



Enrolment Information Pack

ACT Catholic Schools &
Early Learning Centres



CATHOLIC EDUCATION
Archdiocese of Canberra & Goulburn



Welcome

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The Catholic Education Office is proud of the quality of Catholic schools in the Archdiocese. Our Catholic schools continually strive to be inclusive places and have an education model that promotes a partnership between individuals, communities and governments based on the principles of equity, needs, access, social justice and religious freedom. Our schools strive for strong partnerships with the Parishes they serve. Catholic System schools and Catholic Preschools are open to all who are willing to support the philosophy, values and aims of Catholic schooling.

The Archdiocesan Catholic school system has a particular responsibility to welcome, accept and support those who are poor, marginalised and in most need. No child is to be denied Catholic schooling simply because of an inability (as opposed to an unwillingness) 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



Submit Application

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



Interview with School

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

May

May



Notification on Outcome of Application

- ✓ 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.

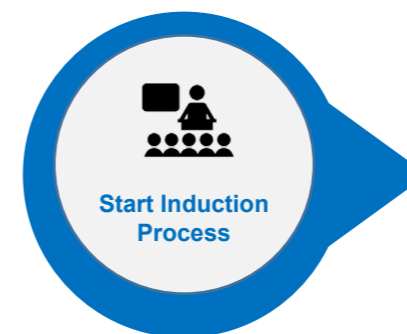
June



Accept Offer

- ✓ 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.

July



Start Induction Process

- ✓ 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.

October onwards

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.
2. ACT schools accept online enrolments throughout the year, however, for future year applications, there is a standard enrolment period in May, where the first round of offers are sent by schools in June.



Documentation & 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) / 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)

\$55 per application

Documentation & Application Fees



Primary Schools

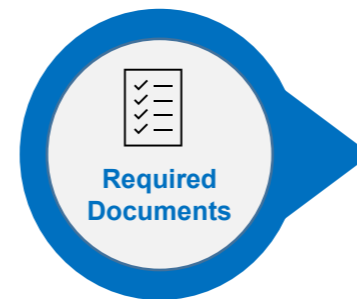
- ✓ Student identification – birth certificate (not commemorative) or passport
- ✓ Proof of residential address, such as rates notice, electricity, water or telephone bill
- ✓ Previous school reports (other than Kindergarten)
- ✓ Immunisation Records

If applicable to your child or family, please also provide 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
- ✓ Recent school reports (other than Kindy)

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)

\$100 per application



Key Enrolment Conditions

Early Learning Centres

Minimum age:

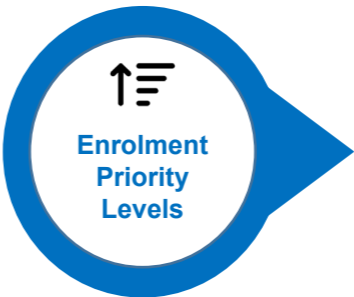
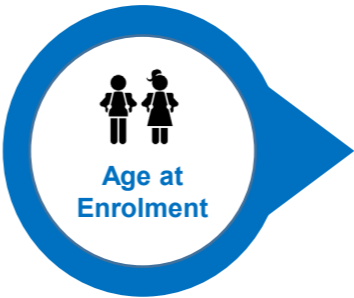
4 years by 30 April in the year of commencement

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

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:

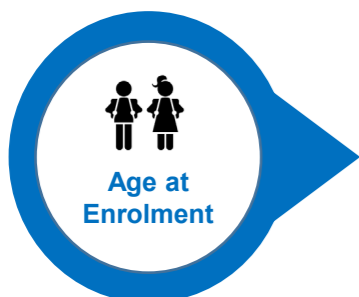
Children who are turning 4 before April 30 and:

- 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 ELC and/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/in-area ELC.
- 5 Are non-Catholic whose parents/guardians desire and are committed to a Catholic Education.



Key Enrolment Conditions

Primary Schools

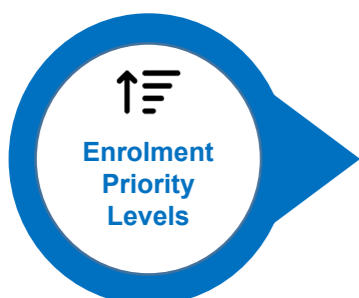


Minimum age:

5 years 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 received are assessed based on the following enrolment priority levels:



Children who are turning 5 before April 30 and:

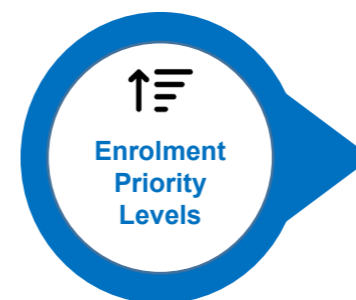
- 1 Are baptised Catholic who are members of the designated local Parish communities and designated priority enrolment area or, where there is more than one primary school within a Parish, the designated priority enrolment area within the Parish as agreed from time to time.
- 2 Are siblings of children 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.



Priority Enrolment Areas

Early Learning Centres

- ✓ The priority enrolment area (PEA) for all ELCs and primary schools is their designated school within the Parish.
- ✓ ACT Catholic Primary Schools are expected to enrol students from their designated PEAs.
- ✓ Parents/guardians are expected to follow the Priority Enrolment Areas if applying to enrol in an ACT ELC or ACT primary school and follow the conditions, where applicable, for NSW schools.
- ✓ Acceptance of a child into a Catholic Early Learning Centre (ELC) does not confer an automatic entitlement into the primary school at which the ELC is located.
- ✓ Students enrolled for preschool in an ELC will continue their primary education at a designated school within their Priority Enrolment Area.

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



Enrolment Conditions (Secondary)

- ✓ There are no priority enrolment areas for Catholic secondary schools.
- ✓ Please note only one application is required for to be submitted 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 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

The Canberra and Goulburn Catholic Education Office administers the delivery of 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 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.



Key Documents & Links

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.

Priority Enrolment Areas (PEAs)

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 Area (PEA) defined by Catholic Education Archdiocese of Canberra and Goulburn (CECG).

PEAs for the 2023/2024 enrolment intake are defined within the above link, and are applicable for a period of one year. The PEA will be reviewed annually to accommodate any changes in planning, demographics and capacity.

Need More Information?

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. 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





CATHOLIC EDUCATION
Archdiocese of Canberra & Goulburn