



Enrolment information

NSW Catholic schools

2024 - 2025



CATHOLIC EDUCATION
Archdiocese of Canberra & Goulburn



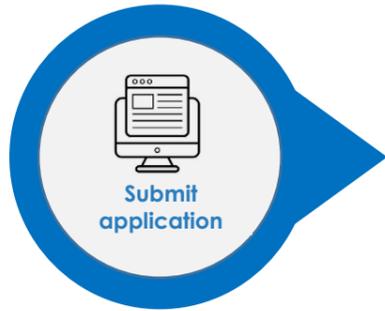
Welcome

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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



Submit application

Phase one

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



Interview with school

Phase two

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



Notification on outcome of application

Phase three

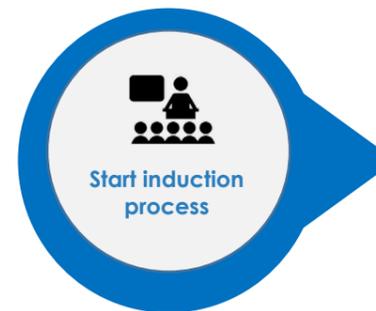
- ✓ Notification on the outcome of the application will be sent to all parents and guardians listed on the application.
- ✓ An offer is an invitation to accept a place in the school.
- ✓ Parents and guardians will have approximately four weeks to decide whether to accept the offer or not.



Accept offer

Phase four

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



Start induction process

Phase five

- ✓ 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.



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.

Documentation and application fees



Primary and central 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*

*Not applicable to all schools. Currently applicable to St Gregory's Primary School, Queanbeyan.



Secondary schools

- ✓ Student identification – birth certificate (not commemorative) or passport
- ✓ Previous school reports

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

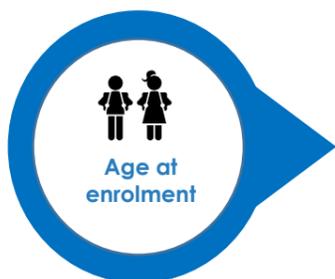
Non-refundable application fee

\$55 per application*

*Not applicable to all schools. Currently applicable to Trinity Catholic College, Goulburn.

Key enrolment conditions

Primary and central schools



Minimum age:

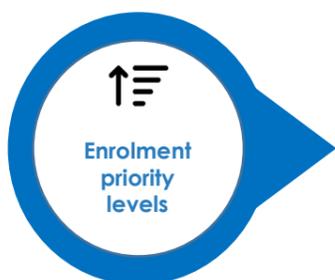
Five years old by 31 July in the year of commencement

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 received are assessed based on the following enrolment priority levels:

Children who are turning five years old before 31 July and:

- 1 Are baptised Catholics who are members of the designated local parish community 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 Catholics from other parishes or outside the priority enrolment area who cannot obtain places in their local parish or in-area primary school.
- 5 Are non-Catholic whose parents and guardians desire and are committed to a Catholic education.



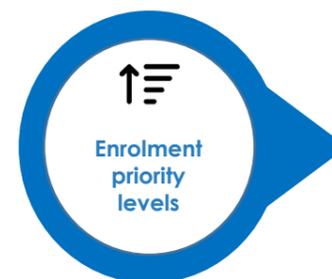
Secondary schools

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 based on the following enrolment priority levels:

Children who:

- 1 Attend a Catholic school or are members of the local parish community in rural areas where a Catholic school is not available.
- 2 Are siblings of children already attending the school.
- 3 Are children of staff in the selected school.
- 4 Other children who have been enrolled in a Catholic school for at least three years.
- 5 Baptised Catholic children 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 Catholic children from non-Catholic schools who cannot provide a reference from a parish priest.
- 7 Other children whose parents and guardians desire and are committed to Catholic education.





School pathways

Primary schools (K-6)

Co-educational is provided for children in kindergarten to year six at all NSW Catholic primary schools.

Secondary schools

Co-education is provided for years seven to 12 at:

- Carroll College, Broulee
- Trinity Catholic College, Goulburn
- Hennessy Catholic College, Young

Central schools

Co-education is provided for kindergarten to year 10 at:

- St Patrick's Parish School, Cooma
- Sacred Heart Central School, Cootamundra

Kindergarten to year 12

Co-education is provided for kindergarten to year 12 at:

- Lumen Christi Catholic College, Pambula Beach
- St Anne's Central School, Temora
- McAuley Catholic College, Tumut

NSW schools enrolment conditions

- Primary students residing in Yass are zoned to Mt Carmel School, Yass and will not be accepted for enrolment in ACT Archdiocesan Catholic schools before year seven.
- Students residing in Murrumbateman will have a choice of enrolment at either Mt Carmel School, Yass or an ACT Archdiocesan Catholic school subject to normal enrolment processes and priorities. Where a decision is made to enrol at Mt Carmel School, Yass that decision cannot be reversed before year seven.
- Students who reside in Yass will be allowed to enrol in ACT schools from year seven onwards.
- Students who reside in NSW served by Archdiocesan Catholic central schools will not be accepted for enrolment at an ACT Archdiocesan Catholic college before year 11.

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. 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 before 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 in some circumstances. 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 review 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 regarding the support they will give the school in the Catholic education of their children.

School term dates

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

School information sessions

Refer to school websites for information about open days and information sessions.

Enrolment review and appeals process

Email: enrolment@cg.catholic.edu.au

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

CECG enrolment team contact details

Email: enrolment@cg.catholic.edu.au

Contact the CECG Enrolment Team on (02) 6234 5408 for support or further questions about enrolling in a CECG school.





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