

# Enrolment information

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ACT Catholic schools  
and early learning centres

2024 - 2025



**CATHOLIC EDUCATION**  
Archdiocese of Canberra & Goulburn



# Welcome

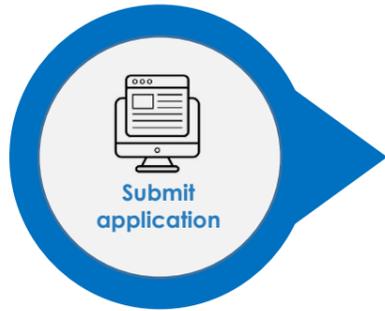
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This document provides the key information required for you to enrol your child in a Catholic school. The information is reviewed annually and is updated from time to time.

# How to enrol



## May

- ✓ Access online enrolment application through the school website.
- ✓ Include required information and upload relevant documents.
- ✓ Pay non-refundable application submission fee.



## May

- ✓ Attend interview. Some schools may conduct interviews with families. A school will reach out to you if required.



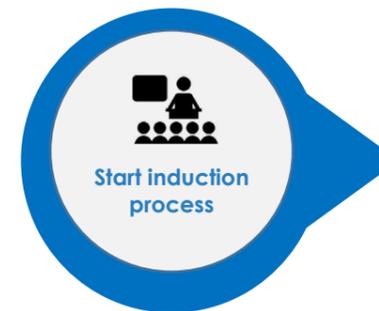
## June

- ✓ Notification on the outcome of the application will be sent to all parents and guardians listed on the application.
- ✓ An offer is an invitation to accept a place in the school.
- ✓ Parents and guardians will have approximately four weeks to decide whether to accept the offer or not.



## July

- ✓ Accepting an offer entails signing a legal document, the online enrolment contract.
- ✓ The enrolment contract outlines terms, conditions and detailed information regarding enrolling in a Catholic school.
- ✓ All parents and guardians listed on the enrolment form must agree and sign the enrolment contract.



## October onwards

- ✓ Schools will reach out to parents to start the induction process.
- ✓ This might include information sessions, meeting the teachers, and other school-related introductory activities.



1. All parents enrolling their children in a Catholic Archdiocesan school must complete the official enrolment form and submit it by the due date. Such action, however, does not guarantee enrolment in the school.
2. ACT schools accept online enrolments throughout the year. However, for future year applications, there is a standard enrolment period in May, where schools send the first round of offers in June.



# Documentation and application fees



## Early learning centres

- ✓ Student identification – birth certificate (not commemorative) or passport
  - ✓ Proof of residential address, such as rates notice, electricity, water or telephone bill
  - ✓ Immunisation records
  - ✓ Medicare number
- If applicable to your child or family, please also provide the following:**
- ✓ For students born outside Australia - visa grant notice for permanent and temporary visa holders – for both student and parent(s) and legal guardian(s)
  - ✓ For Catholic families – certificate of baptism
  - ✓ For students with additional needs - any medical reports or other additional learning needs assessment reports
  - ✓ Family law, personal protection order or other relevant court orders, if applicable

Non-refundable application fee

**\$55 per application**

# Documentation and application fees



## Primary schools

- ✓ Student identification – birth certificate (not commemorative) or passport
- ✓ Proof of residential address, such as rates notice, electricity, water or telephone bill
- ✓ Previous school reports, other than kindergarten
- ✓ Immunisation records

**If applicable to your child or family, please also provide:**

- ✓ For students born outside Australia - visa grant notice for permanent and temporary visa holders – for both student and parent(s) and legal guardian(s)
- ✓ For Catholic families – certificate of baptism
- ✓ For students with additional needs - any medical reports or other additional learning needs assessment reports
- ✓ Family law, personal protection order or other relevant court orders, if applicable

Non-refundable application fee

**\$50 per application**



## Secondary schools

- ✓ Student identification – birth certificate (not commemorative) or passport
- ✓ Recent school reports, other than kindergarten

**If applicable to your child or family, please also provide:**

- ✓ For students born outside Australia - visa grant notice for permanent and temporary visa holders – for both student and parent(s) and legal guardian(s)
- ✓ For Catholic families – certificate of baptism
- ✓ For students with additional needs - any medical reports or other additional learning needs assessment reports
- ✓ Family law, personal protection order or other relevant court orders, if applicable

Non-refundable application fee

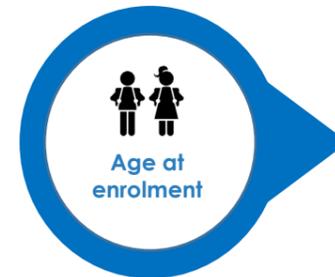
**\$100 per application**



# Key enrolment conditions

## Early learning centres

Minimum age:



**Four years old by 30 April in the year of commencement**

Acceptance into an Archdiocesan early learning centre is not a guarantee of enrolment at the primary school at which the centre is located.

Enrolment of a child into the next level of schooling is a separate process. Enrolment applications are assessed on enrolment priority levels:

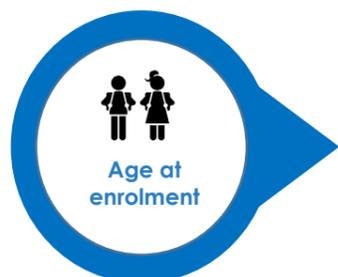


Children who are turning four years old before April 30 and:

- 1 Are baptised Catholic who are resident in the parish and/or designated priority enrolment area.
- 2 Have siblings who attend a Catholic system primary school in the parish or a Catholic system secondary school.
- 3 Are children of staff in the selected early learning centre or associated primary school(s).
- 4 Are baptised Catholic from other parishes or outside of the priority enrolment area who cannot obtain places in their local parish or in-area early learning centre.
- 5 Are non-Catholic whose parents or guardians desire and are committed to a Catholic education.

# Key enrolment conditions

## Primary schools



Minimum age:

**Five years old by 30 April in the year of commencement**

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

Enrolment of a child into the next level of schooling is a separate process. Enrolment applications are assessed based on enrolment priority levels:

Children who are turning five years old before April 30 and:

- 1 Are baptised Catholic who are members of the designated local parish communities and designated priority enrolment area or, where there is more than one primary school within a parish, the designated priority enrolment area within the parish as agreed from time to time.
- 2 Are siblings of children already attending the selected primary school.
- 3 Are children of staff in the selected primary school.
- 4 Are baptised Catholic from other parishes or outside of the priority enrolment area who cannot obtain places in their local parish or in-area primary school.
- 5 Are non-Catholic whose parents or guardians desire and are committed to a Catholic education.



## Secondary schools

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

Enrolment of a child into the next level of schooling is a separate process. Enrolment applications received are assessed on enrolment priority levels:

Children who are:

- 1 Baptised Catholics who currently attend a Catholic school, or are members of the local parish community in rural areas where a Catholic school is not available.
- 2 Siblings of children already attending the school.
- 3 Are children of staff in the selected school.
- 4 Have been enrolled in a Catholic school for at least three years.
- 5 Baptised Catholics from non-Catholic schools. The family of these children must provide an up-to-date reference from their parish priest indicating they are practicing Catholics in the parish.
- 6 Baptised Catholics from non-Catholic schools who cannot provide a reference from a parish priest.
- 7 Other children whose parents or guardians desire and are committed to Catholic education.





# Priority enrolment areas

## Early learning centres

- ✓ The priority enrolment area for all early learning centres and primary schools is their designated school within the parish.
- ✓ ACT Catholic primary schools are expected to enrol students from their designated priority enrolment areas.
- ✓ Parents and guardians are expected to follow the priority enrolment areas when applying to enrol in an ACT early learning centre or ACT primary school and follow the conditions, where applicable, for NSW schools.
- ✓ Acceptance of a child into a Catholic early learning centre does not confer an automatic entitlement into the primary school at which the centre is located.
- ✓ Students enrolled for preschool in an early learning centre will continue their primary education at a designated school within their priority enrolment area.

Early learning centre	Suburb	Zoned district (region)
St Francis of Assisi ELC	Calwell	<b>Bonython</b> , Calwell, Isabella Plains, Michelago, Richardson, Royalla, Theodore, <b>Gordon, Banks, Conder</b>
Holy Trinity ELC	Curtin	Woden District / South Canberra District
Holy Family ELC	Gowrie	<b>Gordon, Banks, Conder</b> , Gowrie, Fadden, Gilmore, Chisholm, Royalla, Macarthur, Queanbeyan, Jerrabomberra
Mother Teresa ELC	Harrison	Harrison, Franklin, Gungahlin, Throsby, Forde, Bonner, Amaroo, Jacka, Bywong and Sutton
St Jude's ELC	Holder	Weston Creek District / Molonglo District
Holy Spirit ELC	Nicholls	Crace, Palmerston, Nicholls, Casey, Ngunnawal, Moncrieff, Taylor, Hall and Murrumbateman
St Joseph's ELC	O'Connor	North Canberra District
St Anthony's ELC	Wanniassa	North Tuggeranong; Wanniassa, Kambah, Oxley, Monash, Greenway and Bonython
St Thomas Aquinas ELC	West Belconnen	Belconnen District

# Priority enrolment areas

## Primary schools

The suburbs highlighted in **bold** are shared suburbs.

^ Corridor schools

\* Specialist schools

School	District	Suburb	Zoned suburbs
St Vincent's Primary	Belconnen	Aranda	Aranda, Cook, Macquarie, Bruce, <b>Belconnen, Molonglo North, Wright</b>
St Monica's Primary	Belconnen	Evatt	Evatt, Melba, Spence, McKellar
St John the Apostle Primary	Belconnen	Florey	Florey, Latham, Holt, Higgins, <b>MacGregor, Belconnen, MacNamara, Strathnairn</b>
St Michael's Primary	Belconnen	Kaleen	Kaleen, Giralang, Lawson, <b>Crace</b>
St Matthew's Primary	Belconnen	Page	Page, Scullin, Hawker, Weetangera, <b>Belconnen, MacNamara, Strathnairn, Molonglo North, Wright</b>
St Thomas Aquinas Primary	Belconnen	West Belconnen	Charnwood, Dunlop, Fraser, Flynn, <b>MacGregor, MacNamara, Strathnairn</b>
Good Shepherd Primary	Gunghalin	Amaroo	Amaroo, Bonner, Jacka, Taylor, Moncrieff, <b>Forde</b>
Mother Teresa School	Gunghalin	Harrison	Harrison, Throsby, Franklin, Mitchell, Gungahlin, <b>Kenny, Forde</b>
Holy Spirit Primary	Gunghalin	Nicholls	Nicholls, Casey, Ngunnawal, Palmerston, <b>Crace</b> , Hall
St Thomas More's Primary	North Canberra	Campbell	Campbell, Braddon, Reid, <b>Ainslie</b> , Acton, Russell, <b>Pialligo, Majura, Duntroon, Queanbeyan Region</b>
St Joseph's Primary	North Canberra	O'Connor ^	O'Connor, Turner, Lyneham, <b>Ainslie</b>
Rosary Primary	North Canberra	Watson	Watson, Downer, Hackett, Dickson, <b>Ainslie, Kenny</b>
St Benedict's Primary	South Canberra	Narrabundah	Narrabundah, <b>Griffith, Kingston, Symonston, Pialligo, Majura, Queanbeyan Region, Hume</b>
St Bede's Primary	South Canberra	Red Hill	Red Hill, Forrest, <b>Kingston, Deakin, Barton, Yarralumla, Griffith, Hume</b>
St Francis of Assisi Primary	Tuggeranong	Calwell	Calwell, Theodore, Richardson, Isabella Plains, <b>Bonython</b> , Royalla, Michelago
St Clare of Assisi Primary	Tuggeranong	Condor	Conder, Gordon, Banks, Tharwa
Holy Family Parish Primary	Tuggeranong	Gowrie	Gowrie, Fadden, MacArthur, Chisholm, Gilmore
St Thomas The Apostle Primary	Tuggeranong	Kambah	<b>Kambah, Bonython</b>
St Anthony's Parish Primary	Tuggeranong	Wanniassa	Wanniassa, Oxley, Monash, Greenway, <b>Bonython, Kambah</b>
St Jude's Primary	Weston Creek / Molonglo	Holder	Holder, Duffy, <b>Weston, Coombs, Wright, Denman Prospect, Molonglo North, Molonglo</b>
St John Vianney's Primary	Weston Creek / Molonglo	Waramanga	Waramanga, Stirling, Rivett, Chapman, Fisher, <b>Weston, Coombs, Wright, Denman Prospect, Molonglo North, Molonglo</b>
Holy Trinity Primary	Woden	Curtin *	Curtin, Lyons, Yarralumla, <b>Deakin, Phillip</b>
Sts Peter and Paul Primary	Woden	Garran ^	Garran, O'Malley, Hughes, <b>Deakin, Isaacs, Phillip</b>
Sacred Heart Primary	Woden	Pearce	Pearce, Chifley, Torrens, Mawson, Farrer, <b>Isaacs, Phillip</b>



## Enrolment conditions (secondary)

- ✓ There are no priority enrolment areas for Catholic secondary schools.
- ✓ Only one application is required for consideration at any of the systemic Catholic secondary schools.
- ✓ If one of your preferences is a congregational Catholic secondary school an application will need to be submitted to that school also.
- ✓ Where a first preference cannot be accommodated parents and guardians will be contacted to determine if they wish their application to be passed on to the next preferred school for consideration. An offer of a place will be made from only one college.

### Systemic Catholic secondary schools

Canberra Education Canberra and Goulburn administers Catholic education within these secondary schools.



Merici College  
Girls Only  
Years 7-12



St John Paul II  
College  
Co-Educational  
Years 7-12



St Mary MacKillop  
College  
Co-Educational  
Years 7-12



St Clare's College  
Girls Only  
Years 7-12



St Francis Xavier  
College  
Co-Educational  
Years 7-12

### Congregational Catholic secondary schools

These are independent schools, which are operated, or were founded, by Catholic orders of priests or brothers.



Daramalan College  
Co-Educational  
Years 7-12



St Edmund's College  
Boys Only  
Years 4-12



Marist College  
Boys Only  
Years 4-12

# Special enrolment scenarios

## Students on a visa

- ✓ Students who do not have Australian citizenship or a permanent residence visa may be classified as overseas students depending on their temporary visa subclass and may have different fee eligibility. Please refer to the Enrolment Policy and School Fee Policy available on the CECG website.

## Students with disability

- ✓ Catholic Education welcomes all students and aligns its enrolment policies and practices with Disability Discrimination Act 1992 and the Disability Standards for Education 2005.
- ✓ Enrolment applications are assessed according to the rights and responsibilities of the standards and legislation afforded to prospective students, their parents or guardians and schools.
- ✓ Parents and guardians of students with additional needs may enquire and lodge enrolment applications before a school's official enrolment period. This helps to prepare and discern the needs of the student, their family and the school.

## Early entry enrolments

- ✓ CECG accepts applications for early enrolment in early learning centres, primary and secondary schools for mobile and gifted and talented students. When making or considering applications for early enrolment, it is important to consider a student's ability to manage socially and emotionally in the year cohort for which they are applying. Please discuss the process for early enrolment with the early learning centre director or school principal prior to submitting an application.

## Other enrolment conditions

### Enrolment contract

- ✓ Parents and guardians must be prepared to abide by the provisions specified in the enrolment form and enrolment contract, especially regarding the support they will give the school in the Catholic education of their children.

### Split billing

- ✓ Schools will assume shared parental responsibility for school fees and invoice each parent accordingly unless advised otherwise with a split billing arrangement. This is a formal division of school fees and charges on a percentage basis between parents.
- ✓ Split billing arrangements must be entered into by parents in accordance with school-based policies. Split billing arrangements may be amended from time to time with the consent of both parties.
- ✓ Split billing arrangements, properly agreed and executed, will override the joint and several liability of both parents in relation to the payment of school fees and charges, and will impose binding obligations on each parent as part of the enrolment contract.

### School fee remissions

- ✓ Fee remissions are offered in cases of financial hardship. Parents and legal guardians wishing to seek a school fee reduction should approach the principal or bursar. Where no contact is made with the school or agreed fee arrangements are not honoured, debt recovery procedures may be put in place.

### Privacy Policy

- ✓ CECG's Privacy Policy is available on the CECG website: <https://cg.catholic.edu.au/parents/policies/>
- ✓ Schools may report child safety issues to relevant government agencies. These reports are not a breach of privacy but are required by law.



## Enrolment Policy

The CECG Enrolment Policy sets out the principles, procedures, and priority areas for enrolment in primary and secondary schools in the Archdiocese of Canberra and Goulburn. It is available to view on request.

## Tuition fees and levies

**Click here:** <https://cg.catholic.edu.au/parents/enrolment/tuition-fees/>

The Catholic Education Commission, Archdiocese of Canberra and Goulburn, sets the tuition fees in November each year. In addition to tuition fees, parents and legal guardians are requested to contribute to the Canberra Catholic Schools Building Fund, which is tax deductible.

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

## Enrolment contract

**Click here:** <https://cg.catholic.edu.au/parents/enrolment/>

Parents and guardians must be prepared to abide by the provisions specified in the enrolment form and enrolment contract, especially the support they will give the school in the Catholic education of their children.

## Priority enrolment areas

**Click here:** <https://cg.catholic.edu.au/wp-content/uploads/2023/04/Priority-Enrolment-Areas.pdf>

The choice to apply to an ACT Catholic primary school or early learning centre is determined by the priority enrolment areas defined by Catholic Education Archdiocese of Canberra and Goulburn.

Priority enrolment areas for the 2024 and 2025 enrolment intake are defined within the above link, and are applicable for one year. The priority enrolment areas are reviewed annually to accommodate any changes in planning, demographics and capacity.

## School term dates

**Click here:** <https://cg.catholic.edu.au/parents/school-term-dates/>

## School information sessions

The official enrolment period for all ACT early learning centres, primary schools and secondary colleges is in May each year. Refer to school websites for information regarding open days and information sessions.

## Enrolment review and appeals process

**Email:** [enrolment@cg.catholic.edu.au](mailto:enrolment@cg.catholic.edu.au)

Where enrolment issues or disputes cannot be resolved at a school level, parents and guardians can submit an appeal to the CECG Enrolment Review Committee, providing the rationale for their request.

## CECG enrolment team

**Email:** [enrolment@cg.catholic.edu.au](mailto:enrolment@cg.catholic.edu.au)

Contact the CECG enrolment team on (02) 6234 5408 for support or questions about enrolment at a CECG school.





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