



# St Peter's Catholic College Enrolment Package

Diocese of Broken Bay





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Dear Parents and Carers,

Thank you for considering St Peter's Catholic College and Catholic Schools Broken Bay in the educational journey of your family.

As a parent myself, I know choosing a school for your child is one of the most important decisions a family can make. At St Peter's Catholic College, we want your child to love learning and to be excited to come to school every day.

Our school is a place where you and your family feel welcome, cared for, and inspired. This is a place of immense promise for all students. The opportunity to grow, to learn, to find things they love and to imagine a future where they are the very best person they can be.

We are inviting you to be part of a thriving Catholic community through excellent teaching and learning. This is our commitment to work in partnership with you, and your family, to ensure your child's academic, emotional, and spiritual growth.

Our educational programs include solid literacy and numeracy foundations, along with music, languages, sport, creative arts, and quality personalised planning to meet the needs of diverse learners.

Our aim for our students is to become confident, curious and resilient young adults, who are proud of their faith and individuality, ready to contribute through work, family and the broader community.

Thank you again for considering us, and we hope to see you, and your child soon.

*Mr Tim Hildebrandt*

**Principal**  
St Peter's Catholic College

## Why Choose a Catholic School?

**Catholic schools have been a major part of Australian education for nearly 200 years.**

Catholic schools enrol approximately 20 per cent of Australian school students providing quality education in a faith-centred environment. The person of Jesus Christ is the inspiration of staff and is the model offered to students. Students are offered opportunities to grow in relationship with Jesus as His disciples.

Schools that form part Catholic Schools Broken Bay are well equipped and staffed by highly qualified and professional teachers who cater to the diverse learning needs of our students.

### ➤ Faith

We offer students and their families the experience of a Catholic community and education focused on the formation of the whole person and a vision of life inspired by Jesus' teachings. Each of our schools provides a range of activities that invite students to grow in relationship with God through Jesus and to find meaning and purpose in life through service of others. These include Religious Education, prayer, liturgy, retreats and social justice initiatives. Working in partnership with our parishes, Broken Bay Catholic schools support families in their role as the first educators in faith.

### ➤ Pastoral Care and Wellbeing

Catholic schools expect high standards of student behaviour based on respect for themselves and others. All of our schools have policies relating to pastoral care and wellbeing, behaviour management and bullying. These policies and programs are based firmly on Catholic beliefs and values and focus on building quality relationships and fostering resilience. Each school is committed to creating a safe and supportive learning environment for their students, staff and families.

### ➤ Catholic Identity and Mission

As a Catholic community, the School shares in the mission of the local Church. The Diocesan Mission Statement (The Diocesan Vision on a Page) is our statement of shared common purpose: "The Diocese of Broken Bay exists to evangelise, to proclaim the Good News of Jesus Christ, gathered as friends in the Lord and sent out to be missionary disciples."

In partnership with parents as the first faith educators of their children and the local parish community, the School seeks to provide authentic, professional Catholic Education, inspiring hearts and minds to know Christ, to love learning, to use their talents to be the very best they can be. Our vision, purpose and all we do is founded on faith in Jesus Christ, and informed by Christian values including faith, joy, witness, compassion, and courage.

The School's Religious Education (RE) program is based on the Broken Bay K-12 Religious Education Curriculum and aims to provide students with meaningful, engaging and challenging learning experiences that explore the rich diversity of the Catholic faith and ways in which we live it. This includes formal Religious Education as well as retreats, spirituality days and social justice opportunities in which students are invited to serve others, especially the poor and those who are marginalised.



## ➤ Achievement

Whilst our schools offer the same curriculum as government and independent schools, they do so seeking to integrate a Catholic vision of life. Expectations of achievement and conduct are high. With a strong focus on the individual, a broad curriculum caters for a wide range of interests and abilities. In public tests of student achievement in literacy and numeracy such as NAPLAN and the Higher School Certificate, Broken Bay schools consistently perform well, often above state averages.

## ➤ Supporting Catholic Families

Catholic schools have a commitment to support Catholic families who wish to access schooling for their children. Importantly, no student is denied enrolment in a Catholic school purely on the basis of a genuine inability to pay fees and other charges. Students with additional learning needs find a special welcome, care and dedication to their learning in Catholic schools.

The labours of many religious and lay staff, the generosity of families, and government funding have equipped our schools to offer children a quality education.





## Enrolling at a Catholic School

Schools in the Diocese of Broken Bay welcome enrolments from all Catholic families and those who support the ethos of a Catholic school. Where there is competition for places, children from Catholic families are offered priority. The order of priority for school enrolments is set out in the Enrolment Principles for Diocesan Systemic Schools outlined in this booklet.

Catholic Schools Broken Bay runs an enrolment campaign from March to May every year, but parents may apply to enrol their children at any time.

St Peter's Catholic College, like many secondary schools has an enrolment committee which includes the College senior leadership team, Registrar and a parish priest or his nominee. Families are interviewed by the Assistant Principal and/or member of the enrolment committee before the enrolment is finalised. Documents needed at the interview include birth and baptismal certificates, immunisation records and passport if you are newly arrived in Australia.

In the Diocese of Broken Bay secondary schools also require academic results or reports from the your child's previous school and relevant medical records.

St Peter's holds an orientation day in Term 4 for children starting high school the following year. The College also holds a series of parent information sessions during Term 3 and/or 4 to ensure families are ready for the transition to high school.

No student is denied enrolment in a Catholic school purely on the basis of a genuine inability to pay fees and other charges. Principals have the discretion to reduce or waive tuition fees, building levies and other charges, in whole or part, for those families that can demonstrate they are experiencing genuine financial difficulties.

# Catholic Schools Broken Bay Enrolment Guidelines

## ➤ Context

As inclusive and evangelising communities, we welcome every family who would like a Catholic education for their children. Catholic Schools Broken Bay (CSBB) strives to respond to the needs of all students, within the constraints of our available resources. We believe all students should have access to our schools which offer educational opportunities that nurture the Catholic faith, expand life choices, cater for the disadvantaged, and challenge all students to reach their full potential. Our schools are explicitly evangelical, catechetical and address (with the support of our parishes and agencies), the faith formation of our school communities. These principles address the vision, purpose and values outlined by Bishop Randazzo when launching Towards 2025:

- Our Vision is to deliver authentic, professional Catholic education with care and compassion.
- Our Purpose is to inspire hearts and minds to know Christ, to love learning, to use their talents to be the very best they can be.
- Our vision, purpose and all we do is founded on faith in Jesus Christ, and informed by Christian values including love, respect, peace, justice, compassion, courage and integrity.

## ➤ Guiding Principles

1. These principles apply to all schools operated by CSBB.
2. Students' educational and wellbeing needs are of paramount consideration.
3. We proudly offer authentic, professional Catholic education as good as the very best for all.
4. As a work of the Diocese, we rely on the active engagement of our parishes and agencies to promote the benefits of a Catholic education and to assist us in generating enrolments from the Catholic families they serve.
5. We do not operate a system of schools only for Catholics but rather welcome families who genuinely seek the authentic, professional Catholic education we provide.
6. While the Principal has primary responsibility for generating enrolments, CSBB, Parishes and Agencies have co-responsibility to promote Catholic education to ensure a sustainable level of enrolments for each school, so as to maximise the opportunity for Catholic families to access Catholic schools.
7. A Reference Form from the Parish Priest is not required. As part of the enrolment application, families are asked to provide relevant information on their practice of faith

and their engagement with a local parish community. Families are able to include a letter of recommendation from their Parish Priest as part of their application if they so choose to do so.

8. It is not necessary for the Parish Priest to be a part of the process of interviews for enrolment. However, once applications have been received, the Principal is to work with the Parish Priest on the final determination of enrolments prior to acceptance notifications being provided to families. In this way, the Parish Priest will have visibility of the membership of the school and its needs. The Principal is to brief the Parish Priest on any particular pastoral situations that have emerged through the process of application for enrolments.

9. Offers of enrolment may be made on an ongoing basis as applications are received and processed. Should there be disagreement between the Principal and the Parish Priest about the finalisation of an offer of enrolment, the Director of Catholic Schools Broken Bay is to be consulted.

10. The Parish Priest and the Parish of the school, in collaboration with the Principal, is to look for those opportunities to welcome new families of the school to the parish, particularly after the start of the school year.

11. On enrolment, we reciprocally ask that all parents and students commit to supporting the Church, participating in the school's rich liturgical life, including sacramental programs and other activities arranged at our Parishes.
12. No child will be denied a Catholic education because of a family's inability to pay fees.
13. We will offer bursaries to families who may need assistance.
14. Every student who is enrolled in a CSBB primary school is guaranteed a place to continue their education in the related K-12 network secondary college within the CSBB system.
15. We welcome students with diverse needs into our schools. Our planning for the enrolment of students with a disability should be advised to CSBB as soon as possible so that the needs of each child can be met. Parents/guardians may be asked to complete an Exchange of Information form, so the school can communicate directly with other professionals to best support the student.
16. On enrolment, all parents/guardians are required to give an undertaking that they will jointly and severally honour any financial commitments made to the school.
17. During the enrolment process parents/caregivers are required to disclose all relevant information, including in relation to their child's learning needs and behaviours.
18. No school may charge an enrolment application, confirmation fee or any similar fee for processing of enrolment applications.
19. In special circumstances, a school or a Parish Priest may seek approval from the Director of Schools to temporarily modify these enrolment principles to cater for the unique context of the local Catholic community.

### ➤ Enrolment Priority

Where the number of applications exceeds the number of available places, offers of enrolment are to be made in accordance with the following priority order:

1. Baptised Catholic children of Catholic families of the parish
2. Siblings of children who are already enrolled in the school.
3. Baptised Catholic children of Catholic families beyond the parish.
4. Children of from other Christian traditions, other faith traditions or non-churched backgrounds.

### ➤ Special Pastoral Circumstances

In discerning criteria that indicate the nature and extent of 'special pastoral circumstances' consideration will be given to include children with special needs; indigenous students; refugee or other marginalised families; links to the parish or school communities through the involvement of grandparents and the extended family and carers; the pastoral care of the student due to family dislocation; prior family links to the school; and any other special circumstances as considered appropriate.

Last modified: 27 April 2021

# Enrolment Application Process

1. Upon opening of enrolments, the following processes will normally occur:

## 1. INITIAL ENROLMENT ENQUIRY

- Enrolments open for the following year in the first week of March.
- College holds open event for potential families to view the school facilities.
- All other interested families receive Enrolment Package via College administration.
- Families complete enrolment forms, compile all 'Required Supplementary Documentation' and submit application directly to school.

## 2. SCHOOL INTERVIEW WITH FAMILY

- Interviews begin in Term 1, and continue through Terms 2 and 3 depending on applications received.
- Families will receive an interview date and time once ALL completed forms and supplementary documentation is received, if applicable.
- Interviews will be conducted with either the , Assistant Principal or their nominee.
- If the student has a disability or additional requirements, the school will consult with the Leader of Learning - Learning Support and the CSBB Student Support Unit as required.

## 3. OFFER OF ENROLMENT

- At the completion of an interview, applications will be reviewed by the St Peter's Enrolment Committee.
- Families will be provided with communication regarding the status of their application within 2 weeks of interview.
- Families will receive an offer of a place at the school in writing by Term 3.
- Submission of the signed acceptance forms to the Administration office are considered formal acceptance of an offer of a place.

## 4. ORIENTATION/TRANSITION

- Families will participate in several parent information and meet & greet sessions either face to face or via Zoom during Terms 3 and Term 4.
- Orientation Day for all incoming Year 7 students will be held during Term 4.

2. The College will launch the opening of the enrolment period for enrolments commencing Year 7 for the following year, usually in the first week of March. Families are then invited to attend the College's Open Evening/Day event and enrol. Application packages are available at the Open event, from the College Administration Office or on our website [stpetersdbb.catholic.edu.au/how-to-apply/](http://stpetersdbb.catholic.edu.au/how-to-apply/)
3. Enrolment policies and further enrolment information are also available on the website. Assistance can be provided to understand the policy and procedures.
4. A new application for enrolment must be completed for enrolment into Kindergarten and transitioning from Year 6 to Year 7. Application forms will only be accepted upon provision of 'Required Supplementary Documentation' as defined in the Enrolment Guidelines.
5. Families who make an application for enrolment for their child/children are invited to an interview with the Principal or nominee. During the interview the following topics would be discussed:
  - The ethos of the Catholic School and our School Community Code of Conduct
  - The school's relationship with the local parish or Pastoral Region.
  - The primacy of the parents as their child's educators and their relationship to the school.
  - Particular characteristics or needs of the child.
6. Successful applicants will be contacted and offered a place in the appropriate class/year group.
7. Unsuccessful candidates will be notified in writing. Students may also be placed on a waiting/priority list. Any formalised list is to be prioritised and procedurally fair.
8. In some circumstances it may be necessary to put some applications 'on hold' pending finalisation of late (Catholic) arrivals. Those concerned will be advised of the situation and the time when they may expect a definite answer. The advice of Catholic Schools Broken Bay may need to be sought in some circumstances.
9. Induction sessions for Year 7 students are generally held during the 2nd semester of the year preceding the child beginning at a new school. This induction may be over a long period for students with learning support or behavioural needs.

## Definitions

For the purpose of this document:

**Catholic families** are defined as families in which at least one parent/carer is a practising Catholic who is involved in the life of their parish.

**Catholic school** is one which operates with the consent of the diocesan Bishop and is one where formation and education are based on the principles of Catholic doctrine.

**Disability** has the meaning as described under New South Wales Anti-Discrimination Act, 1977 and the Commonwealth Disability Discrimination Act 1992.

**Enrolment committee** means an advisory committee comprising of School Principal, or their nominees, and the Parish Priest or their nominee. This panel is convened if required, to meet and consider enrolment applications in the Parish.

**Parish** is the local parish as defined by its geographical boundaries.

**Required Supplementary Documentation** includes:

- Birth certificate or identity documents
- Baptismal certificate (if Catholic)
- Immunisation history statement
- Copies of recent school report (most recent completed semester report preferable)
- Copies of recent Naplan results (Year 5 results for Year 7 applicants)
- Copies of family law or other relevant court orders (if applicable)
- Any specialist assessments or reports relevant to special needs of student enrolling
- Completed and signed Learning Questionnaire

If the child is a permanent resident (not an Australian citizen):

- Passport or travel documentation
- Current permanent residency visa and previous visas (if applicable)

In addition if the child is a temporary visa holder:

- Authority to enrol issued by the Temporary Visa Holders Program
- Evidence of the visa the student has applied for (if the student holds a bridging visa)

Note: Students who hold a student visa (subclass 500) are not eligible for enrolment.

**'Those with the greatest need'** may include those students who are socially, financially, emotionally and/or spiritually disadvantaged and/or the margins of society.



## Standard Collection Notice

1. The school and Catholic Schools Broken Bay (CSBB) both independently and through its schools collect personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the school. This may be in writing, through technology systems or in the course of conversations. The primary purpose of collecting this information is to enable the school to provide schooling to students enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the school.
2. Some of the information we collect is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care.
3. Laws governing or relating to the operation of schools require certain information to be collected and disclosed. These include education, public health and child protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about your child from time to time.
5. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your son/daughter. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.
6. The school may disclose personal and sensitive information for educational, administrative and support purposes. This may include to:
  - other schools and teachers at those schools including a new school to which a student transfers to facilitate the transfer of the student
  - government departments and agencies (including for policy and funding purposes)
  - CSBB
  - Catholic Schools NSW
  - the Diocese of Broken Bay and its parishes
  - medical practitioners
  - people providing educational, support and health services to the school, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools
  - providers of specialist advisory services and assistance to the school, including in the area of human resources, child protection and students with additional needs
  - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN)
  - agencies and organisations to whom we are required to disclose personal information for education and research purposes
  - people providing administrative and financial services to the school • recipients of school publications, such as newsletters and magazines
  - anyone you authorise the school to disclose information to
  - anyone to whom the school is required or authorised to disclose the information to by law, including child protection laws.
7. Personal information collected from students is regularly disclosed to their parents or guardians.
8. If you make an enrolment application to another school within CSBB, personal information provided during the application stage may be collected from, or shared with, the other school. This personal information may include health information and is used for the purpose of considering and administering the enrolment of the student within CSBB. Standard Collection Notice 2 February 2021
9. The school uses centralised information management and storage systems (Systems). These Systems are provided by the Catholic Education Network (CENet) and third party service providers. CENet is owned by the Catholic dioceses. Personal information is stored with and accessible by CENet and the third party service providers for the purpose of providing services to the school in connection with the Systems and for CENet, for administering the education of students.
10. The school may use online or 'cloud' service providers to store personal information and to provide services to the school that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the school's use of online or 'cloud' service providers is contained in the CSBB Privacy Policy.

11. The CSBB Privacy Policy, accessible on the school's website, sets out how parents or students may seek access to and correction of their personal information which the school has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the student, where students have provided information in confidence or where the school is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, given the grounds for refusal, it would be unreasonable to provide reasons).
12. The CSBB Privacy Policy sets out how to make a complaint about a breach of privacy and how the school will deal with such a complaint.
13. The school from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
14. On occasions information such as academic and sporting achievements, student activities and similar news is published in school newsletters and magazines, on our intranet, on our website or otherwise shared with the school community. This may include photographs and videos of student activities such as sporting events, concerts and plays, school camps and school excursions. The school will obtain permissions annually from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos in our promotional material or otherwise make this material available to the public such as on the internet.
15. If you provide the school with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the school and why.





# Year 7 2023 Enrolment Application Forms





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# Enrolment Application Process

The following provides an outline of the application process for all students.

1. Families will need to complete the enrolment application forms, providing all documentation as required. This includes:
  - A copy of your child's school reports, preferably the most recent semester
  - A copy of your child's birth certificate (please note the original will need to be sighted)
  - Copies of sacramental certificates, if applicable
  - A copy of your child's immunisation certificate
  - Copies of recent Naplan results (Year 5 results for Year 7 applicants)
  - Copies of family law or other relevant court orders, if applicable
  - Any specialist assessments or reports relevant to special needs of student enrolling, if applicable
  - Completed and signed Learning Questionnaire (required for all students)
  - Completed and signed medication form, if applicable
  - A copy of permanent residency or visa documentation, if applicable

Please submit your application in person to the College Administration Office or via mail or email:

**MAIL:**  
THE REGISTRAR  
St Peter's Catholic College  
84 Gavenlock Road, Tuggerah NSW 2259

**EMAIL:**  
[sspctenrolments@dbb.catholic.edu.au](mailto:sspctenrolments@dbb.catholic.edu.au)

*Please note: attachments will only be accepted as PDF formatted files.  
Photos of documentation is not acceptable.*

2. On receipt of the application will ALL supporting documentation and signatures, families will receive:
  - A RECEIPT OF APPLICATION.
  - An INTERVIEW TIME with the Assistant Principal or his nominee, if applicable.
  - If the student has a disability or additional requirements, a consultation meeting will be arranged with the Leader of Learning - Learning Support or their nominee and the CSBB Student Support Unit as required.
3. After interview, the Enrolment Committee will review each application and families will receive:
  - A OFFER OF ENROLMENT with acceptance form (to be signed and returned)
  - The College POLICIES & GUIDELINES (to be signed and returned)
  - Information regarding orientation and transition events (Year 7 only)
4. When you have returned the signed offer of enrolment, along with the signed policies & guidelines, we will issue you with a CONFIRMATION OF ENROLMENT letter.

## Key Dates - Year 7 2023

<b>Monday 7 March 2022</b>	Applications open for enrolment into Year 7 2023
<b>Wednesday 6 April 2022</b>	Secondary School Taster Day event (open to all Year 6 students)
<b>Friday 29 April 2022</b>	Applications close for first round offers for Year 7 2023
<b>May 2022</b>	Year 7 2023 Enrolment Interview Days
<b>May/June 2022</b>	Offers of Enrolment to be accepted by late May/early June 2022

PLEASE NOTE: If applicable families will be provided with an interview date and time once application documentation is received. Interviews will be conducted during school time on selected dates, interviews days are fixed dates will not be able to be altered. Learning Support consultation meetings will be arranged with the Learning Support team after initial review of applications.





<b>Student Details:</b> <b>Surname</b> .....	<b>First Name</b> .....
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**Student Details** *(cont'd)*

**Previous School (if applicable)**

**Name** .....

I/We give permission to the school to contact this previous school Yes      No

**Nationality** .....

In which country was the student born?

Australia                      Other *(please specify)* .....

Is the student of Aboriginal or Torres Strait Islander origin?

	No	
Aboriginal	Yes	<i>(for persons of both Aboriginal and Torres Strait Islander origin, tick both Yes boxes)</i>
Torres Strait Islander	Yes	

**Residential Status**

Australian Citizen *(Citizenship documentation or Australian Passport if country of birth is not Australia)*

Permanent resident *(Passport if country of birth is not Australia)*

Temporary resident *(Passport or Visa)*

Foreign National without residential status *(Passport and Visa)*

Visa No ..... Passport No. .... Visa expiry date .....

**Language**

Does your child or their Parent 1/Guardian 1/Carer 1 or Parent 2/Guardian 2/Carer 2 speak a language other than English at home? *If more than one language, indicate the one that is spoken most often*

Student                                      Parent 1/Guardian 1/Carer 1                                      Parent 2/Guardian 2/Carer 2

**Medical Information**

Name of Doctor/Medical Practice .....

Address .....

Postcode ..... Contact tel. ....

Medicare No. ....

Medical Condition(s) *(Please list any medical condition(s) the student suffers from, eg asthma, diabetes and/or any prescribed medication taken by the student)*

.....

.....

Allergies *(Please list any known allergies the student has, eg allergy to nuts, penicillin, bee stings, etc. Include specific details)*

.....

.....

Has the student been diagnosed as being at risk of anaphylaxis? Yes      No

If yes, does the student have an EpiPen? Yes      No

<b>Student Details:</b> Surname	First Name
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**Student Details** *(cont'd)*

Immunisation *Please indicate the Immunisation Status shown on the student Immunisation History Statement.*

	<b>Immunisation Status shown on Australian Immunisation Register Immunisation History Statement</b>
	Up to Date – Australian Immunisation Register <i>Immunisation History Statement</i>
	Not up to Date - Australian Immunisation Register <i>Immunisation History Statement</i>
	Medical Exemption - Australian Immunisation Register <i>Immunisation History Statement</i>
	Catch-up Schedule - Australian Immunisation Register <i>Immunisation History Statement</i>
	Not immunised – please provide details
<b>Details</b>	
<p>.....</p> <p>.....</p>	

**Immunisation:** If the student’s immunisation is not up to date, the student could be considered ‘at risk’ and may be excluded if there is an outbreak of an infectious disease in line with NSW Health Immunisation requirements in primary and secondary schools  
[www.health.nsw.gov.au/immunisation/Pages/Immunisation-in-schools.aspx](http://www.health.nsw.gov.au/immunisation/Pages/Immunisation-in-schools.aspx)

**Students with Special Needs**

Your application provides an opportunity to gather information that will support the learning needs of your child. Our school seeks to promote the spiritual, educational and social development of all our students. We work in partnership with families to collaboratively plan for students with additional needs.

**If the information provided is incomplete or misleading, any decision made as to enrolment may be revised.**

a) Has your child been assessed and diagnosed with a disability?    No    Yes    *please complete the following information*

Physical disability    Yes    No

Details, including practical implications

.....

.....

Cognitive disability    Yes    No

Intellectual disability                      Language disorder                      Learning disorder

Other    .....

Social, communication, emotional challenges    Yes    No

**Special Needs**

Autism

Behavioural concerns for self or others

Mental health concerns eg anxiety, separation disorder, elective mutism, etc

Concerns regarding attention eg ADD/ADHD

Other    .....

Sensory impairment    Yes    No

Hearing                      Vision

Other    .....



<b>Student Details:</b> <b>Surname</b>	<b>First Name</b>
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**Court Orders / Parenting Agreements** *(if applicable)*

Are there any current court orders or parenting agreements relating to the student?      Yes      No  
*If yes, copies of these court orders (eg. AVOs, Family Court/Federal Magistrate Court orders) or other relevant documents must be provided.*

Is there any other parenting information you wish the school to be aware of?  
 .....  
 .....

**Family Details**

**Parent 1/Guardian 1/Carer 1**      Mr   Mrs   Ms   Dr   Prof

Surname ..... First Name.....

Address .....  
 ..... Postcode.....

Contact Nos Home ..... Work .....  
 Mobile..... email address.....

Occupation .....

Religion ..... Nationality.....

Country of birth Australia      Other    *(please specify)* .....

Relationship to Student eg. Mother/Father .....

**Parent 2/Guardian 2/Carer 2**      Mr   Mrs   Ms   Dr   Prof

Surname ..... First Name.....

Address .....  
 ..... Postcode.....

Contact No Home ..... Work .....  
 Mobile..... e-mail address.....

Occupation .....

Religion ..... Nationality.....

Country of birth Australia      Other    *(please specify)* .....

Relationship to Student eg. Mother/Father .....

<b>Student Details:</b> <b>Surname</b>	<b>First Name</b>
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**Non-residential Parent**

Mr Mrs Ms Dr Prof

Surname ..... First Name.....

Address .....

..... Postcode.....

Contact Nos Home ..... Work .....

Mobile..... e-mail address .....

Occupation .....

Religion ..... Nationality.....

Country of birth Australia Other (please specify) .....

Relationship to Student eg. Mother/Father .....

What is the **highest** year of primary or secondary school the parents/guardians/carers have completed?  
(Persons who have never attended school, tick 'Year 9 or equivalent or below' box. Mark one box only in each column)

	Parent 1/Guardian 1/ Carer 1	Parent 2/Guardian 2/ Carer 2	Non-residential Parent
Year 12 or equivalent			
Year 11 or equivalent			
Year 10 or equivalent			
Year 9 or equivalent or below			

What is the level of the **highest** qualification the parents/guardians/carers have completed? (Mark one box only in each column)

	Parent 1/Guardian 1/Carer 1	Parent 2/Guardian 2/Carer 2	Non-residential Parent
Bachelor degree or above			
Advanced diploma/Diploma			
Certificate I to IV (including Trade Certificate)			
No non-school qualification			

What is the occupation group of:

Parent 1/Guardian 1/Carer 1

Parent 2/Guardian 2/Carer 2

Non-residential parent

Please select the appropriate parental occupation group from page 7

- If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.
- If the person has not been in paid work in the last 12 months, enter "8" in the space(s) above.

## List of parental Occupation Groups

Parents/carers who have retired or stopped work in the past 12 months, should choose the group in which they used to work. Parents/carers who have not been in paid work for more than 12 months should indicate occupation group code 8.

<p><b>Group 1</b></p> <p>Elected officials, senior executives/manager, management in large business organisation, government administration and defence, and qualified professionals</p>	<p><b>Elected officials</b> (mayor parliamentarian, alderperson, trade union secretary, board member)</p> <p><b>Senior executives/general managers/department heads in industry, commerce, media or other large organisation</b></p> <ul style="list-style-type: none"> <li>• Public sector manager (public service manager (section head or above), regional director, hospital/health services education)</li> <li>• Other administrator (school principal, faculty head/dean, library/museum/gallery director, research facility director)</li> <li>• Defence forces (Commissioned Officer) Qualified professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others</li> <li>• Health (GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, vet, psychologist, therapy professionals, dietician, radiographer, podiatrist)</li> <li>• Education (primary/secondary school teacher, university lecturer, professor, VET, special education)</li> <li>• Law (lawyer, judge, barrister, coroner, solicitor, legal officer)</li> <li>• Engineering (architect, surveyor, chemical/civil/mechanical/mining engineer)</li> <li>• ICT (computer systems manager, designer, software and applications programmers)</li> <li>• Science (all scientists)</li> <li>• Business (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer, economist)</li> <li>• Social (social/welfare/community worker, counsellor, minister of religion, urban/rural planner, librarian, archivist, interpreter/translator)</li> <li>• Air/sea transport (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller)</li> </ul>
<p><b>Group 2</b></p> <p>Other business managers/professionals and associate professionals</p>	<p><b>Other business managers/professionals</b></p> <ul style="list-style-type: none"> <li>• Farm/business owner/manager (crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager)</li> <li>• Specialist manager (works manager, engineering/production manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, real estate manager, advertising, public relations manager, human resource manager, call or contact centre manager, human resource professionals)</li> <li>• Finance (bank manager, finance/investment/insurance brokers/advisors, credit/loans officer, accountant)</li> <li>• Retail sales/services manager (shop, post office, petrol station, café/restaurant, club, hotel/motel/caravan park, cinema, theatre, travel/betting agency, sports centre, car rental, car/fleet/station manager, other hospitality, retail services managers)</li> <li>• Arts/media (musician, actor, dancer, painter, potter, sculptor, journalist, writer/author, media presenter, photographer, designer, illustrator, proof reader, graphic designer, web designer)</li> <li>• Sportsperson (coach, trainer, sports official, sportsperson) Associate professionals generally have diploma/technical qualifications and support managers and professional</li> <li>• Medical, science, architectural, building, surveying, engineering, computing, ICT support technician</li> <li>• Health (enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician)</li> <li>• Legal (police officer, prison officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private investigator, debt collector, law clerk, court officer bailiff)</li> <li>• Business/administration (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office manager, project manager/administrator, mail supervisor, other managing supervisors, management and organisation analysts, contract, program)</li> <li>• Defence Forces (senior non-Commissioned Officers [NCO])</li> <li>• Other (library assistant, museum/gallery technician, research assistant, proof reader)</li> </ul>
<p><b>Group 3</b></p> <p>Tradespeople and advanced/intermediate clerical, office, sales, carer and service staff</p>	<p><b>Tradespeople</b> generally have completed a 4-year trade certificate, usually by apprenticeship. All tradespeople are included in this group. (metal fitters and machinists, motor mechanics, structural steel/welding trades workers, carpenters and joiners, plumbers, painters, electricians, chefs/cooks, hairdressers)</p> <p><b>Advanced/intermediate clerical, office, sales, carer and service staff</b></p> <ul style="list-style-type: none"> <li>• Recording clerk (bookkeeper, bank/post office clerk, statistical/actuarial clerk, account/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/supply logistics/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk)</li> <li>• Inquiry/admissions clerk (customer inquiry/complaints/service clerk, hospital admissions clerk)</li> <li>• Office (secretary, personal assistant, desktop publishing operator, switchboard operator)</li> <li>• Sales (sales representative (goods and service), auctioneer, insurance agent/assessor/loss adjuster, market researcher, real estate sales agent)</li> <li>• Carer (aged/disability/refugee/child care/welfare support worker, nanny, nursing support)</li> <li>• Service (parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor/supervisor, inspectors and regulatory officers)</li> </ul>
<p><b>Group 4</b></p> <p>Machine operators, sales/office/service/hospitality staff, assistants, labourers and related workers</p>	<p><b>Machine operators</b></p> <ul style="list-style-type: none"> <li>• Driver or mobile plant operators (car/taxi/bus/coach/tram/truck/train driver, driving instructor, courier/deliverer, forklift driver, garbage collector, bulldozer/loader/grader/excavator/earthmoving plant operators, farm/horticulture/forestry machinery operators)</li> <li>• Production/processing machine operator (engineering, chemical, petrol, gas, water sewerage, cement, plastics, rubber, textile, footwear, wood/paper/glass/clay/stone/concrete production/processing machine operators)</li> <li>• Other machine operator (photographic developer/printer, industrial spray painter, boiler/air conditioning/refrigeration plant operators, railway signals/points, crane/hoist/lift/bulk materials handling machinery operators, driller, miner)</li> </ul> <p><b>Sales office, hospitality staff and other assistants</b></p> <ul style="list-style-type: none"> <li>• Sales (sales assistant, motor vehicle/caravan/parts salesperson, sales representatives, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker/filler)</li> <li>• Office (typist, word processing/data entry/business/keypad/machine operator, receptionist, office assistant, general clerk)</li> <li>• Hospitality staff (hotel service supervisor, receptionist, waiter, bar attendant, barista, kitchen-hand, porter, housekeeper, fast food cooks)</li> <li>• Assistant/aide (trades assistant, school/teacher's/education aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant)</li> </ul> <p><b>Defence Forces</b> ranks below senior NCO</p> <p><b>Agriculture, horticulture, forestry, fishing, mining worker</b> (farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)</p> <p><b>Other worker</b> (labourer, factory hand, store person, guard, commercial cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor, security office)</p>

<b>Student Details:</b> Surname	First Name
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**Emergency Contact - in addition to parents and carers**

Name .....  
 Relationship to student .....  
 Contact tel. ....

**Sibling Details**

List all children in your family attending school or pre-school *(from oldest to youngest including applicant)*

Name	School/Pre-school	Year/Grade <small>(Current calendar year)</small>	Date of Birth <small>(Pre-school only)</small>

- 1 The school and Catholic Schools Broken Bay (**CSBB**) both independently and through its schools collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the school. This may be in writing, through technology systems or in the course of conversations. The primary purpose of collecting this information is to enable the school to provide schooling to students enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the school.
- 2 Some of the information we collect is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care.
- 3 Laws governing or relating to the operation of schools require certain information to be collected and disclosed. These include education, public health and child protection laws.
- 4 Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about your child from time to time.
- 5 If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your son/daughter. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.
- 6 The school may disclose personal and sensitive information for educational, administrative and support purposes. This may include to:
  - other schools and teachers at those schools including a new school to which a student transfers to facilitate the transfer of the student
  - government departments and agencies (including for policy and funding purposes)
  - CSBB
  - Catholic Schools NSW
  - the Diocese of Broken Bay and its parishes
  - medical practitioners
  - people providing educational, support and health services to the school, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools
  - providers of specialist advisory services and assistance to the school, including in the area of human resources, child protection and students with additional needs
  - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN)
  - agencies and organisations to whom we are required to disclose personal information for education and research purposes
  - people providing administrative and financial services to the school
  - recipients of school publications, such as newsletters and magazines
  - anyone you authorise the school to disclose information to
  - anyone to whom the school is required or authorised to disclose the information to by law, including child protection laws.
- 7 Personal information collected from students is regularly disclosed to their parents or guardians.
- 8 If you make an enrolment application to another school within CSBB, personal information provided during the application stage may be collected from, or shared with, the other school. This personal information may include health information and is used for the purpose of considering and administering the enrolment of the student within CSBB.

- 9 The school uses centralised information management and storage systems (**Systems**). These Systems are provided by the Catholic Education Network (**CEnet**) and third party service providers. CEnet is owned by the Catholic dioceses. Personal information is stored with and accessible by CEnet and the third party service providers for the purpose of providing services to the school in connection with the Systems and for CEnet, for administering the education of students.
- 10 The school may use online or 'cloud' service providers to store personal information and to provide services to the school that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the school's use of online or 'cloud' service providers is contained in the CSBB Privacy Policy.
- 11 The CSBB Privacy Policy, accessible on the school's website, sets out how parents or students may seek access to and correction of their personal information which the school has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the student, where students have provided information in confidence or where the school is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, given the grounds for refusal, it would be unreasonable to provide reasons).
- 12 The CSBB Privacy Policy sets out how to make a complaint about a breach of privacy and how the school will deal with such a complaint.
- 13 The school from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
- 14 On occasions information such as academic and sporting achievements, student activities and similar news is published in school newsletters and magazines, on our intranet, on our website or otherwise shared with the school community. This may include photographs and videos of student activities such as sporting events, concerts and plays, school camps and school excursions. The school will obtain permissions annually from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos in our promotional material or otherwise make this material available to the public such as on the internet.
- 15 If you provide the school with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the school and why.

**Agreement - please tick appropriate boxes**

- 1 I/We agree to support school policies in relation to program of studies, sport, pastoral care, school uniform, discipline and the general operation of the school.
- 2 I/We have the following documents to support this application for enrolment:
  - Birth Certificate \*
  - Sacramental Certificates to date \*
  - Passport, visa, citizenship documentation \* (if applicable)
  - Most recent previous school reports and external test results (years 8-12 Applicant only)
  - Current Family Court Orders (if applicable)
  - Relevant medical and/or special needs information (if applicable)
  - Immunisation Certificates
  - Reports of assessments your child has received for speech, hearing, cognitive (IQ), occupational therapy (if applicable)

**\* Original documents will need to be produced during the enrolment process**

- 3 If this enrolment application is successful, I/We agree to honour the financial commitments required by the school as per the Schedule of Fees and Charges.
- 4 I/We understand that if this application is successful, the information that I/we have provided (eg of address, court orders, special needs etc) must be kept up to date throughout the period of enrolment.
- 5 If this enrolment is accepted, I/we agree to support our child's participation in the religious life of the school (eg school liturgies, retreat programs).
- 6 If, in time of emergencies, accidents or serious illness, I/we cannot be contacted I/we give permission for the principal or their representative, to seek medical attention for my/our child as required. This may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle. Yes      No

I/We have read all the information in the enrolment package and understand the policies that we will need to abide by should this enrolment application be successful.

I/We have read the Standard Collection Notice about the collection and management of the personal information contained in this form.

I/We understand that if any misleading information has been provided or any omission of significant, relevant information made in this application for enrolment, acceptance will not be granted, or if discovered after acceptance, the enrolment may be withdrawn.

**Signatures**

..... (Parent 1/Guardian 1/Carer 1) ..... (Date)

..... (Parent 2/Guardian 2/Carer 2) ..... (Date)

**Note** Acceptance of this *Application for Enrolment* is subject to the approval of the school's Enrolment Committee. Acceptance to this school does not constitute acceptance into any other Catholic primary or secondary school.

**This completed Enrolment Form to be saved as a PDF and emailed to the school**



# St Peter's Learning Questionnaire

Student Name: \_\_\_\_\_

School currently attending: \_\_\_\_\_

Application Date: \_\_\_\_\_

Please circle

- |   |            |           |
|---|------------|-----------|
| 1. Does your child currently receive additional support at their current school?  | <b>YES</b> | <b>NO</b> |
| 2. Will your child require additional support whilst attending St Peter's Catholic College?   | <b>YES</b> | <b>NO</b> |
| 3. Does your child currently recognised under NCCD?   | <b>YES</b> | <b>NO</b> |
| 4. Has your child seen a specialist/paediatrician?  | <b>YES</b> | <b>NO</b> |
| 5. Does your child have a current diagnosis (expert assessment of your child's condition)?<br>If YES, please supply a copy of the assessment with your application. | <b>YES</b> | <b>NO</b> |
| 6. Does your child have any other assessments or reports relevant to the school?<br>If YES, please supply a copy of the assessment with your application.           | <b>YES</b> | <b>NO</b> |
| 7. Does your child take ongoing medication?<br>If YES, please supply additional information below:  | <b>YES</b> | <b>NO</b> |

\_\_\_\_\_

\_\_\_\_\_

- |   |            |           |
|---|------------|-----------|
| 8. Do you consent to your child's current school being contacted for information? | <b>YES</b> | <b>NO</b> |
|---|------------|-----------|

9. Does your child have any special or particular needs?

- Please tick
- Acquired Brain Injury
  - ADD
  - ADHD
  - Asperger's Syndrome
  - Autism
  - Behaviour Disorders
  - Basic Learning Difficulties

- Please tick
- Emotional Condition
  - Hearing Impairment
  - Intellectual Delay
  - Language Disorder
  - Mental Health Issues
  - Physical Impairment
  - Other

**PLEASE NOTE:**

Disclosure of student disability or medical information relevant to enrolment is compulsory for all applicants where applicable. Parents and carers are advised that St Peter's/CSBB staff require approval to contact relevant specialists, teachers and access to relevant documentation as needed to establish relevant individual level of support. Depending on your child's specific needs, a number of collaborative meetings may be arranged to share relevant information prior to an offer of enrolment being made to students for Year 7 2023. Families who do not disclose this information cannot be provided with appropriate levels of support within the school and classroom environment.



APPENDIX 4



REQUEST TO ADMINISTER MEDICATION IN SCHOOL

Insert student photo

Note: If your child is to take more than one prescribed medication, please attach a separate request for each medication.

SCHOOL NAME and ADDRESS: .....

STUDENT NAME: .....Gender: .....

DATE OF BIRTH / / YEAR LEVEL: .....

To be completed by the Prescribing Health Practitioner with the Parent / Carer and returned to the SCHOOL.

Please identify the medication (prescribed or 'over the counter') that the student requires during school hours including any emergency medication.

Name of prescribed medication: .....

Dosage (e.g. 5 mg) and Route of administration (e.g. oral, by injection)

Time to be given: .....

Special instructions for administering the prescribed or 'over the counter' medication (e.g. must be taken with food or with a glass of water).....

Prescribed for (name of medical condition): .....

Special medication storage instructions (if any e.g. store in refrigerator): .....

Are there any likely side effects from this medication? No [ ] Yes [ ]

Describe the side effects: .....

Parent / Carer to complete

If your child administers his or her own medication at home, do you request that he or she self-administers this medication at school? N/A [ ] No [ ] Yes [ ]

Please describe what support your child needs to administer the medication in a non-emergency situation at school. You may like to include information about how you support your child at home to administer their medication. ....

Note: the Principal needs to approve a decision for a student to self-administer.

Continue to Page 2....



# REQUEST TO ADMINISTER MEDICATION IN SCHOOL

I request that school staff administer the necessary medication to this student,

**Name:** ..... **DOB:** .....

while at school. I confirm the above information provides the school with the complete and necessary information to administer the medication. I also understand and agree that it is my responsibility (parent / carer) to provide the school with the *prescribed or 'over the counter' medication* and inform the Principal of any changes involving the administration of the medication and will do so in writing as specified in the *'Medication Policy'* for Diocesan Systemic Schools.

**Parent / Carer – PRINT NAME:** .....

Address: .....

Home phone: ..... Work phone: .....

Mobile phone: ..... Email: .....

Parent Signature: ..... **Phone:** ..... **Date:** .....

**Prescribing Health Practitioner – PRINT NAME:** .....

Practice address: .....

Phone: ..... Email : .....

**Qualifications:** .....

**Apply practice stamp here:**

**Prescribing Health Practitioner Signature:** .....

**Phone:** ..... **Date:** .....

This authorisation applies for the period Term      to Term      Year: .....

**NOTE: For school staff to administer any medication including 'over the counter medication', authorisation is required from a Prescribing Health Practitioner. This form will not be accepted by school staff unless it has been completed, signed and stamped by the Prescribing Health Practitioner.**

**Privacy notice:** The information requested on this form is essential for assisting the school to plan for the support of your child's health needs. It will be used by the school for the development of arrangements with you to support your child's health needs. Provision of this information is voluntary. If you do not provide all or any of this information, the school's capacity to support your child's health needs could be impaired. This information will be stored securely. You may correct any personal information provided at any time by contacting the Principal.

**Office Only:** When this course of medication concludes, please retain this form in the student's school file.

# Office Use Only

Feeder

Sibling



Interview Required Yes  No

Interview Details

## STUDENT DETAILS

Student ID

Family Code

Date Enrolled

Scholastic Year

Homeroom

House

## FAMILY DETAILS

Family Residential Structure

Billing Contact

Parent 1 & Parent 2 signed application form

Parent 1  Parent 2  Only 1 required  No signatures

Any family law, AVOs or other relevant court orders (if applicable)

Yes  No  N/A

For Non-Residential parent

Shared parental responsibility

Receive academic report

Receive invoice

No Contact

N/A

## DOCUMENTARY EVIDENCE

Original documents must be sighted and photocopied

Birth Certificate

Baptismal Certificate

School Report

NAPLAN Results

Any specialist diagnosis reports

Any other special needs supporting documentation

### For students who are not Australian citizens

Passport or travel documentation

Country of issue

Current visa sub-class (if applicable)

Previous visa sib-class (if applicable)

## IMMUNISATION CERTIFICATE/HISTORY STATEMENT

Up to date - AIR Immunisation History Statement

Not up to date - AIR Immunisation History Statement

Medical Exemption - AIR Immunisation History Statement

Catch-up schedule - AIR Immunisation History Statement

No Immunisation History Statement provided

## OTHER ENROLMENT NOTES



**St PETER'S**  
CATHOLIC COLLEGE