well-being or development of the pupil who is counselled or other pupils at the School.
9. Schools may also disclose personal information under Public Health [and Child Protection]* laws or in circumstances where there is a serious threat to an individual's life, health or safety.
10. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines [and on our website].
11. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information 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 the School's duty of care to the pupil, or where pupils have provided information in confidence.
12. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. [It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose.] We will not disclose your personal information to third parties for their own marketing purposes without your consent.
13. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

USE OF STUDENT PHOTOS AND VIDEO IMAGES

Photos and video footage of students are used regularly by schools for a number of purposes and under current legislation this practice can continue.

- a) **Situations covered by the Standard Collection Notice.** The Standard Collection Notice covers schools for the use of photo images in school or system-based publications. In the following cases the school is NOT required to collect any permission from students/families for the use of students images :
- the school magazine
 - school newsletters
 - *About Catholic Schools*
 - school notice boards
 - photos taken by an authorised member of the press e.g. when a local politician visits the school and brings a press photographer along.
 - photo or video images taken by families at school functions.

These situations are generally for the purpose of praising or promoting the efforts of the student or the school, are not for the purpose of direct marketing and are a reasonably expected use of students images when enrolling at a school. **However, any photos or video taken by families must be for personal use only and not posted in any public places outside of the school.**

Principals will :

- inform the school community of the impending use of photo or video via the newsletter
 - afford families the right to inform the school of any issue that would negate the use of their child's image in such a way.
- b) **Situations requiring specific permission.** Any use of photos or video for the **direct marketing** of the school or system or for use in the public domain, require the school to obtain specific permission from families. Some examples include:
- paid advertisements in local newspapers
 - any images that could be accessed via the world wide web.

These situations are, in most instances, for the purpose of directly marketing the school or for another purpose for which the school is required to obtain permission.

Parents/carers should notify the Principal immediately if any circumstance arises that would prevent the school from using their child's photo or video images as outlined above.

g) CHILD PROTECTION POLICY

- This school complies with all requirements of the *NSW Child Protection Legislative Reform Package 1998*. This includes:
 - Requirements to collect declarations from all paid employees and volunteer helpers who undertake tasks on behalf of the school that may involve unsupervised contact with students. If you wish to volunteer for such tasks at this school you will be required to sign such a declaration.
 - Undertaking the *Working with Children Background Check* (employment screening) for paid employees of the school.
 - Making notifications of 'risk of harm' (or abuse) to students to the Department of Community Services as per mandatory reporting laws (see attached brochure).
 - Managing allegations of child abuse against employees of the school according to the requirements of the NSW Ombudsman and the Commission for Children and Young People.
 - Ensuring that all paid employees or volunteers are appropriately informed of their obligations under the legislation.
- This school also applies curriculum and pastoral practice to ensure the safety and well being of students attending the school.

VOLUNTEERS

- Child Protection legislation **requires** that all those who undertake volunteer tasks on behalf of the school, where those tasks may involve unsupervised contact with students, must sign a *Prohibited Employment Declaration*.
- This means that the volunteer must not be a prohibited person (i.e. have been convicted of a serious sex crime) and must sign the declaration accordingly.
- This school will require you to sign the declaration if you are intending to volunteer to undertake tasks on behalf of the school where unsupervised contact with students is possible.

h) EXCURSION POLICY

- From time to time educational excursions, sporting carnivals, camps and retreats are organised for the students at this school.
- The school aims to keep the costs of these experiences to a minimum and no student should miss out as a result of financial hardship. Parents/carers are asked to contact the Principal to discuss this on a confidential case-by-case basis.
- When excursions, sporting carnivals, camps or retreats are organised by this school, students will be expected to participate as part of fulfilling the curriculum and pastoral requirements of the educational program.
- When these experiences are arranged parents/ carers can expect due notice in writing detailing the venue, dates, times, nature, cost, transport, requirements etc of the specific experience. This will be in the form of an information/consent form and individual consent must be provided by the due date for the student to participate.
- This school fully considers the Occupational Health and Safety implications when taking students off the school site and any necessary details are included in the parent/carer information/consent form.
- This school will take all reasonable care in the event of a student suffering accident or illness. However, it does not accept responsibility for the costs of any medical or dental attention or treatment administered to the student, nor will it be responsible directly or indirectly for any act or omission of any medical or dental practitioner or medical officer treating the student.
- This school is in an Ambulance Fund, which provides full ambulance service from the school to the nearest Public Hospital.
- In any incident of accident or illness (either on excursion or at school) a parent/ carer, or if unavailable a nominated emergency contact, will be informed as soon as possible.
- This school provides some personal and accident insurance coverage to students for accidents that may occur during school time and on authorised school activities such as excursions, camps, retreats and work experience. More information is available at the Catholic Church Insurance Ltd. Website:

https://www.ccinsurances.com.au/church_ins/school-care.asp
- Information about additional student insurance that can be purchased is also available on the website.