

## APPENDIX 2

### Enrolment Form Explanatory Statement

#### 1. PREAMBLE

- 1.1. Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. Catholic schools offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.
- 1.2. Parents and guardians, as the first educators of their children, enter into a partnership with the Catholic school to promote and support their child's education. Parents and guardians must assume a responsibility for maintaining this partnership with the school by supporting the school in furthering the spiritual and academic life of their children.

#### 2. ENROLMENT

- 2.1. You are required to provide particular information about your child during the enrolment process, both at the application stage and if the school offers your child a place. Please note that lodgement of the enrolment form does not guarantee enrolment at the College.
- 2.2. To meet school government requirements, you will need to provide the College with a completed enrolment form including, amongst other things, the information listed below.

<ul style="list-style-type: none"> <li>Evidence of your child's date of birth, e.g. birth certificate, passport and Immunisation History Statement</li> </ul>	<ul style="list-style-type: none"> <li>Information about the language(s) your child speaks and/or hears at home</li> </ul>
<ul style="list-style-type: none"> <li>Religious denomination</li> </ul>	<ul style="list-style-type: none"> <li>Nationality and/or citizenship including the visa sub-class granted upon entry to Australia (prior to citizenship being granted) where applicable.</li> </ul>
<ul style="list-style-type: none"> <li>Names and addresses of the child and parents/guardians; telephone numbers (home, work, mobile) of parents/guardians</li> </ul>	<ul style="list-style-type: none"> <li>Doctor's name and telephone number</li> </ul>
<ul style="list-style-type: none"> <li>Names of emergency contacts and their details</li> </ul>	<ul style="list-style-type: none"> <li>Information on additional learning needs (for example, does your child require additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.)</li> </ul>
<ul style="list-style-type: none"> <li>Specific residence arrangements</li> </ul>	<ul style="list-style-type: none"> <li>Parenting agreements or court orders, including any guardianship orders.</li> </ul>

- 2.3. After lodgement of this form, school staff may need to request further information from you, for example in relation to any parenting orders, medical conditions or additional learning needs that you have noted on the enrolment form. In addition, it is often useful for parents/guardians to attend a meeting with school staff prior to enrolment to discuss any additional needs your child may have. An interpreter may be organised, if you require it.
- 2.4. Subject to any special exercise of discretion by the Governing Authority, the following list provides an agreed order of priority for enrolment at Damascus College, which is consistent with the enrolment policy for all Catholic schools. The order of priority is:-
- Siblings of children already enrolled in the school
  - Baptised Catholic children who are resident in the parish.
  - Baptised Catholic children who do not reside in the parish but are recognised as parishioners by the Parish Priest
  - Baptised children of Catholic families from parishes that do not have a Catholic school.
  - Baptised children of Catholic families from other parishes (for pastoral reasons).
  - Children not baptised from families in the parish with one parent a baptised Catholic
  - Children from another Christian tradition where adult baptism is active in that tradition
  - Children baptised in another Christian tradition who reside in the parish
  - Children baptised in another Christian tradition who reside outside the parish
  - Children from a faith background other than Christian or other pastoral considerations.

### 3. FEES

- 3.1. The setting of fee levels and other compulsory charges in Catholic schools is the responsibility of the College, taking into account the allocation of government funds. The school offers a number of methods for paying fees to reduce any financial burden and to assist financial planning. If you have difficulty in meeting the required fee payment, you are welcome to discuss this with the Leader of Business Services.
- 3.2. The fees must be paid for a child to enrol and to continue enrolment at the . The school has discretion whether to allow a child to participate in optional or extracurricular school events, such as paid school excursions or extracurricular activities, while fees remain due and payable.

### 4. TERMS OF ENROLMENT REGARDING ACCEPTABLE BEHAVIOUR

- 4.1. Our schools exemplify the Gospel values of love, forgiveness, justice and truth. The school community recognises that everyone has the right to be respected, to feel safe and be safe; and in this regard, understands their rights and acknowledges their obligation to behave responsibly.
- 4.2. Every person at the school has a right to feel safe, to be happy and to learn, therefore Catholic schools aim:
- a) to promote the values of honesty, fairness and respect for others;
  - b) to acknowledge the worth of all members of the community and their right to work and learn in a positive environment;
  - c) to maintain good order and harmony;

- d) to affirm cooperation as well as responsible independence in learning; and
- e) to foster self-discipline and to develop responsibility for one's own behaviour.

4.3. The school leadership team, in consultation with the school community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body. As a term of your child's enrolment, parents and guardians are expected to comply with the school's behaviour aims and the school's Code of Conduct, and to support the school in upholding prescribed standards of dress, appearance and behaviour.

4.4. Unacceptable behaviour by a child, or repeated behaviour by a parent or guardian that, in the school's view, is unacceptable and damaging to the partnership between parent/guardian and school, may result in suspension or termination of the child's enrolment.

## **5. TERMS OF ENROLMENT REGARDING CONFORMITY WITH PRINCIPLES OF THE CATHOLIC FAITH**

5.1. As a provider of Catholic education, the Principal will take into account the need for the school community to represent and conform to the doctrines, beliefs and principles of the Catholic faith when making decisions regarding matters of school administration, including enrolment. Pupils and families who are members of other faiths are warmly welcomed in Catholic schools. However, the school reserves its right to exercise its administrative discretion in appropriate circumstances, where it is necessary to do so to avoid injury to the religious sensitivities of the Catholic school community.

## **6. TERMS OF ENROLMENT REGARDING PROVISION OF ACCURATE INFORMATION**

6.1. It is vitally important that the school is made aware of each child's individual circumstances insofar as these may impact upon his or her physical, functional, emotional or educational needs, particularly where the school is required to provide additional support to the child.

6.2. Parents and guardians must provide accurate and up to date information when completing an enrolment form and must supply the school, prior to enrolment, any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may be refused where a parent/guardian has unreasonably refused to provide requested information or knowingly withheld relevant information from the school.

6.3. Where, during the course of a child's enrolment, new information becomes available that is material to the child's educational and/or safety/wellbeing needs, it is a term of the child's continuing enrolment that such information is provided to the school promptly.

6.4. The provision of false information including inaccurate residential address or failure to provide an updated residential address for the child will also be treated as a breach of the terms of enrolment.

## 7. ENROLMENT FOR CHILDREN WITH ADDITIONAL NEEDS

7.1. The school welcomes parents/guardians who wish to enrol a child with additional needs and will do everything possible to accommodate the child's needs, provided that an understanding has been reached between the school and parents/guardians prior to enrolment regarding:

- a) the nature of any diagnosed or suspected medical condition/disability, or any other circumstances that are relevant to the child's additional learning needs (for example, giftedness or an experience of trauma);
- b) the nature of any additional assistance that is recommended/appropriate to be provided to the child (for example, medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individualised educational programs, behaviour support plans or other educational interventions as may be relevant);
- c) the individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents/guardians and the school will work in partnership to achieve these goals; and
- d) any limitations on the school's ability to provide the additional assistance requested.

7.2 The school will liaise with staff from the CEOB before a final enrolment decision is made.

The process for enrolling students with additional needs is otherwise the same as for enrolling any student.

7.3 As every student's educational needs can change over time, it will often be necessary for the school to review any adjustments that may be required, in consultation with parents/guardians and the student's treating medical/allied health professionals, in order to assess:

- e) whether the adjustments remain necessary and are appropriate to the student's needs
- f) whether the adjustments are having the anticipated positive effect on the student's individual physical, functional, emotional or educational goals
- g) whether it remains within the school's ability to continue to provide the adjustments, given any limitations that may exist.

## 8. EDUCATION PROGRAM

The school curriculum is consistent with Diocesan and Victorian government requirements. Learning is developed through subject and multi-disciplinary areas. The capabilities are integrated into the learning experiences. Individual student needs are supported through the provision of reasonable adjustments to the learning program and targeted strategies. The school website provides further information.

## 9. ASSESSMENT AND REPORTING

Various opportunities are provided during the year to let you know your child's progress. You will receive two comprehensive written reports each year, and arrangements will be made for



at least one TA interview per term where you can discuss your child's progress with the teachers. In addition, you can always contact the school to arrange a meeting with the teachers if you have concerns or wish to have an update on progress.

## 10. PRIVACY POLICY

- 10.1. The school collects personal information, which may include sensitive information such as health information, both before and during the course of a student's enrolment at the school.
- 10.2. Where personal information is given to the school in confidence, it will not be disclosed without authority of the parent/guardian or person providing the information. Only staff who 'need to know' and have authorisation from the Principal will be given access to the relevant information.
- 10.3. Certain laws governing or relating to the operation of schools require that certain information is collected.
- 10.4. The school handles the personal information of pupils and parents/guardian that it collects and holds in accordance with the Commonwealth *Privacy Act 1988* and the Australian Privacy Principles in that Act. The school handles any health records of pupils and parents/guardians that it collects and holds them in its records in accordance with the *Health Records Act 2001* (Vic) and the Health Privacy Principles in that Act. In the rare case of a breach of data security, the school will make the necessary notifications required by the Privacy Amendment (Notifiable Data Procedures Act 2017)
- 10.5. The school from time to time discloses personal and sensitive information to others for administrative and educational purposes. This may include other schools (including secondary school application and enrolment purposes), government departments, the Catholic Education Office, the Catholic Education Commission, our local dioceses and the parish, other diocese, medical practitioners and people providing services to the school, including specialist visiting teachers, sports coaches and volunteers.
- 10.6. Personal information collected from pupils is regularly disclosed to their parents/guardians. On occasion, information such as academic and sporting achievement is published by the school and other local news providers. Permission and consent is sought from a parent/guardian (and from the pupil if they are aged 15 or over) for photographs and videos that may be taken of the pupil to be used and published for certain purposes (through annual completion of the Photograph/Video Permission Form). Photographs and videos may then be used and published for the permitted purposes without further notice being provided. Any permission and consent given may be withdrawn by the parent/guardian or pupil (if they are aged 15 or over) by notifying the school.
- 10.7. Parents/guardians may seek access to and request correction of personal information collected about them and their son/daughter by contacting the school. Students may also seek access to and request correction of personal information about them. However, there will be occasions when access to personal information 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 student or where students have provided information in confidence.



- 10.8. The school from time to time engages in fundraising activities and will also communicate with you about events or offers which the school considers relevant. Your information may be used for these purposes. It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose, e.g. the Social & Fundraising Committee. The school will not disclose your personal information to third parties for their own marketing purposes without your consent.
- 10.9. If you provide the school with the personal information of others, such as doctors or emergency contacts, you should only provide information that the school requires and we encourage you to inform them that you are disclosing that information to the school.
- 10.10. The school has a Privacy Policy which explains how it manages personal information that it collects and holds.