



CATHOLIC EDUCATION  
Archdiocese of Canberra & Goulburn

# ENROLMENT

2018 ACT INFORMATION PACK





# Welcome

The Catholic Education Office of the Archdiocese of Canberra and Goulburn is proud of the quality of the Catholic schools across the Archdiocese.

*Catholic schools seek to contribute to the creation of an Australian community that is highly educated, skilled and cultured with an ability to promote and embrace a critical analysis of social issues, the expansion of knowledge and the pursuit of truth. Such a community will be marked by a vigorous intellectual and cultural life, accessible to all. Education has individual and private benefits, but it is also very much a public good whose benefits enhance the whole community. Catholic schools emphasise the contribution of education to the common good of the Australian community*

*National Catholic Education Commission*



# General Information

## Enrolment

1. The minimum age for enrolment in an Early Learning Centre (ELC) is 4 years by 30 April in the year of enrolment.
2. The minimum enrolment age for kindergarten is 5 years by 30 April in the year of enrolment.
3. (a) Acceptance into an Archdiocesan Regional ELC is not a guarantee of a primary enrolment at the school at which the ELC is located.  
  
(b) Acceptance into an Archdiocesan primary school is not a guarantee of a secondary enrolment.  
  
(c) Enrolment of a child into the next level of schooling is a separate process.
4. (a) A non-refundable Enrolment Application Fee is payable on application to:
  - an ELC: \$50 (a \$100 non-refundable bond is also payable on acceptance of a place which is credited against Term 1 fees)
  - an ACT Primary School: \$25  
(b) a non-refundable Enrolment Application Fee is payable on acceptance of a place into an Archdiocesan Secondary College.
  - Years 7 – 12: \$50

## School Pathways

The ELCs incorporate preschool education for children. Childcare is offered outside normal school hours and school holiday periods. Students enrolled for preschool in an ELC will continue their primary education at a designated school within their Parish. Parish primary schools are coeducational and provide education for children in Kindergarten to Year 6.

Secondary co-education is provided at St Mary MacKillop Catholic College, Wanniasa Campus (Years 7-9) and Isabella Plains Campus (Years 10-12), at St Francis Xavier College, Florey (Years 7-12), and at St John Paul II College Gungahlin (Years 7-12).

Girls-only secondary education for Years 7-12 is available at Merici College, Braddon and St Clare's College, Griffith.

Two congregational Catholic colleges, Marist College Canberra and St Edmund's College Canberra operate boys-only schools from Years 4-12.

Co-education is also provided at a Congregational Catholic college, Daramalan College, Dickson (Years 7-12).

## Curriculum

All ACT Schools, including ELCs implement National and Territory Curriculum and Frameworks.

Years 11-12: The curriculum for Years 11-12 is school-based and approved by the ACT Board of Senior Secondary Studies. Further information concerning curriculum, policies, etc may be obtained by contacting schools.

2018 ACT Term Dates	
Term 1	5 February – 13 April
Term 2	30 April – 6 July
Term 3	23 July – 28 September
Term 4	15 October – 21 December

## Uniforms

With the exception of a distinctive sports uniform, ties and badges, all ACT Archdiocesan Catholic primary schools have a standard uniform. Each secondary college has its own school uniform.

## Archdiocesan School Fees

The Catholic Education Commission, Archdiocese of Canberra and Goulburn, sets the tuition fees in November. The 2017 rates are provided as a guide only:

Primary Schools	
1st Child	\$336 per term
Discounts	
2nd Child	70%
3rd Child	80%
4th Child	No charge <i>A 20% discount applies to the first child fee where there is a sibling in an Archdiocesan Secondary College.</i>
Secondary Schools	
Years 7- 8	\$845 per term
Years 9-10	\$867 per term
Years 11-12	\$1054 per term
Discounts	
2nd Child	20%
3rd Child	50%
4th Child	No charge

*Note: There is no charge for a fourth or subsequent child attending either an Archdiocesan primary or secondary school.*

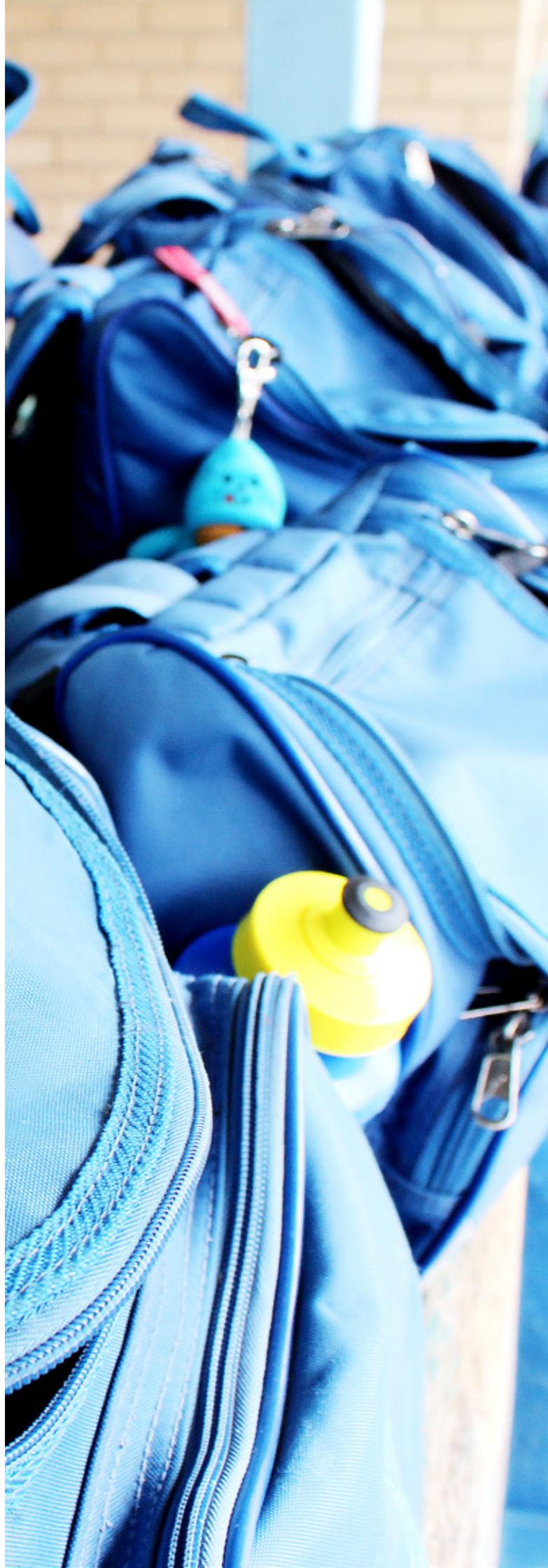
In addition to tuition fees parents are requested to contribute to the Canberra Catholic Schools Building Fund (CCSBF). (The 2017 contribution to CCSBF per term per family is \$163 which is provided as a guide only.)

## Local School Charges

Schools levy additional fees for specific purposes (book hire, cleaning, etc.) 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.

## Fee Remissions

Fee remissions are offered in cases of financial hardship. Parents wishing to seek a school fee reduction should approach the Principal or Bursar. Please note that where no contact is made with the school or agreed fee arrangements are not honoured, debt recovery procedures may be put in place.



# Enrolment Policy Summary

(Full policy available at [www.ceocg.catholic.edu.au](http://www.ceocg.catholic.edu.au))

## Principles and Procedures

In the Archdiocese of Canberra and Goulburn, the Catholic Education Commission is responsible to the Archbishop for developing, monitoring and evaluating education policies for Catholic System schools. These policies are based on the teachings of the Catholic Church and reflect the pastoral initiatives of the 1989 Archdiocesan Synod.

The Catholic Education Commission aims to provide the choice of Catholic schooling to all those seeking a Catholic education for their children. However, enrolment of a student into an Archdiocesan Catholic school or Catholic school of choice cannot be guaranteed.

The Archdiocesan Catholic school system has a particular responsibility to welcome, accept and support those who are poor, marginalised and in most need. Our conviction is that no student will be refused enrolment or be disadvantaged because of an inability on the part of parents/guardians to meet financial requirements.

The Catholic school community strives for strong partnerships with the parishes it serves. These partnerships must be demonstrated and strengthened by the enrolment procedure and practice.

Those who choose a Catholic school for their children do so on the understanding that they respect and agree to support the Catholic identity of the school and acknowledge the importance of religious education for their children.

Our Catholic System schools are open to all who are willing to commit to support the philosophy, values and aims of Catholic schooling.

Special enrolment conditions apply from time to time as part of the planning process to ensure the choice of Catholic schooling is provided to as many people as possible. The Director of Catholic Education may authorise the refusal of an enrolment into a particular Catholic school if such enrolment would adversely impact on the Archdiocesan provision of Catholic education.

Acceptance of a child into a Catholic System primary school does not confer an automatic entitlement to enrolment in a Catholic System secondary school. The enrolment of a student

in a Catholic System secondary school is a new process and requires the completion and submission of a new school enrolment application.

All parents enrolling their children in a Catholic System school must complete the official enrolment form and return it by the due date. Such action, however, does not guarantee enrolment in the school. Parents are expected to support their local parish primary school wherever possible.

Enrolment applications, irrespective of their priority listing, received after the due date will only be considered if vacancies still exist.

## Priorities

The following hierarchy of priorities has been established for the consideration of enrolment applications at each school when enrolment applications exceed available spaces.

## Early Learning Centre (ELC)

Children who are turning four (4) before 30 April and:

1. are baptised Catholic who are resident in the Parish, with siblings who attend a Catholic System primary school in the Parish.
2. have siblings who attend a Catholic System primary school in the Parish.
3. are a baptised Catholic resident in the Parish.
4. are a baptised Catholic resident in a Parish of the Region.
5. have siblings who attend a Catholic System primary school in the Region.
6. are a baptised Catholic and resident outside the Region.
7. whose families support the mission and ethos of Catholic education.

All children who attend a Catholic ELC will be given preference for Kindergarten enrolment at a Catholic primary school.

## Primary

Children who are turning five (5) before 30 April and:

1. are baptised Catholic who are members of the designated local parish communities.
2. are sibling of children already attending the primary school.
3. are baptised Catholic from other parishes who cannot obtain places in their local parish primary school.
4. are baptised Catholic whose parents/guardians seek to enrol them in a parish primary school outside their own parish but who can obtain places in their own parish primary school.
5. are non - Catholic children whose parents/guardians desire and are committed to a Catholic education.

## Secondary

1. Baptised Catholic children who:
  - 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. Other children who have been enrolled in a Catholic school for a period of at least three years.
4. Baptised Catholic children from non-Catholic schools. The family of these children MUST provide an up to date reference from their Parish Priest indicating that they are practising Catholics in the Parish.
5. Baptised Catholic children from non-Catholic schools who cannot provide a reference from a Parish Priest.
6. Other children whose parents/guardians desire and are committed to Catholic education.



# ACT EARLY LEARNING CENTRES



## Holy Trinity Early Learning Centre CURTIN

Director Ms Cushla Sheehan  
Address 18-20 Theodore St Curtin ACT 2605  
Phone 02 6281 7428  
Email [elc.holytrinity@cg.catholic.edu.au](mailto:elc.holytrinity@cg.catholic.edu.au)  
Website [holytrinity.act.edu.au](http://holytrinity.act.edu.au)



## Holy Family Early Learning and Care Centre GOWRIE

Director Mrs Nicole Doherty  
Address Cnr Castleton Cres and Bugden Ave  
Phone 02 6292 7932  
Email [elcc.holyfamily@cg.catholic.edu.au](mailto:elcc.holyfamily@cg.catholic.edu.au)  
Website [holyfamily.act.edu.au](http://holyfamily.act.edu.au)



## Mother Teresa Early Learning Centre HARRISON

Director Mrs Clare Addinell  
Address 40 Wimmera St Harrison ACT 2914  
Phone 02 6241 3211  
Email [clare.addinell@cg.catholic.edu.au](mailto:clare.addinell@cg.catholic.edu.au)  
Website [motherteresa.act.edu.au](http://motherteresa.act.edu.au)



## St Jude's Early Learning Centre HOLDER

Director Miss Gabrielle Stitt (Acting)  
Address Mulley St Holder ACT 2611  
Phone 02 6287 5520  
Email [elc.stjudes@cg.catholic.edu.au](mailto:elc.stjudes@cg.catholic.edu.au)  
Website [stjudesps.act.edu.au](http://stjudesps.act.edu.au)



## St Joseph's Early Learning Centre O'CONNOR

Director Mrs Molly Henson  
Address Boronia Dr O'Connor ACT 2602  
Phone 02 6257 2990  
Email [director.elcsjo@cg.catholic.edu.au](mailto:director.elcsjo@cg.catholic.edu.au)  
Website [sjo.act.edu.au](http://sjo.act.edu.au)



## St Thomas Aquinas Early Learning Centre WEST BELCONNEN

Director Mrs Maribel Cabezas  
Address 25 Lhotsky St Charnwood ACT 2615  
Phone 02 6258 5834  
Email [elc.staquinas@cg.catholic.edu.au](mailto:elc.staquinas@cg.catholic.edu.au)  
Website [staquinas.act.edu.au](http://staquinas.act.edu.au)



## Holy Spirit Early Learning Centre NICHOLLS

Director Mrs Bronwyn Newth  
Address Kelleway Ave Nicholls ACT 2913  
Phone 02 6241 8640  
Email [bronwyn.newth@cg.catholic.edu.au](mailto:bronwyn.newth@cg.catholic.edu.au)  
Website [holyspirit.act.edu.au](http://holyspirit.act.edu.au)



## St Anthony's Early Learning Centre WANNIASSA

Director Mrs Sharon O'Brien  
Address Wheeler Crescent, Wanniasa ACT 2903  
Phone (02) 6231 0491  
Email [sharon.obrien@cg.catholic.edu.au](mailto:sharon.obrien@cg.catholic.edu.au)  
Website [stanthonys.act.edu.au/](http://stanthonys.act.edu.au/)

# ACT PRIMARY SCHOOLS



## Good Shepherd Primary School AMAROO K-6

Principal Mr David Austin  
Address Burdekin Ave Amaroo ACT 2914  
Phone 02 6255 7888  
Email office.goodshepherd@cg.catholic.edu.au  
Web goodshepherd.act.edu.au



## St Vincent's Primary School ARANDA K-6

Principal Mrs Lina Vigliotta  
Address 3 Bindel St Aranda ACT 2614  
Phone 02 6251 2442  
Email office.svdpc@cg.catholic.edu.au  
Web svdp.act.edu.au



## St Francis of Assisi Primary School CALWELL K-6

Principal Mrs Kate Markcrow (Acting)  
Address 120 Casey Cres Calwell ACT 2905  
Phone 02 6292 4500  
Email office.stfranciscalwell@cg.catholic.edu.au  
Web stfa.act.edu.au



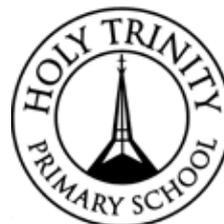
## St Thomas More's Primary School CAMPBELL K-6

Principal Mrs Julie Wiley  
Address 24 White Cres Campbell ACT 2612  
Phone 02 6249 8869  
Email office.stmore@cg.catholic.edu.au  
Web stmore.act.edu.au



## St Clare of Assisi Primary School CONDER K-6

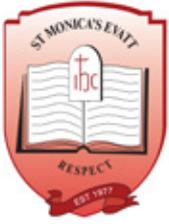
Principal Mr Matthew Egan-Richards(Acting)  
Address Cnr Boxhill Ave & Heidelberg  
St Conder ACT 2906  
Phone 02 6294 1860  
Email office.stclaresconder@cg.catholic.edu.au  
Web sca.act.edu.au



## Holy Trinity Primary School CURTIN P-6

Principal Mrs Judy Spence & Mrs Philippa Brearley  
(5 days a fortnight)  
Address 18-20 Theodore St Curtin ACT 2605  
Phone 02 6281 4811  
Email office.holytrinity@cg.catholic.edu.au  
Web holytrinity.act.edu.au  
Enrolments 296 (as at August Census 2016)

# ACT PRIMARY SCHOOLS



## St Monica's Primary School EVATT K-6

Principal Ms Carmel Maguire  
Address Moynihan St Evatt ACT 2617  
Phone 02 6258 5105  
Email [office.stmonicas@cg.catholic.edu.au](mailto:office.stmonicas@cg.catholic.edu.au)  
Web [stmonicas.act.edu.au](http://stmonicas.act.edu.au)



## St John the Apostle Primary School FLOREY K-6

Principal Mr Matthew Garton (Acting)  
Address Pawsey Circuit Florey ACT 2615  
Phone 02 6258 3592  
Email [office.sjaps@cg.catholic.edu.au](mailto:office.sjaps@cg.catholic.edu.au)  
Web [sjaps.act.edu.au](http://sjaps.act.edu.au)



## Sts Peter and Paul Primary School GARRAN K-6

Principal Mrs Margaret Pollard  
Address 59 Wisdom St Garran ACT 2605  
Phone 02 6281 1932  
Email [office.stpandp@cg.catholic.edu.au](mailto:office.stpandp@cg.catholic.edu.au)  
Web [stpandp.act.edu.au](http://stpandp.act.edu.au)



## Holy Family Primary School GOWRIE P-6

Principal Mrs Anne-Marie Marek  
Address Castleton Cres Gowrie ACT 2904  
Phone 02 6292 1222  
Email [office.holyfamily@cg.catholic.edu.au](mailto:office.holyfamily@cg.catholic.edu.au)  
Web [holyfamily.act.edu.au](http://holyfamily.act.edu.au)



## Mother Teresa School

### Mother Teresa School HARRISON P-6

Principal Mr Peter Hughes  
Address 40 Wimmera St Harrison ACT 2914  
Phone 02 6241 5604  
Email [office.motherteresa@cg.catholic.edu.au](mailto:office.motherteresa@cg.catholic.edu.au)  
Web [motherteresa.act.edu.au](http://motherteresa.act.edu.au)  
Enrolments 610 (as at August Census 2016)



### St Jude's Primary School HOLDER P-6

Principal Mr Peter Galvin  
Address 49 Mulley St Holder ACT 2611  
Phone 02 6288 7688  
Email [office.stjudes@cg.catholic.edu.au](mailto:office.stjudes@cg.catholic.edu.au)  
Web [stjudesps.act.edu.au](http://stjudesps.act.edu.au)

# ACT PRIMARY SCHOOLS



## St Michael's Primary School KALEEN K-6

Principal Mrs Judy Walsh  
Address Tyrrell Circuit Kaleen ACT 2617  
Phone 02 6241 4022  
Email [office.stmichaelsps@cg.catholic.edu.au](mailto:office.stmichaelsps@cg.catholic.edu.au)  
Web [stmichaelsps.act.edu.au](http://stmichaelsps.act.edu.au)



## St Thomas the Apostle Primary School KAMBAH K-6

Principal Mrs Ursula Jamieson  
Address 39 Boddington Crs Kambah ACT 2902  
Phone 02 6231 4144  
Email [office.sttapkambah@cg.catholic.edu.au](mailto:office.sttapkambah@cg.catholic.edu.au)  
Web [sttap.act.edu.au](http://sttap.act.edu.au)



## St Benedict's Primary School NARRABUNDAH K-6

Principal Mrs Rachel Smith (Acting)  
Address Cnr Tallara Parkway & Sturt Ave  
Narrabundah  
Phone 02 6295 8027  
Email [office.stbenedicts@cg.catholic.edu.au](mailto:office.stbenedicts@cg.catholic.edu.au)  
Web [stbenedicts.act.edu.au](http://stbenedicts.act.edu.au)



## Holy Spirit Primary School NICHOLLS P-6

Principal Mr Brad Gaynor  
Address 26 Kelleway Ave Nicholls ACT 2913  
Phone 02 6241 8640  
Email [office.holyspirit@cg.catholic.edu.au](mailto:office.holyspirit@cg.catholic.edu.au)  
Web [holyspirit.act.edu.au](http://holyspirit.act.edu.au)



## St Joseph's Primary School O'CONNOR P-6

Principal Mrs Sue Dempsey  
Address Boronia Drive O'Connor ACT 2602  
Phone 02 6248 9818  
Email [office.sjo@cg.catholic.edu.au](mailto:office.sjo@cg.catholic.edu.au)  
Web [sjo.act.edu.au](http://sjo.act.edu.au)



## Sacred Heart Primary School PEARCE K-6

Principal Mrs Anne Staines  
Address Cnr Beasley St and Hodgson Crescents  
Pearce ACT 2607  
Phone 02 6286 2443  
Email [office.sacredheartpearce@cg.catholic.edu.au](mailto:office.sacredheartpearce@cg.catholic.edu.au)  
Web [sacredhps.act.edu.au](http://sacredhps.act.edu.au)

# ACT PRIMARY SCHOOLS



## St Matthew's Primary School PAGE K-6

Principal Ms Brenda Foley  
Address Stutchbury St Page ACT 2614  
Phone 02 6254 2653  
Email [office.stmatts@cg.catholic.edu.au](mailto:office.stmatts@cg.catholic.edu.au)  
Web [stmattps.act.edu.au](http://stmattps.act.edu.au)



## St Bede's Primary School RED HILL K-6

Principal Mrs Julie Douglas  
Address 55 Hicks St Red Hill ACT 2603  
Phone 02 6295 6559  
Email [office.stbedes@cg.catholic.edu.au](mailto:office.stbedes@cg.catholic.edu.au)  
Web [stbedes.act.edu.au](http://stbedes.act.edu.au)



**ST ANTHONY'S**  
PARISH PRIMARY SCHOOL

## St Anthony's Parish Primary School WANNIASSA K-6

Principal Mr Greg Walker  
Address Wheeler Cres Wanniasa ACT 2903  
Phone 02 6231 4022  
Email [office.stanthonyswanniasa@cg.catholic.edu.au](mailto:office.stanthonyswanniasa@cg.catholic.edu.au)  
Web [stanthonys.act.edu.au](http://stanthonys.act.edu.au)



## St John Vianney's Primary School WARAMANGA K-6

Principal Mr Peter Rodda  
Address Namatjira Drive Waramanga ACT 2611  
Phone 02 6288 2383  
Email [office.sjv@cg.catholic.edu.au](mailto:office.sjv@cg.catholic.edu.au)  
Web [sjv.act.edu.au](http://sjv.act.edu.au)



## Rosary Primary School WATSON K-6

Principal Mrs Vicky Van der Sanden  
Address Fleming St Watson ACT 2602  
Phone 02 6248 0010  
Email [office.rosaryps@cg.catholic.edu.au](mailto:office.rosaryps@cg.catholic.edu.au)  
Web [rosary.act.edu.au](http://rosary.act.edu.au)



**St Thomas Aquinas**  
West Belconnen

## St Thomas Aquinas Primary School WEST BELCONNEN P-6

Principal Mr Cameron Johns  
Address 25 Lhotsky St Charnwood ACT 2615  
Phone 02 6258 4077  
Email [office.staquinas@cg.catholic.edu.au](mailto:office.staquinas@cg.catholic.edu.au)  
Web [staquinas.act.edu.au](http://staquinas.act.edu.au)

# ACT SECONDARY COLLEGES



## Merici College BRADDON 7-12 (Girls)

Principal Mrs Loretta Wholley  
Address Wise St Braddon ACT 2612  
Phone 02 6243 4100  
Email [principal.merici@merici.act.edu.au](mailto:principal.merici@merici.act.edu.au)  
Web [merici.act.edu.au](http://merici.act.edu.au)



## St Francis Xavier College FLOREY 7-12 (Co-Ed)

Principal Mr Angus Tulley  
Address Barnard Circuit Florey ACT 2615  
Phone 02 6258 1055  
Email [school.office@sfx.act.edu.au](mailto:school.office@sfx.act.edu.au)  
Web [sfx.act.edu.au](http://sfx.act.edu.au)



## St Clare's College GRIFFITH 7-12 (Girls)

Principal Mr Brad Cooney  
Address McMillan Crescent Griffith ACT 2603  
Phone 02 6260 9400  
Email [the.principal@stcc.act.edu.au](mailto:the.principal@stcc.act.edu.au)  
Web [stcc.act.edu.au](http://stcc.act.edu.au)



## St John Paul II College NICHOLLS 7-12 (Co-Ed)

Principal Mrs Catherine Rey  
Address 1021 Gungahlin Dr Nicholls ACT 2913  
Phone 02 6163 4800  
Email [office.jpc@cg.catholic.edu.au](mailto:office.jpc@cg.catholic.edu.au)  
Web [jpc.edu.au](http://jpc.edu.au)



## St Mary MacKillop College TUGGERANONG (Wanniassa Campus) 7-9 (Co-Ed)

Principal Mr Michael Lee  
Address Cnr Mackinnon St and McBryde Cres  
WANNIASSA ACT 2903  
Phone 02 6209 0100  
Email [theprincipal@mackillop.act.edu.au](mailto:theprincipal@mackillop.act.edu.au)  
Web [mackillop.act.edu.au](http://mackillop.act.edu.au)

## St Mary MacKillop College TUGGERANONG (Isabella Plains Campus) 10-12 (Co-Ed)

Principal Mr Michael Lee  
Address Cnr Ellerston Ave & Drumston St  
Isabella Plains ACT 2905  
Phone 02 6209 0100  
Email [theprincipal@mackillop.act.edu.au](mailto:theprincipal@mackillop.act.edu.au)  
Web [mackillop.act.edu.au](http://mackillop.act.edu.au)

# ACT CONGREGATIONAL SCHOOLS



## Daramalan College DICKSON 7-12 (Co-Ed)

Principal Ms Rita Daniels  
Address 121 Cowper St Dickson ACT 2602  
Phone 02 6245 6300  
Email [info@daramalan.act.edu.au](mailto:info@daramalan.act.edu.au)  
Web [www.daramalan.act.edu.au](http://www.daramalan.act.edu.au)



## St Edmund's College GRIFFITH 4-12 (Boys)

Principal Mr Daniel Lawler  
Director of Junior School TBA  
Address 110 Canberra Ave Griffith ACT 2603  
Phone 02 6239 0621 (Principal's Office)  
02 6239 0608 (Middle School)  
02 6295 3598 (College Reception)  
Email [reception@stedmunds.act.edu.au](mailto:reception@stedmunds.act.edu.au)  
Web [stedmunds.act.edu.au](http://stedmunds.act.edu.au)



## Marist College PEARCE 4-12 (Boys)

Headmaster Mr Richard Sidorko  
Address Marr St Pearce ACT 2607  
Phone 02 6298 7200 (Sec) or  
02 6298 7271 (Prim)  
Email [enquiries@mcc.act.edu.au](mailto:enquiries@mcc.act.edu.au)  
[headmaster@mcc.act.edu.au](mailto:headmaster@mcc.act.edu.au)  
[juniorschool@mcc.act.edu.au](mailto:juniorschool@mcc.act.edu.au)  
Web [maristc.act.edu.au](http://maristc.act.edu.au)

# National Reporting on Student Outcomes

The purpose of this information sheet is to advise parents (or caregivers) of data collection requirements arising from the decisions of State, Territory and Australian Government Education Ministers to improve the quality and national consistency of public reporting on student achievement. Ministers expect all government and non-government school systems and schools to comply with the new data collection and reporting arrangements.

## **What is the purpose of national reporting?**

- The primary purpose of national reporting is to improve the educational outcomes of our young people by informing the Australian public, and especially the education community and parents, about progress towards achieving the *National Goals for Schooling in the Twenty-First Century*.
- For more information on the *National Goals*, go to <http://www.scseec.edu.au>

## **What is the situation now with the collection and reporting of information on students' performance?**

- All school authorities must collect certain information from parents and/or students to fulfil their functions and obligations under State, Territory and Australian Government legislation, including accountability for spending public money.
- Governments must provide the community with information about school performance and the steps they are taking to improve student outcomes.
- Information on students' performance is reported in the annual *National Report on Schooling in Australia*, and on the *MySchool* website published by the Australian Curriculum, Assessment and Reporting Authority (ACARA).

## **What are the requirements for the collection of information on student background characteristics?**

- State, Territory and Australian Government Education Ministers have agreed to common approaches across all States and Territories, in both government and non-government schools, to the collection and reporting of information on the sex, Indigenous status, geographic location, socioeconomic background and language background of school students.

## **What are the benefits for schools and students?**

- Linking student background characteristics with students' results in national assessments in priority areas of schooling will allow schools to identify individual students' strengths and weaknesses; evaluate the influence of particular factors on student performance; judge the effectiveness of policies aimed at reducing the impact of such factors, and, as necessary, take appropriate steps to improve students' performance.
- The new arrangements will also provide parents with accurate and timely information on their child's progress compared with other Australian students of the same age and a measure of the child's achievement against national benchmarks or standards.

## **What information is required from parents?**

- Parents will be asked for information on the following:
  - the sex of the student
  - the Indigenous status of the student
  - the parents' occupations (in very broad terms)
  - the parents' educational qualifications (also in very broad terms)
  - the student's country of birth, and
  - the main language spoken at home by the student and each of the student's parents or guardians.
- Most of this information is already collected by schools but it will now be collected in a uniform way across the country.

## **Why are schools required to collect information on the educational and occupational background of parents?**

- Information is being collected on the educational and occupational background of parents so that school education authorities can evaluate the influence of socioeconomic background on students' educational outcomes across and within jurisdictions, and over time.
- This will allow critical evaluation of the effectiveness of policies aimed at reducing the impact of social or economic disadvantage on student performance, and assist school systems and schools in taking steps aimed at promoting an education system which is fair for all Australian students.
- Ministers have been concerned to ensure that the questions asked of parents are not overly intrusive. Parents will therefore not be asked to provide specific details of their education or income but, rather, will be asked to select an appropriate response from a limited number of broad educational categories.

## What safeguards are there to protect the privacy and confidentiality of personal information?

- All States and Territories have privacy or freedom of information legislation encompassing such matters as the manner and purpose of collection of personal information, storage and security of data, and access to information.
- There is also Commonwealth privacy legislation, which imposes certain obligations on non-government schools in relation to the collection and handling of personal information to protect the privacy of individuals.
- Schools and school systems have in place comprehensive confidentiality and security policies and procedures for the collection and handling of personal information. Such policies set out the types of information collected, used and disclosed, the purpose for which it is collected, and matters relating to access and collection of information.
- All information which could identify or would reasonably identify individual students to whom particular background characteristics belong is removed for national reporting so that no personal information is reported publicly.
- Strict reporting protocols and standards apply to data presentation in all publications of the Ministerial Council on Education, Early Childhood Development and Youth Affairs.

## Enrolment Information Collection Notice

1. Catholic Education, Archdiocese of Canberra and Goulburn (Catholic Education) and the Archdiocesan Catholic schools collect personal information, including health and other sensitive information, about students, their parents, carers, guardians, families and other persons of significance before and during the course of the students' enrolment. This information may be collected in a written form, via electronic media or in the course of oral communications. The primary purpose of collecting this information is to provide schooling for the students and to facilitate and enhance their participation in school activities.
2. Some of the information is collected to assist Catholic Education and the Archdiocesan Catholic Schools to discharge their 'duty of care' to their students, staff and other members of the community in ensuring their welfare by taking all reasonable action to protect them from risks of harm that can be reasonably predicted in the course of all activities and functions conducted or arranged by Catholic Education and the Archdiocesan Catholic Schools.
3. Laws governing or relating to the operation of schools require certain information to be collected and disclosed. These laws include the relevant Commonwealth, ACT and NSW Education, Public Health and Child Protection legislation, including legislation pertaining to regulatory and reporting obligations governing Catholic Education and the Archdiocesan Catholic Schools.
4. Health information about students is 'sensitive information' within the terms of the Australian Privacy Principles under the Privacy Act 1988 (Cth) In ACT, it is also defined as 'personal health information' within the terms of the Privacy Principles pursuant to the Health Records (Privacy and Access) Act 1997 (ACT). Catholic Education and the Archdiocesan Catholic Schools may require medical and health reports containing health information about their students from time to time. . The collection, use, disclosure, access to and disposal of such information are governed by the above legislation.
5. From time to time personal and sensitive information (including personal health information) is disclosed to others for administrative and educational purposes. This includes disclosure to other schools within and outside of Catholic Education schools, government agencies and departments, the Archdiocesan Catholic Education Commission (CEC), the NSW Catholic Education Commission (CEC NSW) and the National Catholic Education Commission (NCEC), the local Catholic Archdiocese and the parish, medical and allied health practitioners, CatholicCare and people providing services to the schools, including specialist visiting teachers, counsellors, coaches and volunteers.
6. Personal and sensitive information (including personal health information) is also collected and disclosed in accordance with the Australian Government requirements to the Australian Curriculum, Assessment and Reporting Authority (ACARA) for the purpose of publishing certain school information relating to the circumstances of parents and students on the MySchool website. Without this information, the enrolment or ongoing enrolment of a student may not be able to commence or continue.
7. Personal information collected from students is regularly disclosed to their parents, carers and guardians.
8. Catholic Education and the Archdiocesan Catholic schools may utilise service providers and agencies to provide certain services including email and data storage. Personal information may be provided to these providers and agencies solely for the purpose of the provision of these services. Personal information may be stored in the 'cloud' and otherwise whereby it resides on servers situated outside Australia.
9. Catholic Education's Privacy Policy sets out how students and their parents, carers and guardians may seek access to personal information collected 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 Catholic Education's or an Archdiocesan Catholic school's duty of care to the student or others, or where a student has provided information in confidence. Catholic Education's Privacy Policy also sets out a process for complaints about potential breaches of privacy and for dealing with such complaints.
10. On occasions, information such as academic and sporting achievements, student activities and other news is published in Catholic Education's or Archdiocesan Catholic Schools' newsletters, magazines websites, intranet and other electronic media. Photographs of student activities such as sporting events, school camps and school excursions may be taken for and published in in the above media. Consent from the students' parents, carers or guardians will be obtained prior to any such photographs or other identifying material being used in promotional content produced by or for Catholic Education or the Archdiocesan Catholic schools.
11. From time to time Catholic Education and Archdiocesan Catholic schools engage in fundraising. Information collected for the fundraising may be used to make an appeal to those persons for further fundraising purposes. It may also be disclosed to agencies and organisations that assist in Catholic Education and the Archdiocesan Catholic schools in fundraising solely for that purpose. Personal information will not be disclosed to third parties for their own marketing purposes without prior consent.
12. If personal information of others, such as medical or allied health professionals or emergency contacts, is provided to Catholic Education or the Archdiocesan Catholic schools, it is encouraged that those persons are informed about such disclosure, the reasons for it and that they can access this information. Such information will usually not be disclosed to third parties.

# General Information

## Priority Enrolment Areas

### Archdiocesan ELCs and Primary Schools

The priority enrolment area for all ELCs and primary schools is their designated school within the Parish. School children may be accepted by the Principal of a school in a different Parish depending on enrolment pressures.

### Archdiocesan Secondary Schools

There are no priority enrolment areas for Archdiocesan Secondary Schools.

Acceptance into an out- of-area Archdiocesan primary school is not a guarantee of enrolment into a particular Archdiocesan secondary school. Enrolment into any Archdiocesan primary school is no guarantee of enrolment into an Archdiocesan secondary school.

## Secondary Enrolments

The eight Catholic secondary colleges in the ACT collaborate in the review and processing of enrolment applications to ensure that as many places as possible are available to those seeking a Catholic secondary education. It is requested that only one application be lodged with the college of first preference with other preferred colleges clearly identified in preference order.

Where an application is lodged with two or more colleges and where a first preference is indicated on two or more applications, parents will be contacted to give them the opportunity to indicate their actual first preference. Preferences will be accommodated subject to availability of a place and the enrolment policy of the particular college.

Where a first preference cannot be accommodated parents will be contacted to determine if they wish their application to be passed on to the next preferred college for consideration. An offer of a place will be made from only one college.

Colleges make an offer of enrolment on 21 June 2017. Acceptances must be returned by 21 July 2017.

## Overseas Students

Catholic schools welcome overseas students on a full fee paying basis. Enquiries may be directed to the Principals.