



Enrolment Information Pack

NSW Catholic Schools



CATHOLIC EDUCATION
Archdiocese of Canberra & Goulburn



Welcome

Table of Contents

How to Enrol.....	4
Documentation & Application Fees.....	6
Key Enrolment Conditions.....	8
School Pathways.....	11
Special Enrolment Scenarios.....	12
Other Enrolment Conditions.....	13
Key Documents & Links.....	14
More Information.....	15

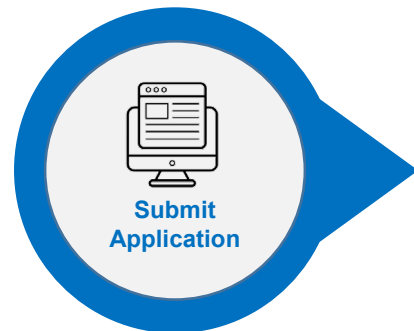
Thank you for considering a Catholic Education for your child. The Catholic Education Office in the Archdiocese of Canberra and Goulburn is proud of the high quality of our 56 Catholic systemic schools and 8 Catholic preschools.

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. The Catholic school is open to all who are willing to commit to support the philosophy, values and aims of Catholic schooling.

No student will be refused enrolment or be disadvantaged because of an inability (as opposed to an unwillingness) on the part of a parent/guardian to meet financial requirements.

This document provides the key information required for you to enrol your child in a Catholic school.

How to enrol



Phase 1

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



Phase 2

- ✓ Attend Interview - some schools may conduct interviews with families – a school will reach out to you if required.



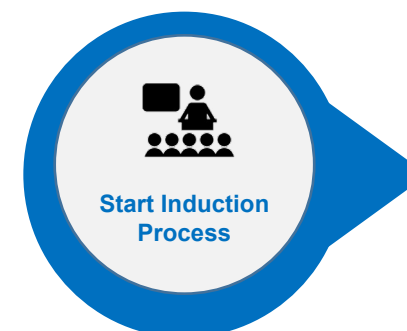
Phase 3

- ✓ Notification on the outcome of the application will be sent to all parents/guardians listed on the application.
- ✓ An offer is an invitation to accept a place in the school.
- ✓ Parents/guardians will have approximately 4 weeks to decide whether to accept the offer or not.



Phase 4

- ✓ 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/guardians listed on the enrolment form must agree and sign the Enrolment Contract.



Phase 5

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

Please note:

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.



Documentation & Application Fees



Primary & 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 the following:

- ✓ For students born outside Australia - Visa grant notice for permanent and Temporary Visa holders – for both student and parent(s) / legal guardian(s)
- ✓ For Catholic Families – Certificate of Baptism
- ✓ For students with additional needs - any medical reports and/or other additional learning needs assessment reports
- ✓ Family Law, Personal Protection Order or other relevant court orders (if applicable).

Application fee
(non-refundable)

\$50 per application*



Secondary Schools

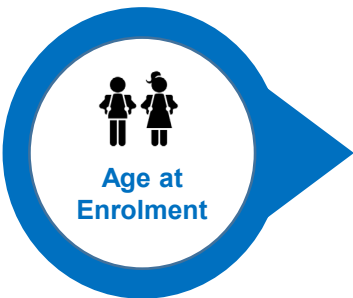
- ✓ Student identification – birth certificate (not commemorative) or passport
 - ✓ Previous school reports
- If applicable to your child or family, please also provide the following:**
- ✓ For students born outside Australia - Visa grant notice for permanent and Temporary Visa holders – for both student and parent(s) / legal guardian(s)
 - ✓ For Catholic Families – Certificate of Baptism
 - ✓ For students with additional needs - any medical reports and/or other additional learning needs assessment reports
 - ✓ Family Law, Personal Protection Order or other relevant court orders (if applicable).

Application fee
(non-refundable)

\$50 per application*

*Not applicable to all schools

Primary & Central Schools

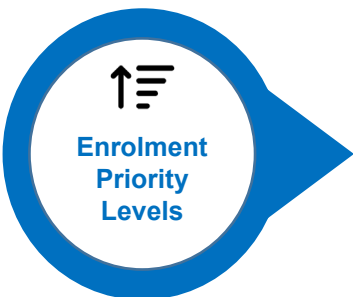


Minimum age:

5 years by 31st 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:



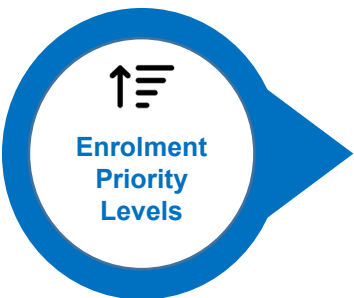
Children who are turning 5 before April 30 and:

- 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/in-area primary school.
- 5 Are non-Catholic whose parents/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 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 a period of at least 3 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 that 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/guardians desire and are committed to Catholic education.



School Pathways

Primary Schools

Co-educational is provided for children in Kindergarten to Year 6 at all NSW Catholic primary schools.

Secondary Schools

Co-education is provided for Years 7 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 - 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 Central School, Tumut

NSW Schools / ACT Secondary Schools

- Primary students residing in Yass are zoned to Mt. Carmel, Yass and will not be accepted for enrolment in ACT Archdiocesan Catholic schools before Year 7.
- Students residing in Murrumbateman will have a choice of enrolment at either Mount Carmel School Yass or an ACT Archdiocesan Catholic school subject to normal enrolment processes and priorities. Where a decision is made to enrol at Mount Carmel School Yass, that decision cannot be reversed before Year 7.
- Students who reside in Yass will be allowed to enrol in ACT schools from Year 7 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 that 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/guardians and schools.
- ✓ Parents/guardians of students with additional needs may enquire and lodge enrolment applications before a school's official enrolment period. Such forward planning on behalf of students with disabilities 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 ELC Director or School Principal prior to submitting an application.

Other Enrolment Conditions

Enrolment Contract

- ✓ Parents/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/legal guardians 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.

Privacy Policy

- ✓ CECG's Privacy Policy as amended from time to time is available on the CECG website: <https://cg.catholic.edu.au/parents/policies/>
- ✓ Schools may make reports to relevant government agencies concerning child safety issues in some circumstances, and that these reports are not a breach of privacy but are reports that are required to be made by law.



Families submitting an enrolment application are advised to read the following additional documents and information as indicated below.

Enrolment Policy

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

The enrolment policy sets out the principles, procedures, and priority areas for enrolment in primary and secondary schools of the Catholic Education Archdiocese of Canberra and Goulburn (CECG).

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 each year in November. In addition to tuition fees, parents/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/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/>

Additional enrolment information is provided below.

School Information Sessions

Please refer to school websites for information regarding their Open Days and Information Sessions.

Enrolment Review & Appeals Process

Email: enrolment@cg.catholic.edu.au

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

CECG Enrolment Team Contact Details

Email: enrolment@cg.catholic.edu.au

For support or further questions relating to enrolment at a CECG School, please contact the Enrolment Team.

Phone: (02) 6234 5408





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