



**Catholic Regional College
Caroline Springs**

APPLICATION FOR ENROLMENT YEAR 7, 2023

Please complete **ALL** sections and return to CRCCS no later than **Friday 20 August 2021**. Forms may be lodged at the College office between 8:30am and 4pm

Student Details		
Victorian Student Number (VSN):		
Entry Year Level (eg: Year 7):		Entry Year (eg: 2022)
Surname:		
Given name:		Preferred name:
Date of birth: / /		Gender (Please tick): <input type="checkbox"/> Male <input type="checkbox"/> Female
Residential address:		
Suburb:	State:	Postcode:
Home Phone:		Religion:
Parish:		Language spoken at home:
Nationality:		Country of birth:
Is the student of Aboriginal or Torres Strait Islander? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Aboriginal		
<input type="checkbox"/> Torres Strait Islander		
<input type="checkbox"/> Both (Aboriginal and Torres Strait Islander)		

Sacraments		
<input type="checkbox"/> Baptism / /	<input type="checkbox"/> Reconciliation / /	
<input type="checkbox"/> Eucharist / /	<input type="checkbox"/> Confirmation / /	
Please provide photocopies		

Previous School	
Current school attending:	
Deputy Principal Name:	Phone:
As part of the transition process a representative from Catholic Regional College Caroline Springs will make contact with your child's previous school.	

Parish Information	
You are required to obtain the signature of the Catholic Parish Priest in your area prior to submitting this application. Applications will not be accepted without the recommendation.	
Parish name:	Priest name:
Thanksgiving envelope number:	Priest signature:

Parents/Carers Details			
Mother/Carer		Father/Carer	
Relationship to Student (ie; mother, stepmother)		Relationship to Student (ie; father, stepfather)	
Lives in the home with student: <input type="checkbox"/> Yes <input type="checkbox"/> No		Lives in the home with student: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If No please specify: <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Deceased		If No please specify: <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Deceased	
If 'shared care', percentage of time spent with this student: -----%		If 'shared care', percentage of time spent with this student: -----%	
Is this person responsible for payment of fees/levies: <input type="checkbox"/> Yes <input type="checkbox"/> No Percentage _____%		Is this person responsible for payment of fees/levies: <input type="checkbox"/> Yes <input type="checkbox"/> No Percentage _____%	
Is this person to receive correspondence from the College: <input type="checkbox"/> Student report <input type="checkbox"/> Accounts <input type="checkbox"/> SMS and emails		Is this person to receive correspondence from the College: <input type="checkbox"/> Student report <input type="checkbox"/> Accounts <input type="checkbox"/> SMS and emails	
Title:	Relationship status:		
Surname:		Surname:	
Given name:		Given name:	
Date of birth: / /		Date of birth: / /	
Residential address:		Residential address:	
Suburb:		Postcode:	
Suburb:		Postcode:	
Postal address:		Postal address:	
Home phone:		Home phone:	
Mobile:		Mobile:	
Email:		Email:	
Religion:		Religion:	
Parish:		Parish:	
Nationality:		Nationality:	
Country of birth:		Country of birth:	
Language spoken at home:		Language spoken at home:	
Occupation:		Occupation:	
Company name:		Company name:	
Work phone:		Work phone:	
Work email:		Work email:	
Employer address:		Employer address:	
What is the occupation group (tick one only). (Please refer to the attached parent occupation group) <input type="checkbox"/> Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C <input type="checkbox"/> Group D <input type="checkbox"/> Group N		What is the occupation group (tick one only). (Please refer to the attached parent occupation group) <input type="checkbox"/> Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C <input type="checkbox"/> Group D <input type="checkbox"/> Group N	
What is the highest year of primary or secondary completed? (Tick one only) (For person who has never attended school, mark 'Year 9 or equivalent') <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 12 or equivalent		What is the highest year of primary or secondary completed? (Tick one only) (For person who has never attended school, mark 'Year 9 or equivalent') <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 12 or equivalent	
What is the level of the highest qualification the mother/carers has completed? (Tick one only) <input type="checkbox"/> Non-School <input type="checkbox"/> Certificate I to IV (including trade Certificate) <input type="checkbox"/> Advanced diploma/Diploma qualifications <input type="checkbox"/> Bachelor degree or above		What is the level of the highest qualification the father/carers has completed? (Tick one only) <input type="checkbox"/> Non-School <input type="checkbox"/> Certificate I to IV (including trade Certificate) <input type="checkbox"/> Advanced diploma/Diploma qualifications <input type="checkbox"/> Bachelor degree or above	

Court Orders (If applicable)

Are there any current court orders relating to the student? Yes No

If Yes, a copy must be provided upon confirmation of enrolment.

Emergency Contact other than parent

Emergency Contact 1

Name: _____

Relationship to child: _____

Home phone: _____

Mobile number: _____

Emergency Contact 2

Name: _____

Relationship to child: _____

Home phone: _____

Mobile number: _____

Siblings Attending a school

Do any of the student's siblings currently attend CRCCS? Yes No

Have any of the student's siblings attended CRCCS in the past? Yes No

If Yes, please provide details of current or past siblings

Name: _____ Current year level or Graduation year _____

Other children in the family who do not attend CRCCS

Name: _____ Grade _____ Current school _____

Application to other Catholic Colleges

Have you applied for enrolment at another Catholic Secondary College? Yes No

If Yes, at which other College? _____

Which College would be your 1st preference? _____

Residency Status of student (if not born in Australia)

Citizenship:

- Australian Citizen
 New Zealand Citizen
 Exchange student
 Permanent Resident
 Temporary Resident
 Refugee (now or in the last 7 years)

Visa No: Subclass: Please provide photocopies of Passport and Permanent Resident's Visa, Temporary Resident Visa or Australian Citizenship.	Class:
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If Country of birth is not Australia, date and age of student on arrival:

Date: ____/____/____

Age: _____

Date when student started school in Australia: ____/____/____

Has the student attended a language school as a new arrival student? Yes No

Current school attending: _____

Medical Details**Doctor**

Family doctor/clinic name: _____
 Phone number: _____
 Address: _____

Dentist

Family Dentist/clinic name: _____
 Phone number: _____
 Address: _____

Private health insurance: Yes No Name of Fund: _____
 Fund policy number: _____ Extra Cover: Yes No
 Ambulance member: Yes No Member number: _____
 Medicare number: _____ Students place on card _____ Expiry: ____/____

Health care card: Yes No
 Parent name on card: _____ Parent card number: _____

Medical Condition

Information provided will be used to ensure that the College is able to provide necessary support and will not affect the student being offered a position at the College.

Has the student been diagnosed with any of the following conditions:

- | | | |
|---|--|--|
| <input type="checkbox"/> Autism/Aspergers | <input type="checkbox"/> ADD/ADHD | <input type="checkbox"/> Asthma |
| <input type="checkbox"/> Behaviour disorders | <input type="checkbox"/> Diabetes | <input type="checkbox"/> Epilepsy |
| <input type="checkbox"/> Hearing impairment | <input type="checkbox"/> Intellectual disability | <input type="checkbox"/> Language disorder |
| <input type="checkbox"/> Mental health issues | <input type="checkbox"/> Physical disability | <input type="checkbox"/> Social/emotional |
| <input type="checkbox"/> Vision impairment | | |
| <input type="checkbox"/> Other, please state: _____ | | |
| <input type="checkbox"/> Anaphylaxis: _____ | | |
| <input type="checkbox"/> Allergies: _____ | | |

Date of last tetanus injection: ____/____/____

Has your child ever seen:

- | | | |
|--|---|---|
| <input type="checkbox"/> Behaviour optometrist | <input type="checkbox"/> Educational psychologist | <input type="checkbox"/> Occupational therapist |
| <input type="checkbox"/> Audiologist | <input type="checkbox"/> Psychologist | <input type="checkbox"/> Speech pathologist |
| <input type="checkbox"/> Paediatrician | <input type="checkbox"/> Other specialist (please specify): _____ | |

Please provide all relevant information of your child's additional learning needs or other additional needs (if applicable)

Please provide copies of reports from medical/allied health professionals (if applicable)

Has the student received funding from previous years? Yes No

Parent Signatures

- It is a legal requirement that both parents/carers sign form
- I/We give consent for CRCCS to contact previous schools to collect any relevant health and or educational information held by the previous school
- To participate fully in the life of the Parish.
- To attend all College activities including camps, excursions, sports days, parent/teacher interviews etc.
- To wear full College uniform at all times.
- To co-operate with teachers and to observe all College rules.
- To pay school fees in full (or contact the Bursar if difficulties arise).
Note: Billing arrangements do not affect the primary liability of the Father/Guardian and Mother/Guardian pursuant to the Enrolment Acceptance Forms.
- I/We understand that submitting this application for enrolment does not guarantee the applicants enrolment at the College

Signature of Mother/Carer:

Name (Please Print):

Date: ____/____/____

Signature of Father/Carer:

Name (Please Print):

Date: ____/____/____

Parent Checklist (Please provide photocopies)

- Residency (rates notice)
- Birth certificate
- All sacrament certificates (Baptism, Reconciliation, Communion & Confirmation)
- Passport & Visa/Citizenship details (if applicable)

Completed applications should be returned to:

The Registrar

Catholic Regional College Caroline Springs

PO Box 3198

Caroline Springs

Or

In person at the College Reception

Office Use Only

Date received: ____/____/____

Received by: _____

Student Code: _____



SCHOOL FAMILY OCCUPATION INDEX PARENT OCCUPATION GROUPS

OCCUPATION GROUP A SENIOR MANAGEMENT IN LARGE BUSINESS

ORGANISATIONS, GOVERNMENT ADMINISTRATION AND DEFENCE AND QUALIFIED PROFESSIONALS

Senior management in large business organisations

Senior Executive / Manager / Department Head in industry, commerce, media or other large organisation

- Business [e.g. chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager]
- Media [e.g. newspaper editor, film/television/radio/stage producer/director/manager]

Government administration

- Public Service Manager (Section head or above) [e.g. regional director, hospital/health services/nurse administrator, school principal, faculty head/dean, library/museum/gallery director, research/facility manager, police/fire services administrator]
- Defence Forces Commissioned officer

Qualified Professionals – generally have a degree or higher qualifications and experience in applying this knowledge to:

-design, develop or operate complex systems, identify, treat and advise on problems, teach others

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional, Business, Air/sea transport

- Health [e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician]
- Education [e.g. school teacher, university lecturer, VET/special education/ESL/private teacher, education officer]
- Law [e.g. judge, magistrate, barrister, coroner, solicitor, lawyer]
- Social Welfare [e.g. social/welfare/community worker, counsellor, minister of religion, economist, urban/regional planner, sociologist, librarian, records manager, archivist, interpreter/translator]
- Engineering [e.g. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer]
- Science [e.g. scientist, geologist, meteorologist, metallurgist]
- Computing [e.g. IT services manager, computer systems designer/administrator, software engineer, systems/applications programmer]
- Business [e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
- Air/sea transport [e.g. aircraft pilot, flight officer, flying instructor, air traffic controller, ship's captain/officer/pilot]

OCCUPATION GROUP B

OTHER BUSINESS OWNERS/MANAGERS, ARTS/MEDIA/SPORTSPERSONS AND ASSOCIATE PROFESSIONALS

Business Owner / Manager

- Farm/business owner/manager [e.g. crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager, real estate business]
- Specialist manager [e.g. works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, personnel, industrial relations]
- Financial services manager [e.g. bank branch manager, finance/investment/insurance broker, credit/loans officer]
- Retail sales/services manager [e.g. shop, post office, restaurant, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre/cinema, gallery, car rental, car fleet, railway station]

Arts / media / sportspersons

- Artist/Writer [e.g. editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor]
- Sports [e.g. sportsman/woman, coach, trainer, sports official]

Associate professionals – generally have diploma/technical qualifications and provide support to managers and professionals

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician / Business/administration

- Medical, science, building, engineering, computer technician/associate professional
- Health/social welfare [e.g. enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician]
- Law [e.g. police officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private, law clerk, court officer, bailiff]
- Business/administration [e.g. recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market

research analyst, technical sales representative, retail buyer, office/business manager, project manager/administrator, other managing supervisors]

- Defence Forces [e.g. senior non-commissioned officer]
- Other [e.g. library technician, museum/gallery technician, research assistant, proof reader]

OCCUPATION GROUP C

TRADESMEN/WOMEN, CLERKS AND SKILLED OFFICE, SALES AND SERVICE STAFF

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

Tradesmen/women

- Trades [e.g. Electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer]

Clerks, Skilled office, sales and service staff

- Clerk [e.g. bookkeeper, bank clerk, PO clerk, statistical/actuarial clerk, accounts/claims/audit/ payroll clerk, personnel records clerk, registry/filing clerk, betting clerk, production recording clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk/despacher, bond clerk, customs agent/clerk, customer inquiry/complaints/service clerk, hospital admissions clerk]
- Office [e.g. secretary, personal assistant, desktop publishing operator, switchboard operator]
- Sales [e.g. company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- Carer [e.g. aged/disabled/refuge care worker, child care assistant, nanny]
- Service [e.g. meter reader, parking inspector, postal delivery worker, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor]

OCCUPATION GROUP D

MACHINE OPERATORS, HOSPITALITY STAFF, OFFICE ASSISTANTS, LABOURERS AND RELATED WORKERS

Drivers, mobile plant, production/processing machinery and other machinery operators

- Driver or mobile plant operator [e.g. car, taxi, truck, bus, tram or train driver, courier/ deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer/loader/grader/excavator operator, farm/horticulture/forestry machinery operator]
- Production/processing machine operator [e.g. engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood/paper, glass, clay, stone, concrete, production/processing machine operator]
- Machinery operator [e.g. photographic developer/printer, industrial spray painter, boiler/air- conditioning/ refrigeration plant, railway signals/points, crane/hoist/lift, bulk materials handling machinery]

Hospitality, office staff

- Sales staff [e.g. sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, sales demonstrator, shelf stacker]
- Office staff [e.g. typist, word processing/data entry/business machine operator, receptionist]
- Hospitality staff [e.g. hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, fast food cook, usher, porter, housekeeper]
- Assistant/aide [e.g. trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant]

Labourers and related workers

- Defence Forces [other ranks (below senior NCO) without trade qualification not included above]
- Agriculture, horticulture, forestry, fishing, mining worker [e.g. farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
- Other worker [e.g. labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

GROUP N: Unemployed for more than 12 months

If you are not currently in paid work but **have had a job in the last 12 months**, or have retired in the last 12 months, please **use your last occupation** to select from the list. If you have not been in paid work for the last 12 months, enter 'N' into the 'occupation code' field on the enrolment form.



Catholic Regional College Caroline Springs Enrolment 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 carers, 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 carers must assume a responsibility for maintaining this partnership 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 school. If the information requested is not provided, we may not be able to enrol your child.
- 2.2 To meet school and government requirements, you will need to provide the school with a completed enrolment form including, among other things, the information listed below.

<ul style="list-style-type: none"> • Evidence of your child's date of birth, e.g. birth certificate, passport 	<ul style="list-style-type: none"> • Information about the language(s) your child speaks and/or hears at home
<ul style="list-style-type: none"> • Religious denomination 	<ul style="list-style-type: none"> • Nationality and/or citizenship including the visa subclass granted upon entry to Australia (prior to citizenship being granted) where applicable
<ul style="list-style-type: none"> • Names and addresses of the child and parents/carers; telephone numbers (home, work, mobile) of parents/carers 	<ul style="list-style-type: none"> • Doctor's name and telephone number
<ul style="list-style-type: none"> • Names of emergency contacts and their details 	<ul style="list-style-type: none"> • Information on diverse learning needs (for example whether your child requires additional support in relation to mobility, language, social skills development, wellbeing needs, challenging behaviours, adjustments to the curriculum, etc.)
<ul style="list-style-type: none"> • Specific residence arrangement 	<ul style="list-style-type: none"> • Parenting agreements or court orders, including any guardianship orders
<ul style="list-style-type: none"> • Certificates of Baptism, Reconciliation, Eucharist, Confirmation (if these sacraments have been completed) 	<ul style="list-style-type: none"> • Parent/ Carer occupation and level of education attained
<ul style="list-style-type: none"> • Medical information about your child (for example, does the child suffer from asthma, diabetes, allergies, poor eyesight/hearing, a diagnosed disability, etc.) and details of any medication that the school will be required to administer to the child or healthcare/attendant care needs. 	

- 2.3 After lodgement of this form, school staff may need to request further information, for example in relation to any parenting orders, medical conditions or diverse learning needs that you have noted on the enrolment form. In addition, it is often useful for parents/carers 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 required.
- 2.4 Subject to any special exercise of discretion by the parish priest, the following list provides an agreed order of priority for enrolment in our school, which is consistent with the enrolment policy for all Catholic schools. The order of priority is:
 - a. Catholics who live within the Parish boundaries of Caroline Springs, Burnside Heights, Taylors Hill, Hillside, Plumpton and Burnside (west of Westwood drive) and who attend one of the following Catholic primary schools; Christ the Priest Primary School, Resurrection Primary School, St George Preca Primary School, Emmaus Primary

School, Cana Primary School.

- b. Catholics who live within the Parish boundaries of Caroline Springs, Burnside Heights, Taylors Hill, Hillside, Plumpton and Burnside (west of Westwood drive), and who attend non-catholic primary schools.
- c. Other students within the Parish boundaries of Caroline Springs, Burnside Heights, Taylors Hill, Hillside, Plumpton and Burnside (west of Westwood drive) for whom there are pastoral considerations.

3. Fees

- 3.1 The setting of fee levies and other compulsory charges in Catholic schools is the responsibility of the school, 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 principal of the school.
- 3.2 The fees must be paid for a child to enrol and to continue enrolment at the school. The school has discretion whether to allow a child to participate in optional or extracurricular school events, while fees remain due and payable.

4. Child Safe environment

- 4.1 Catholic school communities have a moral, legal and mission-driven responsibility to create nurturing school environments where children are respected, their voices are heard, and where they are safe and feel safe.
- 4.2 Every person involved in Catholic education, including all parents at our school, has a responsibility to understand the importance and specific role they play individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.
- 4.3 Our school's child safe policies, codes of conduct and practices set out our school's commitment to child safety, and the processes for identifying, communicating, reporting and addressing concerning behaviour and allegations of child abuse. These documents establish clear expectations for all staff and volunteers for appropriate behaviour with children in order to safeguard them against abuse.
- 4.4 Our school has established human resources practices where newly recruited staff, existing staff and volunteers in our school understand the importance of child safety, are trained to minimise the risk of child abuse, and are aware of our school's relevant policies and procedures. Our school also provides ongoing training, supervision and monitoring of staff to ensure that they are suitable to work with children as part of our human resources practices.
- 4.5 Our school has robust, structured risk management processes that help establish and maintain a child safe environment, which involves consideration of possible broad-based risk factors across a wide range of contexts, environments, relationships and activities that children within our school engage in.
- 4.6 Our school, in partnership with families, ensures children and young people are engaged and are active participants in decision-making processes, particularly those that may have an impact on their safety. This means that the views of staff, children, young people and families are taken seriously and their concerns are addressed in a just and timely manner.
- 4.7 Our school's child safety policies and procedures are readily available and accessible. Further details on the Catholic education community's commitment to child safety across Victoria can be accessed by visiting:
 - a. Catholic Education Commission of Victoria Ltd's child safety page www.cecv.catholic.edu.au/Our-Schools/Child-Safety
 - b. Catholic Education Melbourne's child safety page www.cem.edu.au/Our-Schools/Choosing-a-School/Child-Safety.aspx.

5. Terms of enrolment regarding acceptable behaviour

- 5.1 Our school is a community that exemplifies the gospel values of Live Fully Act Justly. 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.
- 5.2 Every person at the school has a right to feel safe, to be happy and to learn; therefore, we aim to:
 - a. promote the values of honesty, fairness and respect for others
 - b. acknowledge the worth of all members of the community and their right to work and learn in a positive environment
 - c. maintain good order and harmony
 - d. affirm cooperation as well as responsible independence in learning
 - e. foster self-discipline and develop responsibility for one's own behaviour.
- 5.3 The school administration, 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 carers are expected to comply with the school's behaviour aims and code of conduct, and to support the school in upholding prescribed standards of dress, appearance and behaviour.
- 5.4 Unacceptable behaviour by a child, or repeated behaviour by a parent or carer that, in the school's view, is unacceptable and damaging to the partnership between parent/carer and school, may result in suspension or termination of the child's enrolment.

6. Terms of enrolment regarding conformity with principles of the Catholic faith

6.1 As a provider of Catholic education, the Principal will take into account the need for the school community to represent and comply with the doctrines, beliefs and principles of the Catholic faith when making decisions regarding matters of school administration, including enrolment. Students and families who are members of other faiths are warmly welcomed at our school. However, the school reserves the 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.

7. Terms of enrolment regarding provision of accurate information

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

7.2 Parents and carers 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/carer has unreasonably refused to provide requested information or knowingly withheld relevant information from the school.

7.3 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.

7.4 The provision of an 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.

8. Enrolment for children with diverse needs

8.1 The school welcomes parents/carers who wish to enrol a child with diverse needs and will do everything possible to accommodate the child's needs, provided that an understanding has been reached between the school and parents/carers 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 diverse 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, individual education 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/carers and the school will work in partnership to achieve these goals
- d. any limitations on the school's ability to provide the additional assistance requested.

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

8.3 As every child's educational needs can change over time, it will often be necessary for the school to review any additional assistance that is being provided to the child, in consultation with parents/carers and the child's treating medical/allied health professionals, in order to assess whether:

- a. the additional assistance remains necessary and/or appropriate to the child's needs
- b. the additional assistance is having the anticipated positive effect on the child's individual physical, functional, emotional or educational goal
- c. it remains within the school's ability to continue to provide the additional assistance, given any limitations that may exist.

9. Assessment and updates

9.1 Various opportunities are provided to keep you up to date with your child's progress. You will receive two comprehensive written reports each year and arrangements will be made for at least one interview where you can discuss your child's development with their teacher. In addition, you can always contact the school to arrange a meeting if you have any concerns or wish to receive an update on progress.

STANDARD COLLECTION NOTICE



1. Catholic Regional College Caroline Springs (the College) collects personal information, including sensitive information about students and parents or guardians and family members before and during the course of a student's enrolment at the College. This may be in writing, through technology systems or in the course of conversations and may be direct from the individual or from another source. The primary purpose of collecting this information is to enable the College, Catholic Education Offices and the Catholic Education Commission of Victoria Ltd (CECV) to meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the College.
2. Some of the information the College collects is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Laws governing or relating to the operation of a College require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.
4. Health information about students (which includes information about any disability as defined by the *Disability Discrimination Act 1992*) is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988*. The College may require medical reports about students from time to time and may otherwise collect sensitive information about students and their families.
5. If any personal information requested by the College is not provided, this may affect the College's ability to enrol a student, respond to enquiries, provide the student with educational and support services or allow a person to visit the College.
6. The College may disclose personal and sensitive information for administrative, educational and support purposes (or may permit the information to be directly collected by third parties). This may include to:
 - College service providers such as the CECV, Catholic Education Offices, College governing bodies and other dioceses
 - third party service providers that provide online educational and assessment support services or applications, document and data management services, training and support services, hosting services, and software-as-a-service applications such as Integrated Catholic Online Network (ICON) and Google's 'G Suite' including Gmail or Office 365
 - CECV and Catholic Education Offices to discharge its responsibilities under the *Australian Education Regulation 2013* (Regulation) and the *Australian Education Act 2013* (Cth) (AE Act) relating to students with a disability, including ongoing evaluation of funding adequacy for individual students
 - CECV to support the training of selected staff in the use of Colleges' systems, such as ICON
 - another College to facilitate the transfer of a student
 - Federal and State government departments and agencies acting on behalf of the government e.g. for audit purposes
 - health service providers, and people providing educational support and health services to the College, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority
 - people providing administrative and financial services to the College
 - anyone you authorise the College to disclose information to; and
 - anyone to whom the College is required or authorised to disclose the information to by law, including under child protection laws.
7. The College is required by the *Commonwealth Australian Education Regulation 2013 and Commonwealth Australian Education Act 2013* to collect and disclose certain information under the *Nationally Consistent Collection of Data* (NCCD) on students with a disability. The College provides the required information at an individual student level to the Catholic Education Offices and the CECV, as an approved authority. Approved authorities must comply with reporting, record keeping and data quality assurance obligations under the NCCD. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any student.
8. Personal information collected from students is regularly disclosed to their parents or guardians.
9. If you make an enrolment application to another College, personal information including health information provided during the application stage may be collected from, or shared with, the other College.

- 10.** The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the College's use of an online or 'cloud' service providers is contained in the College's Privacy Policy.
- 11.** The College's Privacy Policy, accessible on the College's website, sets out how parents or students may seek access to and correction of their personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, where students have provided information in confidence or where the College is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, given the grounds for refusal, it would be unreasonable to provide reasons).
- 12.** The College makes reasonable efforts to be satisfied about the protection of any personal information that may be collected, processed and stored outside Australia in connection with any cloud and third party services and will endeavour to ensure it will be located in countries with substantially similar protections as the APPs.
- 13.** Where personal, including sensitive information is held by a cloud computing service provider on behalf of CECV for educational and administrative purposes, it may be stored on servers located within or outside Australia.
- 14.** College personnel and the College's service providers, and the CECV and its service providers, may have the ability to access, monitor, use or disclose emails, communications (eg instant messaging), documents and associated administrative data for the purposes of administering the ICON system and ensuring its proper use.
- 15.** The College may disclose limited personal information to the College parish to facilitate religious and sacramental programs, and other activities such as fundraising.
- 16.** The College's Privacy Policy is accessible via the College website, newsletter, handbook, or from the College office. The policy sets out how parents, guardians or students may seek access to, and correction of their personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, or may result in a breach of the College's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
- 17.** The College's Privacy Policy also sets out how parents and students can make a complaint if they believe there has been a breach of the APPs and how the complaint will be handled.
- 18.** The College may engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College'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.
- 19.** On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines, on our intranet and on our website. This may include photographs and videos of student activities such as sporting events, College camps and College excursions. The College will obtain permissions from the student's parent or guardian (and from the student if appropriate) prior to publication to enable the College to include such photographs or videos or other identifying material in our promotional material or otherwise make this material available to the public such as on the internet. The College may obtain permissions annually, or as part of the enrolment process. Permissions obtained at enrolment may apply for the duration of the student's enrolment at the College unless the College is notified otherwise. Annually, the College will remind parents and guardians to notify the College if they wish to vary the permissions previously provided.
- 20.** If you provide the College with the personal information of others, such as other family members, doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the College and why.

If you have any queries with respect to this Information Collection Notice please email the School at enquiries@crccs.vic.edu.au or call (03) 9217 8000.

Approved by the College Principal November 2020 Next review:

November 2023