



St Mary's Catholic College

Phone: (02)6662 2255

Enrolment Email:

smccenrolments@lism.catholic.edu.au

ST MARY'S CATHOLIC COLLEGE

CASINO

Enrolment Package



Enrolling in the Richmond, Tweed, Nambucca, Hastings,
Clarence and Coastal Regions



DIOCESE OF
LISMORE
CATHOLIC SCHOOLS

**Should you need help completing the application please seek assistance by emailing:
smccenrolments@lism.catholic.edu.au.**

The enrolment process has a number of stages:

- Complete and submit this application for enrolment.
- Your application will be processed by the College.
- You will be invited to an interview where all documentation is required to be presented and verified. At this interview you will be provided with an overview of what the College can provide. At the interview the College's expectations of parents and students are also discussed.
- You will be notified by the College regarding the status of your application.
- If accepted, you will then be offered a place or a position on a waiting list.
- You will be required to sign a Confirmation of Enrolment form, by the date indicated in the Letter of Offer.
- You will be required at this point to make a payment of \$100 as a Text Book Hire Bond.
- Once you accept the offer of enrolment at the College you will be required to attend a meeting with the Parish Business Manager, or delegate, to arrange payment of fees.
- If you accept the offer, have completed all documentation and have had the meeting at the Parish Office, it is at this point only that a position at the College is assured.

Copies of the following documents have been included with this application for enrolment.

Documentation	
<input type="checkbox"/> Full Birth Certificate *	<input type="checkbox"/> Baptism Certificate or any other Sacramental Certificates to date (if applicable)
<input type="checkbox"/> Most recent previous school reports	<input type="checkbox"/> Passport, visa, citizenship documentation (if applicable)*
<input type="checkbox"/> External test results (NAPLAN) (if applicable)	<input type="checkbox"/> Relevent medical and/or additional needs information (if applicable)
<input type="checkbox"/> Immunisation History Statement	<input type="checkbox"/> Current Family Court Orders (if applicable)*
<input type="checkbox"/> Reports of assessments for speech, hearing, cognitive or occupational therapy (if applicable)	
* Originals will need to be provided/sighted during the enrolment process	



ST MARY'S CATHOLIC COLLEGE



PO Box 236
CASINO NSW 2470

Phone: (02) 66622255
Email: smccenrolments@lism.catholic.edu.au

Student Name

ENROLMENT APPLICATION FORM

The information sought on this form is required by the College for its own purposes and to answer questions from various Government and Educational Authorities.

Please remember to bring your original birth certificate (must be sighted) along with Passport and Visa for students who are not Australian Citizens

Family Information

Family Surname

Mail to (eg Mr & Mrs A Smith)

Residential Address

Suburb

Postcode

Postal Address
(if different to residential)

Suburb

Postcode

Phone (home)

Mobile

Family Details – Residential Structure Details

Married Defacto Divorced Partner Separated Single Parent Widow Widower

Number of children:

Male:

Female:

Parish (eg Sacred Heart Parish)

Health Fund

Fund Number

Medicare Number

Valid to:

___ / 20 ___

Main Language Spoken at Home (Funding may be available to assist students where a language other than English is spoken at home)

Student Details

First Name

Middle Name

Surname Name

Preferred First Name

Gender

Male Female

Place of Birth

Date of Birth

Commencement Year (eg 2023)

Entry Year/ Grade (eg Yr 7)

Current School

Level at Current School (eg Year 6)

Current School Address

If the current School/College is not a Catholic School, has your child ever attended a Catholic School? (If yes, please provide details)

Yes

No

ENROLMENT APPLICATION FORM

Nationality	<input type="text"/>	Religion	<input type="text"/>
Does the student speak a language other than English at home?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If so please, specify the one that is spoken most often?		<input type="text"/>	
Did the student speak English before starting school?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Did the student ever attend English language classes?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Student Mobile Phone (if applicable)	<input type="text"/>		
Student Alternate Email	<input type="text"/>		

Student Nationality

Government Requirement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	<i>(Note being born in Australia does not mean a student is an Australian citizen. If Birth Certificate indicates that neither parent was born in Australia further evidence must be provided to determine residency/citizenship)</i>		
	Indigenous Identifier		
	Is the student of Aboriginal or Torres Strait Islander origin? (If yes, please continue)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Aboriginal but NOT Torres Strait Islander origin	<input type="checkbox"/>	
Torres Strait Islander but NOT Aboriginal	<input type="checkbox"/>		
Both Aboriginal and Torres Strait Islander	<input type="checkbox"/>		
If Yes, are you acknowledged within your home community as Aboriginal and/or Torres Strait Islander?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Student Visa

Australian Citizen (Naturalisation Certificate or Passport if country of birth is not Australia)	<input type="checkbox"/>
Permanent Resident (Passport if country of birth is not Australia)	<input type="checkbox"/>
Temporary Resident (Passport and visa)	<input type="checkbox"/>
Foreign National with residential status (Passport and visa)	<input type="checkbox"/>

Student Visa *(original documents to be sighted and copies to be retained by school)*

Does the student have a Visa?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, what is the date of arrival in Australia ___/___/___
First Australian school year	<input type="text"/>	Former Name (If applicable)
<i>(The College must verify eligibility for enrolment of all VISA students with CSO – Human Services Officer prior to an offer of enrolment being made)</i>		
Passport Number	<input type="text"/>	Visa Type/Subclass
Passport Nationality	<input type="text"/>	Visa Expiry Date
Passport Expiry Date	<input type="text"/>	<i>(original documents to be sighted and copies to be retained by the College)</i>

Student Medical Information

Doctor's Name	Doctor's Phone Number
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Student's Medicare Number	Ref No	Valid To: ___ / 20 ___
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Colleges need to access information from health professionals about how to manage any allergy or medical condition experienced by the student.

Allergies **Yes** **No**
 (If yes please specify any known allergies eg allergy to nuts, penicillin, insect stings, etc).

Medical Conditions
 Please specify any medical conditions of which the College should be aware of (asthma, diabetes, vision, hearing, ADD/ADHD)

Medications
 Is your child taking regular medication (eg. Asthma, ADD/ADHD, prescribed medication etc)? **Yes** **No**
 (Please give details of the medication)

Asthma **Yes** **No** **Anaphylaxis** **Yes** **No** **Carries EpiPen or similar** **Yes** **No**

Does your child require a specific health care plan (such as an Asthma or Diabetes Plan)? **Yes** **No**
 Has the plan been included with this enrolment application? **Yes** **No**

*Parents are required to provide the College with any Health Plans (eg Anaphylaxis/Asthma/Diabetes Plan) upon commencement at the College and every year for students diagnosed with those conditions.
 You should also let the College know as soon as you are aware of any new allergies or other medical conditions that arise.*

Dentist's name	Dentist's Phone
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Dental Conditions
 (Please specify any significant conditions the student has had the school should be aware of)

Does your child have any dietary requirements?
 (If yes, please provide details)

Immunisation Status

(NB: Provide a copy of the Immunisation History Statement)

The Immunisation History Statement is available from:
<https://www.humanservices.gov.au/individuals/services/medicare/australian-immunisation-register/how-use-and-update-it/immunisation-history-statements>

Select **ONE** of the following:

<input type="checkbox"/> Up to Date	<input type="checkbox"/> Not up to Date	<input type="checkbox"/> Catchup Scheduled
<input type="checkbox"/> Medical Exemption	<input type="checkbox"/> No Immunisation History Statement Provided	

Sacramental Information (if applicable)

Sacrament	Date	Parish	Town
Baptism			
Reconciliation			
Communion			
Confirmation			

Additional Needs

Indicate whether the student applying for enrolment has any known or emerging Additional Needs:

Physical Needs	<input type="checkbox"/> Yes <input type="checkbox"/> No	Medical Needs	<input type="checkbox"/> Yes <input type="checkbox"/> No	Educational Needs	<input type="checkbox"/> Yes <input type="checkbox"/> No
Behavioural Needs	<input type="checkbox"/> Yes <input type="checkbox"/> No	Mental Health Needs	<input type="checkbox"/> Yes <input type="checkbox"/> No	Other Special Needs	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you have answered Yes to any of the above, please provide full details of those needs and any intervention/support that he/she may be currently receiving (Supporting documentation must be provided)

Please note: If this application is successful it is an essential part of the enrolment contract that the College be advised promptly of any changes to the needs of the student over the course of his/her enrolment. The College will also regularly re-evaluate the student's needs in order to make all reasonable adjustments to best provide for his/her overall needs within the capacity of the College.

This application gives the opportunity to provide information that will facilitate the smooth transition of your child into our College. It will assist the College to develop appropriate strategies to meet the particular needs of your child. If the information provided is incomplete or misleading, any decision made as to enrolment may be revised.

Professional Services

Please tick any of these professional services you have accessed with your child

<input type="checkbox"/> Speech Therapist	<input type="checkbox"/> Occupational Therapist	<input type="checkbox"/> Optometrist	<input type="checkbox"/> Audiometry / Hearing Specialist
<input type="checkbox"/> Psychologist	<input type="checkbox"/> Counsellor	<input type="checkbox"/> Physiotherapist	<input type="checkbox"/> Paediatrician

If you have ticked any of the above please supply any supporting documentation that you may have.

Health and Safety

To your knowledge, is there anything in your child's history or circumstances (including medical history) which might pose a risk of any type to him or her, other students, or staff at this school? Yes No

If yes, please provide a brief description:

Please provide names and contact details of health professionals or other relevant agencies that have knowledge of these issues.

Does your child have any history of violent behaviour? Yes No

Does your child have any history of behavioural problems (including verbal bullying)? Yes No

Has your child ever been suspended or expelled from any previous school? Yes No

If yes, what was this for?:

Actual violence to any person? Yes No Possession of a weapon or any item used to cause an injury Yes No

Threats of violence? Yes No Intimidation, bullying or harassment of students or staff at school Yes No

Illegal drugs? Yes No Other (please specify)

SMS Messaging

Please provide the College with a mobile phone number that will be used for Absentee & Emergency SMS messaging.

Mobile No:

Please indicate which parent is to receive this messaging: Mother's Mobile
 Father's Mobile

Living Arrangements (if applicable)

Is the applicant part of a split family? Yes No

(If yes, please provide details of shared access, living arrangements)

Does the student live independently of the parent(s)/guardian (s) Yes No

(If yes, please provide details)

Siblings

List all children in your family attending school and of pre-school age (from oldest to youngest), including applicant.

Name	College/School/Preschool	Year/Grade <small>(current calendar year)</small>	Date of birth

Fee Billing

Note: If both parents reside at the same address and fees are to be in joint names please complete Fee Payer 1 ONLY, with both names in the 'Name of Fee Payer' field and 100% as the percentage.

<p>Name of fee payer 1 <input style="width: 90%;" type="text"/></p> <p>Relationship to student <input style="width: 90%;" type="text"/></p> <p>Percentage <input style="width: 30px;" type="text"/> %</p> <p>Address <input style="width: 95%; height: 60px;" type="text"/></p> <p>Phone Number <input style="width: 90%;" type="text"/></p> <p>Email address for billing <input style="width: 90%;" type="text"/></p>	<p>Name of fee payer 2 <input style="width: 90%;" type="text"/></p> <p>Relationship to student <input style="width: 90%;" type="text"/></p> <p>Percentage <input style="width: 30px;" type="text"/> %</p> <p>Address <input style="width: 95%; height: 60px;" type="text"/></p> <p>Phone Number <input style="width: 90%;" type="text"/></p> <p>Email address for billing <input style="width: 90%;" type="text"/></p>
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Are there any outstanding fees owing at your current or previous School/College? (If yes please provide details)

Does your family have special fee paying arrangements in place at your current School/College? (If yes please provide details)

Parent/Guardian 1 Details

Title	<input type="text"/>	Given Name	<input type="text"/>	Family Name:	<input type="text"/>
Relationship to Student (eg Mother, Guardian)	<input type="text"/>			Date of Birth	<input type="text"/>
Address (leave blank if same as student)	<input type="text"/>				
Mailing Address (if different to above)	<input type="text"/>				
Does the student reside at this address?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
If the student <u>does not</u> reside with Parent/Guardian 1:					
Is the parent/guardian to be contacted in case of emergency?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the parent/guardian to receive copies of school reports?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Phone Work	<input type="text"/>	Mobile	<input type="text"/>		
Email	<input type="text"/>				
Occupation	<input type="text"/>				
Employer	<input type="text"/>				

Parent/Guardian 1 Occupational Group

Government Requirement	Please select from the list of parental occupational groups on page 17. (Home duties/not been in paid employment for last 12 months – Group 8)				
	Group 1 <input type="checkbox"/>	Group 2 <input type="checkbox"/>	Group 3 <input type="checkbox"/>	Group 4 <input type="checkbox"/>	Group 8 <input type="checkbox"/>
	Country of Birth, Australia <input type="checkbox"/> (If not Australia, please specify)		<input type="text"/>		
	Nationality	<input type="text"/>	Religion	<input type="text"/>	
	What is the highest year of primary or secondary school parent/guardian 1 has completed? (For persons who have never attended school, mark "Year 9 or equivalent or below")				
	<input type="checkbox"/> Year 9 or equivalent or below		<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 parent/guardian 1 has completed? (Select one box only)				
	<input type="checkbox"/> No, Non-School Qualification		<input type="checkbox"/> Advanced Diploma/Diploma		
	<input type="checkbox"/> Certificate I to IV		<input type="checkbox"/> Bachelor Degree or above		
Does this parent/guardian speak a language other than English at home?					
<input type="checkbox"/> No, English only		<input type="checkbox"/> Yes, please specify		<input type="text"/>	

Parent/Guardian 2 Details

Title	<input type="text"/>	Given Name	<input type="text"/>	Family Name:	<input type="text"/>
Relationship to Student <small>(eg Mother, Guardian)</small>	<input type="text"/>			Date of Birth	<input type="text"/>
Address <small>(leave blank if same as student)</small>	<input style="height: 40px;" type="text"/>				
Mailing Address <small>(if different to above)</small>	<input style="height: 40px;" type="text"/>				
Does the student reside at this address?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
If the student <u>does not</u> reside with the Parent/Guardian 1:					
Is the Parent/Guardian to be contacted in case of emergency?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the Parent/Guardian to receive copies of school reports?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Phone Work	<input type="text"/>	Mobile	<input type="text"/>		
Email	<input type="text"/>				
Occupation	<input type="text"/>				
Employer	<input type="text"/>				

Parent/Guardian 2 Occupational Group

Government Requirement	Please select from the list of parental occupational groups on page 17. <small>(Home duties/not been in paid employment for last 12 months – Group 8)</small>				
	Group 1 <input type="checkbox"/>	Group 2 <input type="checkbox"/>	Group 3 <input type="checkbox"/>	Group 4 <input type="checkbox"/>	Group 8 <input type="checkbox"/>
	Country of Birth, Australia <input type="checkbox"/> <small>(If not Australia, please specify)</small>		<input style="height: 25px;" type="text"/>		
	Nationality	<input type="text"/>	Religion	<input type="text"/>	
	What is the highest year of primary or secondary school parent/guardian 2 has completed? <small>(For persons who have never attended school, mark "Year 9 or equivalent or below")</small>				
	<input type="checkbox"/> Year 9 or equivalent or below		<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 parent/guardian 2 has completed? (Select one box only)				
	<input type="checkbox"/> No, Non-School Qualification		<input type="checkbox"/> Advanced Diploma/Diploma		
	<input type="checkbox"/> Certificate I to IV		<input type="checkbox"/> Bachelor Degree or above		
Does this parent/guardian speak a language other than English at home?					
<input type="checkbox"/> No, English only		<input type="checkbox"/> Yes, please specify		<input style="width: 100%;" type="text"/>	

Step Parents Details (if applicable and where the student lives between two homes – shared access)

Name	<input type="text"/>	Name	<input type="text"/>
Relationship to student	<input type="text"/>	Relationship to student	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Phone Home	<input type="text"/>	Phone Home	<input type="text"/>
Mobile	<input type="text"/>	Mobile	<input type="text"/>
Is the step parent to be contacted in case of emergency? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is the step parent to be contacted in case of emergency? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Emergency Contact Information (To be used in the event of an emergency if parents cannot be contacted, eg. Grandparents or friend)

	Contact 1		Contact 2
Name	<input type="text"/>	Name	<input type="text"/>
Relationship to student	<input type="text"/>	Relationship to student	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Phone Home	<input type="text"/>	Phone Home	<input type="text"/>
Phone Work	<input type="text"/>	Phone Work	<input type="text"/>
Mobile	<input type="text"/>	Mobile	<input type="text"/>

Court Orders (if applicable)

Are there any current Court Orders relating to the student? Yes No

If yes, copies of these court orders eg AVO's, Family Court/Federal Magistrate Court Orders or other relevant court orders must be provided)

Is there other information you wish the school to be aware of?

Special Circumstances (if applicable)

Are there any special circumstances about the student seeking to be enrolled that the College should know prior to enrolment? (eg pregnancy, living apart from parental supervision, out of home care arranged by the state) Yes No

If Yes, please provide a brief description of the circumstances.

OFFICE USE ONLY

Family code	<input type="text"/>	Student No	<input type="text"/>	Certificates sighted	<input type="text"/>
Application rec'd	<input type="text"/>	Interview date/time	<input type="text"/>	Enrolment date	<input type="text"/>
Offer sent	<input type="text"/>	Offer accepted	<input type="text"/>	Text Book Bond paid	<input type="text"/>
Birth position	<input type="text"/>	Religion	<input type="text"/>	Residency status	<input type="text"/>
Roll Class/Home group	<input type="text"/>	House	<input type="text"/>	Year level	<input type="text"/>
For students who are not Australian citizens					
Passport or travel docs	<input type="text"/>	Country of issue	<input type="text"/>	Visa Subclass	<input type="text"/>

PERMISSIONS AND CONSENT

In dealing with this application, it may be necessary for St Mary's Catholic College, or any part of the Catholic Schools Office, Lismore to look at documents held by previous schools, health care professionals or other government agencies. This information will be collected, used and stored consistent with the Privacy Act 1988, Health Records and Information Privacy Act 2002 & Privacy Amendment (Enhancing Privacy Protection) Act 2012. The consent of the owner of the information, while not always necessary, is appreciated and will speed up the assessment of the application.

In accordance with the Enrolment Guidelines and Support Procedures of the Catholic Schools Office and the Catholic Schools Office Privacy Policy, permission must be given by the parent/s or guardian/s of a student to allow the Principal or representative to contact, collect and record any relevant information (either orally or via documentary material or report) about the child. To comply with the privacy act 2000 and current NSW law I understand that my child's records will be stored in a confidential file, for a period of seven years after he/she has left school. Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth) and the Privacy Amendment (Enhancing Privacy Protection) Act 2012

Student Name		Year/Level	
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PERMISSION TO ACCESS DOCUMENTS Yes No

1. I/We consent to the College and the Diocese of Lismore Catholic Schools Office Limited gaining access to relevant information about the student to be enrolled that was supplied with the application, held by previous schools, health care professionals or other government agencies.
2. I/We consent to the College and the Catholic Schools Office approaching these bodies directly. The information they request may include information related to any of the questions I/We have answered in the application.
3. I/We consent to the release of any relevant information concerning my child to appropriate professionals (medical, therapy or education).
4. I/We give permission to teachers and other staff who may be concerned with my child's education, development or welfare to attend case conferences or meetings with Catholic Schools Office Staff and Allied Health Professionals and to share information about my child.

PREVIOUS SCHOOL RECORDS Yes No

I/We give permission to the College to access relevant educational and pastoral records held by the previous College/School.

PHOTOGRAPH/ VIDEO PERMISSIONS Yes No

1. I/We give permission to the College, Catholic Schools Office and Catholic Schools NSW to publish any College related material by or about my child, including photographs and or videos in print and online promotional, marketing, media and educational material (eg newsletters, websites, social media, newspapers and publications) without acknowledgement, remuneration or compensation.
2. I/We understand that if our child is aged 15 or over that they will also have to give permission.

If a student is aged 15+, student must also sign:

Date: ___ / ___ / 20 ___

3. I/We understand and agree that if I/We do not wish to consent to my/our child's photograph/video appearing in any or all of the publications above, or if I wish to withdraw this permission, it is my responsibility to notify the College in writing.
4. If you ticked no for Photography/Video Permission, do you give consent for photos/videos to be used for internal purposes only (eg College Newsletter, College Magazine etc)? Yes No

PERMISSION TO SWIM Yes No **(Optional)**

I/We give permission to the College to allow my child to swim at College activities provided that the waterway is safe and adequately patrolled by certified life savers. My child's swimming ability is rated as: non-swimmer, poor, average, good (please circle the appropriate level).

FIRST AID AND MEDICAL TREATMENT Yes No

1. I/We give permission to the College to administer minor and basic first aid if required.
2. I/We give permission to the College to administer paracetamol as per the prescribed dosage and directions for use.
3. I/We give permission to authorise the College staff to seek medical attention for my child should a medical emergency situation arise. This may include transport to the nearest hospital, medical centre or doctor by ambulance or private vehicle and;
4. I/We agree to meet all costs.

PERMISSION TO DRIVE TO/FROM SCHOOL Yes No **(Secondary Only)**

I/We give permission to allow my child to drive to and from the College on the understanding that they have a current drivers licence and have read and agreed to the terms and conditions of the College procedures and guidelines (which can be found in the Student Planner) and that a breach of either may result in the privilege being reversed, amended or revoked.

Definitions

1. "Agreement" means a Student Enrolment Contract.
2. "College" and "School" mean a Diocese of Lismore Catholic Systemic School or College.
3. "Fees" includes tuition, special or other fees.
4. "Principal" includes any designated appointee who is for the time being carrying out the duties or exercising the authority of the Principal.
5. "Parent/Guardian" is the parent(s) and/or legal guardian named in the application.
6. "Rules" includes regulations and policies designated by the Principal from time to time.

Parental /Guardian Responsibilities

- 1.1 The Parent/Guardian accepts that he/she is primarily responsible for the conduct, attitudes and general education of the student while the student is enrolled at a Catholic School/College in the Diocese of Lismore.
- 1.2 The Parent/Guardian agrees to support the Catholic ethos of the College in the education of the student.
- 1.3 The Parent/Guardian agrees not to engage in social media or allow children to engage in social media that disparages or brings the College or its employees into disrepute. Further the Parent/Guardian acknowledges the right of the College to suspend or terminate an enrolment in the event that social media statements are made that defame or disparage the College, employees, the Diocese of Lismore Catholic Schools Limited or the Roman Catholic Church.
- 1.4 The Parent/Guardian understands that photographs containing other student(s) should not be posted online without the express consent of the other student(s)' parent/guardian.
- 1.5 The Parent/Guardian agrees to show proper care and regard for College property and the property of others.
- 1.6 The Parent/Guardian agrees to abide to all work, health and safety obligations.
- 1.7 The Parent/Guardian agrees to abide by the rules and regulations of the College including those pertaining to the program of studies, sport, pastoral care, College uniform, discipline/welfare and the general operation of the College. The Parent/Guardian further agrees that he/she will undertake to be conversant with the policies, regulations and dress codes in place at the College and that all Rules may be altered or added to at any time by announcement at College assembly or in the newsletter or by publication on the College website.
- 1.8 The Parent/Guardian agrees to raise any concerns about the College in accordance with the College and the Catholic Schools Office policy and procedure. The Parent/Guardian further agrees to not make comments about the College or any staff or community member which would bring the College, it's staff or community reputation into disrepute or defame or humiliate individual staff members.
- 1.9 The Parent/Guardian agrees to refrain from actions and behaviours that constitute bullying, harassment, vilification and discrimination.
- 1.10 The Parent/Guardian agrees to refrain from offensive, insulting or derogatory language or conduct.
- 1.11 The Parent/Guardian agrees to appropriate and lawful behaviour and acceptable standards of dress on College grounds or at authorised College events.
- 1.12 The Parent/Guardian agrees not to possess, supply, distribute or use alcohol or drugs (illicit and unsanctioned substances) or drug-related equipment while on College grounds or at authorised College events and agrees to support the College in the promotion of a safe drug free environment.
- 1.13 The Parent/Guardian agrees to provide the College with all information of a medical, psychological or social nature which may be relevant to the student's welfare and education and that this information is kept up to date throughout the period of enrolment.
- 1.14 The Parent/Guardian will support the pedagogical methodology, including the use of technology in the delivery of the curriculum and other educational outcomes.

Discipline

- 2.1 The Principal is authorised to initiate whatever reasonable disciplinary measures the Principal deems necessary in relation to the conduct of the student or to suspend the student as a result of any act, omission or behaviour, judged to be sufficiently serious, or to terminate this agreement without notice. This will apply to behaviour on campus, at College events and anywhere else where the student's behaviour reflects adversely on the College.
- 2.2 The Parent/Guardian indemnifies the College against any loss or damage caused by any failure of the student to comply with the Rules.
- 2.3 The College may search lockers, bags and property of the student where it is reasonable and necessary for the College to do so or as part of a search of a place where the College conducts any activities.
- 2.4 The College may confiscate forbidden or dangerous property, including but not limited to illegal substances, alcohol, cigarettes, unauthorised prescription drugs, weapons and other inappropriate material.

Student Activities

- 3.1 The Parent/Guardian agrees to support the child's participation in the religious life of the College (eg College liturgies, retreat programs) and that the student will participate fully in academic, sporting, pastoral care, religious activities to the required levels, as designated by the Principal from time to time.
- 3.2 The Parent/Guardian consents to the student attending and participating in excursions and activities during and out of College hours as required, in accordance with the curriculum. The Parent will ensure that the student is available, if requested, to attend certain events, e.g. swimming, athletics and cross country carnivals. The Parent consents to the College transporting the student off site as necessary for any College related activity.

Risk and Insurance

- 4.1 The College accepts no liability for the loss of personal effects while the student is on site or participating in activities off site.
- 4.2 The College does not insure the student's property of any description. It is the responsibility of the Parent to take action in this respect if the Parent considers insurance cover to be desirable.
- 4.3 The College provides limited personal accident insurance for the student (through Catholic Church Insurance CCI) and recommends that where further cover is required, the Parent take out such cover.
- 4.4 The Parent/Guardian will be responsible for all breakages and damage to college property caused by the student

Fees

- 5.1 The Parent/Guardian agrees to abide by the terms of the Schedule of Fees and Charges and conditions of payment or any fee payment policy issued by the College or Parish and will pay punctually, as they fall due, all fees and expenses.
- 5.2 Where more than one Parent/Guardian is a party to this agreement, each parent/guardian is aware of the fee billing arrangements nominated in the application and that the parties nominated are liable for payment of all fees and charges levied by the College/parish from time to time.
- 5.3 Appropriate recovery action may commence after default of fee payment.

Privacy

- 6.1 The Parent agrees to the Standard Collection Statement as contained in the Enrolment Application and agrees to its terms including alterations made from time to time.
- 6.2 The Diocesan Privacy Policy is available on our website.

Miscellaneous

- 7.1 If the student is unable to attend timetabled lessons through illness or other reasonable excuse, the Parent/Guardian will inform the College through the appropriate means on the morning of the absence. The Parent/Guardian will notify the College in writing of any extended absences for whatever reason. The College reserves the right to mark a student as absent – unaccepted where the reason for the absence is deemed inappropriate.
- 7.2 If any medical or other emergency arises in which the Principal considers it impossible or impractical to communicate with the Parents/Guardians/Emergency Contacts of the student, the Principal or his/her designated appointee is authorised to act as he/she may think necessary or expedient having regard to the best interests of the student and the student's health, safety and protection.
- 7.3 The College will promote the best interests of the student at all times and will remain impartial in the event of any matrimonial or custodial disputes. Generally, the College has no obligation and is not responsible for enforcing a parenting or other applicable Court order. For example, monitor which Parent/Guardian is scheduled to collect a child after the conclusion of school. The Parent/Guardian will refrain from asking the College to intervene or be involved in any parenting proceedings.
- 7.4 Where more than one Parent/Guardian is a party to this agreement the College may act on the instruction of the residential Parent/Guardian at the time unless a valid order of the Court states otherwise.
- 7.5 The College reserves the right in its sole subjective discretion to place the student in a class which it believes is appropriate.
- 7.6 The Principal and the Catholic Schools Office each has the right at their discretion to close the College during any emergency which affects the College, during such time and in such circumstances as the Principal and Catholic Schools Office think fit without creating any right to a refund of any fees paid or payable.
- 7.7 The Principal and Catholic Schools Office has complete discretion to decline to continue the enrolment of the student at the commencement of any school year or following a serious incident.
- 7.8 The College may survey and interview students and Parents/Guardians for the purpose of its own research in accordance with the Standard Collection Notice.

PARENT ENROLMENT AGREEMENT AND DECLARATION

Agreement between the Diocese of Lismore Catholic Schools Limited (DLCSL) and Parent/s/Guardian/s of:

Please insert student name

This enrolment application shall be subject to:

- I. acceptance, refusal or acceptance with conditions in writing by the Principal and/or the Parish Priest communicated to the applicants;
- II. if successful, the acceptance in writing by the Parish Business Office of an agreement to pay the fees, levies and charges as exhibited to you by the Parish Business Office; and
- III. the Parish Business Office accepting the party or parties' agreement to pay the said fees, levies and charges jointly and severally and in accordance with the terms and conditions described in the School Fee Agreement.

Agreement and Declaration:

1. I/We acknowledge and understand that this Agreement is in force ONLY after I/We formally accept an offer of enrolment from the College.
2. I/We have read all of the information in the enrolment package and understand the policies that we will need to abide by should this enrolment application be successful.
3. I/We have read and agree to each of the Terms and Conditions of student enrolment as outlined in this application. Failure to comply may result in the termination of the student/family enrolment.
4. I/We have indicated our permissions/consent for our child in relation to various College matters and agree to indicate to the College in writing if these circumstances change.
5. I/We understand and support the Catholic ethos of the College and agree to abide by the rules and regulations of the College including those pertaining to program of studies, sport, pastoral care, College uniform, discipline and the general operation of the College.
6. I/We undertake not to engage in social media or allow our children to engage in social media that disparages or brings the College or its employees into disrepute. Furthermore, I / we acknowledge the right of the College to suspend or terminate my/our child(ren)'s enrolment from the College in the event that social media statements are made that defames or disparages the College employees, the Diocese of Lismore Catholic Schools Limited (DLCSL) or the Roman Catholic Church.
7. I/We agree to honour the financial commitments required by the Parish/College as per any scheduled of fees and charges and/or conditions of payment.
8. I/We authorise the College to seek confirmation from any nominated third party fee payer that they are liable for the percentage of fees payable as outlined in the application.
9. I/We understand that the information that I/we have provided must be kept up to date throughout the period of enrolment eg. change of address, court orders.
10. I/We agree to support our child's participation in the religious life of the College (eg College liturgies, retreat programs).
11. I/We agree, if my/our child should require urgent medical treatment, the College staff are authorised to seek medical attention. This may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle and I/we agree to meet all costs.
12. I/We agree to the College pedagogical methodology, including the use of technology in the delivery of curriculum and other educational outcomes.
13. I/We have read the Standard Collection Notice about the collection and management of the personal information.
14. I/We declare that the information provided in the Enrolment Application is, to the best of my/our knowledge and belief, accurate and complete. I/We recognise that, should statements in this application later prove to be false or misleading, any decision made as a result of this application may be reversed, amended or revoked.
15. I/We understand that an offer of enrolment from any College in the Diocese of Lismore does not constitute acceptance into any other secondary Catholic College within the Diocese.
16. I/We agree to give notice in writing of our intention to withdraw our son/daughter from the College.
17. I/We agree to be responsible for all breakages and damage to College property caused by the student.
18. I We give consent to School Counselling or Additional Needs Testing if required for my/our son/daughter.

College Name:

St Mary's Catholic College

Parent/Guardian 1

Name:

Signature:

Date:

Parent/Guardian 2

Name:

Signature:

Date:

STUDENT ENROLMENT AGREEMENT

Please insert student name

Enrolment as a student at this College implies the acceptance of, and commitment to, all College policies and procedures. As a student at this College I accept responsibility to:

1. Be prepared to contribute towards mature and productive relationships with staff and peers
2. Show respect for all persons, property and the environment
3. Comply with any directions from staff/teachers and treat all staff/teachers, students and visitors with respect in both manner and speech
4. Act in an appropriate manner in the College environment, on College related activities and whilst wearing College uniform
5. Make an honest effort to do my best in all aspects of my schooling and complete all assessment tasks, class work and homework, as directed by teachers
6. Wear the College uniform neatly on all College occasions and maintain an appropriate standard of personal presentation
7. Actively participate in the College Retreats, sports programs, carnivals, cultural activities, community service and other designated special events
8. Attend all scheduled classes, activities and events
9. Provide correspondence from parents/guardians to the College explaining any absence and a Medical Certificate for absences of three consecutive days or more, or in the case of missing assessment tasks or exams.
10. Not possess, supply, distribute or use alcohol or drugs (illicit and unsanctioned substances) or drug-related equipment. This includes the misuse of prescription medicines, over-the-counter drugs, volatile substances or inhalants. This applies on College grounds, within the College vicinity or at a College activity away from the campus, including travel to or from the College.
11. Strictly comply with the college rules regarding driving to the College and/or being a passenger in a car driven by another student.
12. Use all Information and Communication Technology in accordance with the Student Internet and Email Contract as listed in the Student Planner.
13. Uphold the Student Code of Conduct.

College Name:

St Mary's Catholic College

Student

I understand the above conditions of enrolment and agree to abide by them. If I fail to honour these responsibilities, I understand that my enrolment may be suspended or terminated.

Signature:

Date:

PARENTAL OCCUPATION DEFINITION

Government Requirement	Parental Occupation is defined as the main work undertaken by the parent/guardian. If a parent/guardian has more than 1 job, report their main job.
Group 8	<p>Home duties If the person has not been in paid work in the last 12 months. If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.</p>
Group 1	<p>Senior management in large business organisation, government administration and defence, and qualified professionals Senior executive/manager/department head in industry, commerce, media or other large organisation. Public Service Manager (Section head or above), regional director, health/education/police/fire services administrator. Other Administrator school principal, faculty head/dean, library/museum/gallery director, research facility director. Defence Forces Commissioned Officer. Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others. Health, Education, Law, Social Welfare, Engineering, Science, Computing professional. Business management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer. Air/Sea transport aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller.</p>
Group 2	<p>Other business managers, arts/media/sportspersons and associate professionals Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business. Specialist manager finance/engineering/production/personnel/industrial relations/sales/marketing. Financial services manager bank branch manager, finance/investment/insurance broker, credit/loans officer. Retail Sales/services manager shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency. Arts/media/sports musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official. Associate professionals generally have diploma/technical qualifications and support managers and professionals. Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional. Business/administration recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager. Defence Forces senior Non-Commissioned Officer.</p>
Group 3	<p>Tradesmen/women, clerks and skilled office, sales and service staff Tradesmen/women generally have completed a 4year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group. Clerks bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, and admissions clerk. Skilled office, sales and service staff: Office secretary, personal assistant, desktop publishing operator, switchboard operator. Sales company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher. Service aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel Agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor.</p>
Group 4	<p>Machine operators, hospitality staff, assistants, labourers and related workers Drivers, mobile plant, production/processing machinery and other machinery operators. Hospitality staff hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper. Office Assistants, sales assistants and other assistants: Office typist, word processing/data entry/business machine operator, receptionist, office assistant Sales, 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, shelf stacker. Assistant/aide trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant. Labourers and related workers. Defence Forces ranks below senior NCO not included above. Agriculture, horticulture, forestry, fishing, mining worker farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand. Other worker labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor.</p>

STANDARD COLLECTION NOTICE

1	The College (the Diocese both independently and through its schools) collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to the student and to enable them to take part in all the activities of the College.
2	Some of the information we collect 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 is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students 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 College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, the Catholic Schools Office, the Catholic Education Commission of New South Wales, your local diocese and the parish, schools within other dioceses/other dioceses, medical practitioners, and people providing services to the College, including specialist visiting teachers, (sports) coaches, volunteers and counsellors.
7	The College 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 College's legal obligations under Part 5A of the <i>Education Act 1990</i> (NSW).
8	The College may disclose and/or receive relevant personal information to/from debt collection agents and credit reporting agencies.
9	Personal information collected from students is regularly disclosed to their parents or guardians. On occasions personal information disclosed to a College counsellor may be disclosed to others who have a legal obligation to receive it without betraying a confidence. However, there will be some occasions where it is necessary to directly pass on material which relates to the wellbeing of a student of the College
10	The College may also disclose 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.
11	The College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
12	Parents may seek access to personal information collected about them and their son/daughter by contacting the College principal. Students 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 College's duty of care to the student or where students have provided information in confidence.
13	The Dioceses' Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.
14	The College 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 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.
15	On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines and on the College's intranet. Photographs of student activities such as sporting events, College camps and College excursions may be taken for publication in College newsletters and magazines and on our intranet. The College will obtain separate permissions from the students' parents or guardians prior to publication if we would like to include photographs or other identifying material in promotional material for the College or otherwise make it available to the public such as the internet.
16	If you provide the College 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 College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.