



# St Joseph's Primary School School Enrolment Agreement



St Joseph's Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS). This agreement aligns with St Joseph's Primary School Enrolment Policy and MACS Enrolment Framework.

Please read the terms and conditions outlined below before signing the agreement. Confirmation of enrolment offer requires the acceptance and signing of the Enrolment Agreement.

## Terms and Conditions of Enrolment

### 1. Education services

- 1.1 Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. MACS schools offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.
- 1.2 Catholic education services includes:
  - 1.2.1 targeted support to students assessed by the school as requiring additional assistance with literacy and numeracy. The degree of support provided will be determined with consideration of the number of students who would benefit from assistance and the resources available to the school.
  - 1.2.2 targeted support to students assessed by the school as requiring assistance with social and emotional development. The degree of support provided will be determined with consideration of the number of students who would benefit from assistance and the resources available to the school.
- 1.3 Parents, guardians and carers, as the first educators of their children, enter into a partnership with the school to promote and support their child's education. Parents/guardians/carers must assume responsibility for maintaining this partnership by supporting the school in the provision of education to their children within the scope of the school's registration and furthering the spiritual and academic life of their children.

### 2. Enrolment

- 2.1 Parents/guardians/carers are required to provide particular information about their child during the enrolment procedure, both at the application stage and if the school offers your child a place. Please note that lodgement of the enrolment form does not guarantee enrolment at the school.

If the information requested is not provided, the school may not be able to enrol your child.

- 2.2 To meet MACS and government requirements, parents/guardians/carers will need to provide the school with a completed enrolment form including, among other things, the information listed below:
  - evidence of your child's date of birth (e.g. birth certificate, passport)
  - religious denomination
  - previous school reports (if applicable)
  - names and addresses of the child and parents/guardians/carers; telephone numbers (home, work, mobile) of parents/guardians/carers
  - names of emergency contacts and their details
  - specific residence arrangements

- information about the language/s your child speaks and/or hears at home
- nationality and/or citizenship including the visa sub-class granted upon entry to Australia (prior to citizenship being granted), where applicable
- doctor's name and telephone number
- diagnoses, medical conditions, health needs and immunisation history
- information on additional learning needs (e.g. whether your child requires additional support in relation to personalised care and support, mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.)
- parenting agreements or court orders, including any guardianship orders.

After lodgement of the enrolment form, school staff may need to request further information, for example in relation to any parenting orders, health needs, medical conditions or additional learning needs that have been noted on the enrolment form. In addition, it is often useful for parents/guardians/carers to attend a meeting with school staff prior to enrolment to discuss any additional needs your child may have. An interpreter may be organised, if required.

- 2.3 Subject to any special exercise of discretion by MACS, the order of priority for enrolment in MACS schools is detailed in the school's Enrolment Policy.

### 3. Fees

- 3.1 The setting of the levels of fees, levies and other compulsory ad hoc charges in MACS schools is the responsibility of the school within the prescribed requirements of MACS, considering the allocation of government funds. School fees generally cover most curriculum-related activities. In some cases, additional costs may be required for some excursions, camps, activities, and programs. Where additional levies and charges are required, the school informs parents/guardians/carers of cost details in advance.
- 3.2 The school offers a number of methods for paying fees, levies, camps and excursions, and ad hoc charges to reduce any financial burden and to assist in financial planning. If you have difficulty in meeting the required payment of fees, levies and ad hoc charges, you are welcome to discuss this with the principal of the school.
- 3.3 Parents/guardians/carers are responsible for the payment of all fees, levies and charges associated with the student's enrolment and attendance at the school, as contained in the school's Fees, Levies and Charges Schedule provided to parents/guardians/carers from time to time. The fees must be paid for a child to enrol and to continue enrolment at the school. The school has discretion over whether to allow a student to participate in optional or extracurricular school events, such as paid school excursions or extracurricular activities, while fees remain due and payable.

### 4. Enrolment under minimum school entry age

- 4.1 The school's enrolment policies and procedures are intended to ensure that, when enrolling students, MACS schools are compliant with relevant Victorian and Australian government legislation. A child must turn five by 30 April in the year of starting school unless an exemption is approved. Enrolment of children under the minimum school entry age and pre-Prep programs require approval from the MACS Executive Director (or the delegate) via the Minimum Age Exemption Application.
- 4.2 Approval for exemptions must be sought from the MACS Executive Director (or the delegate) before enrolment under the minimum starting age can occur. Approval for early-age enrolment will only be granted in exceptional circumstances where both the parent/guardian/carer seek the enrolment of the child under the minimum age, and the principal supports the enrolment of that child at the school and the best interest criteria are met.

### 5. Child safe environment

- 5.1 Catholic school communities have a moral, legal and mission-driven responsibility to create nurturing school environments where children are respected, their voices are heard, and where they are safe and feel safe.
- 5.2 Every person involved in Catholic education, including all parents/guardians/carers at our school, has a responsibility to understand the importance and specific role they play individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.
- 5.3 The school's child safe policies, codes of conduct and practices set out the commitment to child safety, and the processes for identifying, communicating, reporting, and addressing concerning behaviour and allegations of child abuse. These documents establish clear expectations for all staff and volunteers for appropriate behaviour with students to safeguard them against abuse.
- 5.4 The school has established human resources practices where newly recruited staff, existing staff and volunteers in the school understand the importance of child safety, are trained to minimise the risk of child abuse, and are aware of the school's relevant policies and procedures. The school also provides ongoing training, supervision and monitoring of staff to ensure that they are suitable to work with students as part of our human resources practices.
- 5.5 The school has robust, structured risk management processes as prescribed by MACS that help establish and maintain a child safe environment, which involves consideration of possible broad-based risk factors across a wide range of contexts, environments, relationships, and activities with which students within our school engage.
- 5.6 The school, in partnership with families, ensures children and young people are engaged and are active participants in decision-making processes, particularly those that may have an impact on their safety. This means that the views of staff, children, young people and families are taken seriously, and their concerns are addressed in a just and timely manner.
- 5.7 The school's child safety policies and procedures are readily available and accessible. Further details on MACS' and the Catholic education community's commitment to child safety across Victoria can be accessed at:
  - the Catholic Education Commission of Victoria Ltd child safety page [www.cecv.catholic.edu.au/Our-Schools/Child-Safety](http://www.cecv.catholic.edu.au/Our-Schools/Child-Safety)
  - the Catholic Education Commission of Victoria Ltd Statement of Commitment to Child Safety <https://www.cecv.catholic.edu.au/getmedia/b5d43278-51b9-4704-b45a-f14e50546a70/Commitment-Statement-A4.aspx> (available in English, Arabic, Simplified Chinese, Tagalog, and Vietnamese)
  - the MACS child safety page [www.macs.vic.edu.au/Our-Schools/Child-Safety.aspx](http://www.macs.vic.edu.au/Our-Schools/Child-Safety.aspx).

## 6. Period of Enrolment

- 6.1 The enrolment of the student, once approved by the principal of the school, commences in the entry year and continues until the completion of the last year at the school or until the student's enrolment is otherwise withdrawn or terminated.

## 7. Policies and procedures

- 7.1 All the school's enrolment policies and procedures are available on the school website. For the purposes of this agreement, a reference to school's Policies and Procedures also includes processes, guidelines, and any other applicable governance documentation.
- 7.2 The parents/guardians/carers must comply with and take all reasonable steps to uphold the school's policies and procedures, as introduced or amended from time to time, including those concerning or dealing with:
  - (a) the care, safety and welfare of students
  - (b) the standards of dress, grooming and appearance
  - (c) grievance and complaints
  - (d) social media and the use of information, communication, and technology systems
  - (e) student behaviour and conduct and discipline of students, including those listed in the student code of conduct as may be published from time to time

- (f) parent behaviour and conduct, including any Parent/Guardian/Carer Code of Conduct as may be published from time to time
  - (g) privacy.
- 7.3 The school has absolute discretion in all its operational and educational matters and offerings as determined by its governing body, MACS, and subject to relevant delegations to the principal of the school.

## 8. Terms of enrolment regarding acceptable behaviour or conduct

- 8.1 The school is a community that exemplifies the gospel values of love, forgiveness, justice and truth. The school community recognises that everyone has the right to be respected, to feel safe and be safe; and, in this regard, understands their rights and acknowledges their obligation to behave responsibly.
- 8.2 Every person at the school has a right to feel safe, to be happy and to learn, therefore we aim to:
- promote the values of honesty, fairness and respect for others
  - acknowledge the worth of all members of the community and their right to work and learn in a positive environment
  - maintain good order and harmony
  - affirm cooperation as well as responsible independence in learning
  - foster self-discipline and develop responsibility for one's own behaviour.
- 8.3 MACS and the school administration, in consultation with the school community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body, taking into consideration the student's aboriginal, cultural, religious or diverse backgrounds or circumstances.
- 8.4 As a term of your child's enrolment, parents/guardians/carers agree that the student is required to comply with the school's behaviour aims and code of conduct, and to support the school in upholding prescribed standards of dress, appearance and behaviour and ensure compliance with the Code of Conduct for Students.
- 8.5 The parents/guardians/carers agree to be responsible for ensuring that the student is aware of all policies and procedures that apply to the student, including those relating to the student conduct and behaviour and any code of conduct for students, and to actively support the school in the implementation of such policies, procedures and codes of conduct.
- 8.6 The parents/guardians/carers agree to comply with any code of conduct for parents/guardians/ carers or other policy implemented by the school from time to time which sets out the school's expectations of parents/guardians/carers who have a student enrolled at the school.
- 8.7 The parents/guardians/carers agree that any unacceptable behaviour by a child, or significant and/or repeated behaviour by a parent/guardian/carer that, in the school's view, is unacceptable and damaging to the partnership between parent/guardian/carer and school, or otherwise in breach of the student code of conduct or the parent/guardian/carer code of conduct may result in suspension or termination of the student's enrolment.

## 9. Terms of enrolment regarding conformity with principles of the Catholic faith

- 9.1 As a provider of Catholic education, the principal will consider the need for the school community to represent and comply with the doctrines, beliefs and principles of the Catholic faith when making decisions regarding matters of school administration, including enrolment. Students and families who are members of other faiths are warmly welcomed at the school. However, MACS reserves the right to exercise administrative discretion in appropriate circumstances to suspend or terminate enrolment, where it is necessary to do so to avoid injury to the religious sensitivities of the Catholic school community.

## 10. Terms of enrolment regarding provision of accurate information

- 10.1 It is vitally important that the principal is made aware of each student's individual circumstances insofar as these may impact upon their physical, functional, emotional, or

educational needs, particularly where the school is required to provide additional support to the student.

- 10.2 Parents/guardians/carers must provide accurate and up-to-date information when completing the enrolment form and must supply the school, prior to enrolment, any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may be refused or terminated where a parent/guardian/carer has unreasonably refused to provide requested information or knowingly withheld relevant information from the school.
- 10.3 Where, during a child's enrolment, new information becomes available that is material to the child's educational and/or safety and wellbeing needs, it is a term of the student's continuing enrolment that such information is provided to the school promptly. Non-provision of such information will be treated as breach of these terms and conditions of enrolment.
- 10.4 The provision of an inaccurate residential address or failure to provide an updated residential address for the child will also be treated as a breach of the terms of enrolment.
- 10.5 Any breach of the terms and conditions of enrolment regarding provision of accurate information that is not rectified upon request by the school may result in a suspension or termination of enrolment.

## 11. Enrolment for children with additional needs

- 11.1 The school welcomes parents/guardians/carers who wish to enrol a child with additional needs and will do everything possible to accommodate the child's needs, provided that an understanding has been reached between the school and parents/guardians/carers prior to enrolment regarding:
  - the nature of any diagnosed or suspected medical condition/disability, or any other circumstances that are relevant to the child's additional learning needs, for example, giftedness or an experience of trauma
  - the nature of any additional assistance that is recommended or appropriate to be provided to the child, for example, medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individual education programs, behaviour support plans or other educational interventions as may be relevant
  - the individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents/guardians/carers and the school will work in partnership to achieve these goals
  - any limitations on the school's ability to provide the additional assistance requested.
- 11.2 The procedure for enrolling students with additional needs is otherwise the same as for enrolling any student.
- 11.3 As every child's educational needs can change over time, it will often be necessary for the school to review any additional assistance that is being provided to the student, in consultation with parents/guardians/carers and the child's treating medical/allied health professionals, to assess whether:
  - the additional assistance remains necessary and/or appropriate to the student's needs
  - the additional assistance is having the anticipated positive effect on the student's individual physical, functional, emotional or educational goals.

It remains within the school's ability to continue to provide the additional assistance, given any limitations that may exist.
- 11.4 To support a child's learning and wellbeing needs, students with additional needs can access school-based and MACS learning diversity assessment consultancy services if determined as required to clarify their learning profile and build teacher capacity to support

student needs. Please refer to the MACS website for further information:  
<https://www.macs.vic.edu.au/Our-Schools/Students-with-Diverse-Learning-Needs.aspx>

## 12. Assessment and updates

12.1 Various opportunities are provided to keep parents/guardians/carers up to date with their child's progress. Two comprehensive written reports will be provided each year and arrangements will be made for at least one interview where parents/guardians/carers can discuss their child's development with their teacher. In addition, a meeting can be arranged if there are any concerns or you wish to receive an update on progress.

## 13. Discipline

13.1 The school has absolute discretion to determine when student conduct warrants disciplinary action to be taken. The school may apply disciplinary measures that it deems appropriate in accordance with the school's policies and procedures, which may include:

- withdrawal of privileges
- detention at such times as the principal may deem appropriate
- requiring the student to undertake additional school work during or after normal school hours
- suspension
- expulsion
- such other consequences as the school considers reasonable and appropriate.

13.2 Any serious failure by the student to comply with the school's policies and procedures may affect the student's enrolment at the school. The student may be suspended from attending the school, their enrolment may be terminated and/or the school may charge or retain all or part of the fees, levies, or charges for that term.

## 14. Termination of student's enrolment by the school

14.1 The school reserves the right to require the parents/guardians/carers to withdraw the student from the school or to cancel the student's enrolment at any time if the school reasonably considers that:

- the student's behaviour, attitude or conduct to schoolwork, other school activities or while attending school is unsatisfactory
- the student has demonstrated unsatisfactory conduct or performance, or misconduct
- the student fails to obey the school's policies and procedures or any student code of conduct of the school
- a mutually beneficial relationship of trust and cooperation between the parents/guardians/carers and the school or any of its staff has broken down to the extent that it adversely impacts on the school, any of its staff or the ability of the school to provide satisfactory educational services to the student
- the student's progress and performance are such that the student is not benefiting from the academic courses provided by the school
- the behaviour or conduct of the parents/guardians/carers towards the school or to any of its staff breaches any Parent/Guardian/Carer Code of Conduct
- if any accounts or fees payable by the parents/guardians/carers are not paid within the school's terms of payment or within the terms of any written agreement between the school and the parents/guardians/carers permitting a later or deferred payment
- circumstances exist whereby the ongoing enrolment of the student at the school is untenable or is not in the best interests of the student or the school.

## 15. Appeal process on enrolment decisions

15.1 St Joseph's Primary School is required to maintain a fair, effective and efficient complaints-handling process so that complaints about enrolment and other matters at the school can be addressed.

15.2 If a parent/guardian/carer of the student would like to make an appeal about the enrolment process and/or the enrolment decision, they are advised to consider raising the concerns with the principal or relevant person either in writing or by making an appointment. Please ensure the relevant person/s is given a reasonable amount of time to take the steps required to resolve or address the concerns. Please refer to St Joseph's Primary School's complaints handling policy or guidelines for further information.

15.3 If the matter cannot be resolved at the school level, or if the complaint is about the principal of the school, complainants are advised to contact the relevant MACS Regional Office. Alternatively, parents/guardians/carers may lodge a complaint online and read the MACS Complaint Handling policy at <https://www.macs.vic.edu.au/Contact-Us/Complaints.aspx>.

## 16. General

16.1 This enrolment agreement constitutes the sole and entire agreement between the parents/guardians/carers and MACS in relation to the enrolment of the student at the school.

16.2 The parents/guardian/carers acknowledge that MACS may from time to time vary the terms and conditions of this enrolment agreement. The related policies and Codes of Conduct are published on the school website. The school will notify parents when they have been updated.

16.3 Parents/guardians/carers acknowledge that a student's enrolment at the school and this agreement with MACS may be terminated in the event of a material breach of this agreement or where the application of one of the school's policies and procedures necessitates or permits such termination.

16.4 Any warranty, representation, guarantee or other term or condition whatsoever that is not contained in this agreement is excluded and is of no force or effect.

16.5 The agreement is governed by the laws of the State of Victoria, Australia.

## Acceptance of enrolment

- By signing this Enrolment Agreement, I acknowledge that I enter into an agreement with Melbourne Archdiocese Catholic Schools Ltd (MACS), as the owner and governing authority for the school, and I understand and accept the terms and conditions of enrolment as set out in this Enrolment Agreement. I agree that there are certain expectations, obligations and guarantees required of parents/guardians/carers of the school's students, so that a harmonious relationship may be established.
- I accept the offer of enrolment of my child at the school in the entry year and entry level noted on the enrolment application form.
- I will support and abide by all MACS and school policies and procedures (including processes, guidelines and other governance documentation), as amended from time to time, in relation to programs of studies, sports, pastoral care, school uniform, acceptable behaviour, child safety, discipline and general operations of the school.
- I will ensure that the information I have provided is kept up-to-date throughout the period of enrolment and I will notify the school promptly of any changes to that information (e.g. change of residential address, changes to parenting orders).
- I will pay the current school fees and levies for my child and also pay any variation or increase of fees and levies as required by the school, or I will otherwise notify the school immediately if I am experiencing financial difficulties.
- I will support my child's participation in the religious life of the school (e.g. school liturgies, retreat programs).
- I will attend parent/teacher and information evenings which relate to my child.
- I will participate in a working bee once a year or make a financial contribution.
- In the event I have any concerns, I will raise them initially with the relevant teacher or the school principal.
- I will treat all members of the school community with respect as befits a Catholic school.
- If in time of emergencies, accidents or serious illness I cannot be contacted, I give permission for the principal (or their representative) to seek medical attention for my child as required

(which may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle). I also understand that the signatories below are required to meet any costs incurred.

- As a parent/guardian/carer, I will support the vision of MACS, the school and parish. In accepting the enrolment, I agree to abide by all MACS and school policies and procedures which are reviewed regularly and may be subject to change at the school's discretion. I will work with the school to support the academic/social/behavioural needs of my child. I understand that the consequence of not complying with MACS' and the school's policies and procedures may result in the termination of the enrolment.
- I have read and understand the Parent/Guardian/Carer Code of Conduct and the criteria for termination of enrolment as provided for in the St Joseph's Primary School policies and/or procedures and agree to comply with expected parent/guardian/carer behaviour and conduct, including any Parent/Guardian/Carer Code of Conduct as may be published from time to time on the school's website and notified to parents.
- I accept that my child will read and understand the St Joseph's Primary School Student Code of Conduct and agree to comply with expected student behaviour and conduct, including any St Joseph's Primary School Student Code of Conduct as may be published from time to time on the school's website and notified to parents.
- I understand that if any misleading information has been provided, or any omission of significant information is made in the application for enrolment, acceptance will not be granted; or, if discovered after acceptance, enrolment may be withdrawn.

**Parent 1/guardian 1/carer 1  
signature**

Date:

**Parent 2/guardian 2/carer 2  
signature**

Date:

***Disclaimer:*** Personal information will be held, used and disclosed in accordance with the MACS Privacy Collection Notice and Privacy Policy enclosed in the enrolment pack and available on the school website.





## St Joseph's Primary School Enrolment Form

St Joseph's Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS). This form is informed by the St Joseph's Primary School Enrolment Policy Lodging this form does not guarantee enrolment at the school. Confirmation of an enrolment requires the acceptance of Enrolment Agreement, Parent/Guardian/Carer Code of Conduct, and Student Code of Conduct if an offer of enrolment is made.

Please ensure all relevant information is attached to this Enrolment Form when submitting. Please see the Parent/Guardian/Carer documentation checklist at the end of the form.

### DUE DATE:

STUDENT DETAILS			
Surname:			
Given name/s:		Preferred name:	
Does the student have a sibling at this school?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

STUDENT CONTACT 1 (PARENT 1/GUARDIAN 1/CARER 1)			
Title: (Dr./Mr./Mrs./Ms./Mx.)		Surname:	
House Number:		Street Name:	
Suburb:		State:	Postcode:
Telephone:	Home:	Work:	Mobile:
SMS messaging: (for emergency and reminder purposes)		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Email:			
Relationship to student:			
Government Requirement	Occupation:	What is the occupation group? (Select from list of occupation groups in the School Family Occupation Index)	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> N <input type="checkbox"/>
Religion: (include rite)			
Country of birth: Australia <input type="checkbox"/> Other <input type="checkbox"/> (please specify):			
Aboriginal or Torres Strait Islander origin: No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/>			
Nationality:		Ethnicity if not born in Australia:	
Visa subclass:		Visa expiry:	

Please provide up to date evidence of visa status from the Department of Home Affairs, including any changes to visa or citizenship as soon as notified

Do you speak a language other than English at home? *Note: Record all languages spoken*

What is the highest year of primary or secondary school Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed? *(Persons who have never attended secondary school, tick Year 9 or below)*

Year 9 or below

Year 10 or equivalent

Year 11 or equivalent

Year 12 or equivalent

What is the level of the highest qualification Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed?

No post-school qualification

Certificate I to IV  
*(including trade certificate)*

Advanced diploma/Diploma

Bachelor degree or above

### STUDENT CONTACT 2 (PARENT 2 /GUARDIAN 2/CARER 2)

Title:  
*(Dr./Mr./Mrs./Ms./Mx.)*

Surname:

Given name:

House Number:

Street Name:

Suburb:

State:

Postcode:

Telephone:

Home:

Work:

Mobile:

SMS messaging: *(for emergency and reminder purposes)*

Yes

No

Email:

Relationship to student:

Government Requirement

Occupation:

What is the occupation group?  
*(Select from list of occupation groups in the School Family Occupation Index)*

A

B

C

D

N

Religion: *(include rite)*

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

Aboriginal or Torres Strait Islander origin: No  Yes, Aboriginal  Yes, Torres Strait Islander

Nationality:

Ethnicity if not born in Australia:

Visa subclass:

Visa expiry:

Please provide up to date evidence of visa status from the Department of Home Affairs, including any changes to visa or citizenship as soon as notified

Do you speak a language other than English at home? *Note: Record all languages spoken*

**What is the highest year of primary or secondary school Student Contact 2 (Parent 2 /Guardian 2/Carer 2) has completed?** *(Persons who have never attended secondary school, tick Year 9 or below)*

Year 9 or below       Year 10 or equivalent       Year 11 or equivalent       Year 12 or equivalent

**What is the level of the highest qualification Student Contact 2 (Parent 2/Guardian 2/Carer 2) has completed?**

No post-school qualification       Certificate I to IV *(including trade certificate)*       Advanced diploma/Diploma       Bachelor degree or above

### STUDENT DETAILS

**Surname**

**Given name/s:**

**Preferred name:**

**Entry year (YYYY):**

**Entry level/grade:**

**Date of birth:**

**Religion:** *(include rite)*

**Home Address:**

M (Male):

F (Female):

Self identified / X (Indeterminate/Intersex/Unspecified):

### PREVIOUS SCHOOL/PRESCHOOL

**Name and address of previous school/preschool:**

I/We give permission for the school to contact the previous school or preschool and to gather relevant reports and information to support educational planning:

No

Yes   
(If yes, please complete the Consent for Transferring Information form.)

Was the previous school attended interstate?

No

Yes   
(If yes, please complete the Interstate Data Transfer Note and Consent forms – refer to link in Enrolment Procedures)

### NATIONALITY AND CITIZENSHIP

**Government Requirement**

**Nationality:**

**Ethnicity:**

**In which country was the student born?**

Australia

Other *(please specify):*

**Date of arrival in Australia OR Date of return to Australia:**

**What is the residential status of the student?**  Permanent  Temporary

**Evidence of Australian Residency:**

Australian Citizen  Permanent Resident

Eligible for Australian Passport  Temporary Resident

Other/Visitor/Overseas Student

**Visa sub class\*\*:** **Visa expiry date:**

**Previous visa sub class:**

**\* Please attach visa/ImmiCard/letter of notification and passport photo page**  
**\*\* Please note that all enrolments for students with visas require approval through Melbourne Archdiocese Catholic Schools (MACS). Refer to the Dependant Full Fee Overseas Student policy (link) for further information**  
**Please provide up to date evidence of visa status from the Department of Home Affairs, including any changes to visa or citizenship as soon as notified**

**Does the student or their student contacts (parent(s)/guardian(s)/carer(s)) speak a language other than English at home? Note: Record all languages spoken.**

		Student	Student Contact 1 (Parent1/Guardian1/Carer1)	Student Contact 2 (Parent2/Guardian2/Carer2)
<b>No</b>	English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Yes</b>	Other – please specify all languages			

**Is the student of Aboriginal or Torres Strait Islander origin?**  
*(For persons of both Aboriginal and Torres Strait Islander origin, tick 'Yes' for both)*

No       Yes, Aboriginal       Yes, Torres Strait Islander

**Please note that student must actively identify as Aboriginal and/or Torres Strait Islander to comply with the Australian Government census**

**SACRAMENTAL INFORMATION**

<b>Baptism</b>	<b>Date:</b>	<b>Parish:</b>	
<b>Confirmation</b>	<b>Date:</b>	<b>Parish:</b>	
<b>Parish where the student lives:</b>			

## EMERGENCY CONTACTS – OTHER THAN STUDENT CONTACTS (PARENT/GUARDIAN/CARER)

Person 1	Person 2
<b>Surname Given Name:</b>	<b>Surname: Given Name:</b>
<b>Relationship to student:</b>	<b>Relationship to student:</b>
<b>Home telephone:</b>	<b>Home telephone:</b>
<b>Mobile:</b>	<b>Mobile:</b>

## MEDICAL INFORMATION

<b>Doctor's name:</b>			
<b>Doctor's address:</b>			
<b>Telephone:</b>			
<b>Medicare number:</b>		<b>Ref number:</b>	<b>Expiry:</b>
<b>Private health insurance:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Fund:</b>	<b>Number:</b>
<b>Ambulance cover:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Number:</b>	
<b>Health Care Card:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Health Care Card No:</b>	<b>Expiry:</b>
<b>Medical condition/ diagnoses:</b>	<p>Please specify all relevant medical and/or health conditions for the student, e.g. asthma, diabetes, anaphylaxis, continence/toileting and/or any medications prescribed for the student. A Medical Management Plan signed by a relevant medical practitioner (doctor/nurse) will be required for each of the medical conditions listed</p> <p>Please list specific details for any known allergies that do not lead to anaphylaxis, e.g. hay fever, rye grass, animal fur.</p> <p>Please list any known diagnoses for the student regarding their medical or learning needs e.g. Global Developmental Delay (GDD), Autism Spectrum Disorder (ASD), Attention Deficit Hyperactivity Disorder (ADHD), Anxiety</p>		
<b>Has the student been diagnosed as being at risk of anaphylaxis?</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>If yes, does the student have an EpiPen or Anapen?</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>If the student has identified medical and/or health condition/diagnoses, please consider the Medical Management policy, first aid policy, and supporting documents.</b>			

**If the student has an identified risk of anaphylaxis, please review the Anaphylaxis and First Aid policies and their supporting documents.**

### **IMMUNISATION** (please attach an immunisation history statement)

All vaccines are recorded on the Australian Immunisation Register (AIR). You are required to obtain an immunisation history statement (visit [myGov](#)) and provide it to the school with this enrolment form.

**Immunisation history statement attached:** Yes  No  If no, please provide explanation:

**If the student entered Australia on a humanitarian visa, did they receive a refugee health check?** Yes  No

To meet duty of care obligations and facilitate the smooth transition of your child into the school, please provide all required information. This will assist the school to implement appropriate adjustments and strategies to meet the particular needs of your child. If the information is not provided or is incomplete, incorrect or misleading, current or ongoing enrolment may be reviewed.

### **ADDITIONAL NEEDS**

**Is your child eligible or currently receiving National Disability Insurance Scheme (NDIS) support?** Yes  No

**Does your child present with:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> autism (ASD)                                    | <input type="checkbox"/> behavioural concerns      | <input type="checkbox"/> hearing impairment                          |
| <input type="checkbox"/> intellectual disability/<br>developmental delay | <input type="checkbox"/> mental health<br>concerns | <input type="checkbox"/> oral language/communication<br>difficulties |
| <input type="checkbox"/> ADD/ADHD  | <input type="checkbox"/> acquired brain injury     | <input type="checkbox"/> vision impairment                           |
| <input type="checkbox"/> giftedness                                      | <input type="checkbox"/> physical impairment       | <input type="checkbox"/> other condition (please specify)            |

**Has your child ever seen a:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> paediatrician           | <input type="checkbox"/> physiotherapist        | <input type="checkbox"/> audiologist                       |
| <input type="checkbox"/> psychologist/counsellor | <input type="checkbox"/> occupational therapist | <input type="checkbox"/> speech pathologist                |
| <input type="checkbox"/> psychiatrist            | <input type="checkbox"/> continence nurse       | <input type="checkbox"/> other specialist (please specify) |

**Have you attached all relevant information and reports?** Yes  No

### **SIBLINGS ATTENDING A SCHOOL/PRESCHOOL**

List all children in your family attending school or preschool (oldest to youngest) – include applicant:

<b>Name</b>	<b>School/preschool</b>	<b>Year/grade</b>	<b>Date of birth</b>

### HOME CARE ARRANGEMENTS

<input type="checkbox"/> Living with immediate family	<input type="checkbox"/> Out-of-home care
<input type="checkbox"/> Guardian/Carer	<input type="checkbox"/> Shared parenting, e.g. one week with each parent: Days with Parent 1/Guardian 1/Carer 1: Days with Parent 2/Guardian 2/Carer 2:
<input type="checkbox"/> Kinship care	<input type="checkbox"/> Other (please specify)

### COURT ORDERS OR PARENTING ORDERS (if applicable)

Are there any current court orders or parenting orders relating to the student? Yes  No

*If yes, copies of these court orders/parenting orders (e.g. AVOs, Family Court/Federal Magistrates Court orders or other relevant court orders) must be provided.*

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

### SCHOOL FEES/LEVIES PAYER DETAILS

To whom the account for school fees and levies is sent?

Surname	First name	Address and email	Telephone	Relationship to the student

*Please note, the name/s of the parent / carers signing are responsible for the payment of fees for the term of the child's enrolment at the school.*

Please note that the completion, signing and lodgement of this enrolment form is a pre-requisite for consideration of the enrolment of your child at the School, however it does not guarantee enrolment. The enrolment is formalised after the Enrolment Agreement is signed, following an offer for enrolment being made by the School.

Please refer to the Terms and Conditions of the Enrolment Agreement for further details and explanation of the terms and conditions that will apply to enrolment at the School, once offered and accepted.

**Student Contact 1**  
parent 1/guardian 1/ carer  
1 signature:

Date:

**Student Contact 2**  
parent 2 /guardian 2/  
carer 2 signature:

Date:

**Note:** The Victorian Government provides the following guidance regarding admission requirements:

## Consent

The signature of:

- parent as defined in the Family Law Act 1975
  - Note: In the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility.
- both parents for parents who are separated, or a copy of the court order with any impact on the relationship between the family and the school
- an informal carer, with a statutory declaration. Carers:
  - may be a relative or other carer
  - have day-to-day care of the student regularly living with them
  - may provide any other consent required e.g. excursions.

Notes for informal carer:

- statutory declarations apply for 12 months
- the wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer.

**Disclaimer:** Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy enclosed with this Enrolment Pack and available on its website.

### PARENT/GUARDIAN/CARER DOCUMENTATION CHECKLIST

Please ensure that the following documents are attached to the Enrolment Application form (as applicable to your child):

<input type="checkbox"/>	Birth certificate
<input type="checkbox"/>	Immunisation history statement
<input type="checkbox"/>	Baptism certificate
<input type="checkbox"/>	Consent to contact previous school or preschool
<input type="checkbox"/>	Australian passport or naturalisation certificate number/document for travel if country of birth is not Australia
<input type="checkbox"/>	Visa information – visa grant notice/ImmiCard/letter of notification and passport photo page
<input type="checkbox"/>	Medical Management Plan signed by a relevant medical practitioner
<input type="checkbox"/>	All relevant information and reports concerning additional needs of your child
<input type="checkbox"/>	Any current court orders or parenting orders relating your child
<input type="checkbox"/>	Any additional information you wish the school to be aware of





## Enrolment Procedures for MACS Schools

### Purpose

The Melbourne Archdiocese Catholic Schools Ltd (MACS) Enrolment Procedures for MACS Schools contains specific directions applicable to the enrolment of domestic students in MACS primary and secondary schools, including specialist schools operated by MACS subsidiary, Melbourne Archdiocese Catholic Specialist Schools (MACSS).

The procedures reflect the mandatory requirements for enrolment in MACS schools under the minimum standards for school registration pursuant to the *Education and Training Reform Act 2006* (Vic.) and *Education and Training Reform Regulations 2017* (Vic.). These requirements are set out within the Victorian Registration and Qualifications Authority (VRQA) *Guidelines to the Minimum Standards and Requirements for School Registration*.

Parents seeking to enrol their child in a MACS school should review the school's enrolment policy and these procedures to understand their obligations and the procedure should their application to enrol their child be successful. A reference to 'parent' in this document includes a reference to a parent, guardian, or carer (as applicable).

### Enrolment procedures for MACS schools

To ensure consistency and transparency, MACS schools are required to follow this mandated enrolment procedure.

The parent/guardian/carer makes an enquiry with the administration team at the school

1. The parent/guardian/carer submits an application for enrolment form to the school
2. Structured interview with parent/guardian/carer, according to the school's enrolment policy
  - (a) If a student was previously enrolled in a school interstate, use the Interstate Student Data Transfer Note (ISDTN) to collect additional information.
3. If the student is an Australian citizen, continue with school enrolment process, taking into consideration the school enrolment policies and procedures, privacy policies, and other relevant policies and procedures.
  - (a) Review the student's enrolment application with reference to minimum and maximum school entry age policies
  - (b) As part of the process, the principal or delegate provides enrolment agreement, Parent /Guardian / Carer Code of Conduct, and Student Code of Conduct to parent/guardian/carer and student to review and sign if offered a place. Acceptance and signing of these documents is a condition of enrolment.
4. If the student is not an Australian citizen, obtain the student and parent/guardian/carer's visa number and refer to schedule of visa sub-classes to determine eligibility for government funding – General Recurrent Funding (GRG).
  - (a) If the student is eligible for government funding, the principal or delegate must comply with the Education Services for Overseas Student Act 2000 (ESOS Act). for independent international students and determine eligibility for targeted funding support as a new arrival (migrant or refugee), collects travel documents (passport, visa grant notice, Visa Entitlement Verification Online (VEVO) notice, ImmiCard), and completes funding application process for targeted new arrivals support. The principal or delegate continues with the school enrolment process.
  - (b) If the student is not eligible for government support, the student is classified as Full-Fee Paying Overseas Student (FFPOS) and is fee-liable. The principal completes attached

Dependent International Application Enrolment Form with the application lodgment fee and submits to MACS at [ffpos@macs.vic.edu.au](mailto:ffpos@macs.vic.edu.au) for assessment.

Please refer to the Mandated Enrolment Procedures flowchart (Appendix 1).

## Enrolling children under the minimum school entry age and pre-Prep / Foundation programs

### Exemption for enrolment under minimum school entry age

Under the *Education and Training Reform Act 2006* (Vic.), schooling is compulsory for students aged between 6 and 17 years unless an exemption from attendance has been granted. Victorian children are eligible to commence school if they are 5 years of age on 30 April in the year they start school.

If a parent/guardian/carer is seeking to enrol their child in a school at a younger age, a minimum age exemption is required. Exemptions are the exception rather than the norm and will only be granted when commencement of formal education is deemed to be in the child's best interests. Enrolment can only proceed with written approval by the Executive Director (or the delegate of the Executive Director) subject to the following minimum age exemption application criteria:

### Minimum age exemption application criteria

1. Suitable academic ability as evidenced by cognitive assessment documenting an at or above 130 Full Scale IQ, (two standard deviations or more above the mean)
2. Evidence of enrolment in formal schooling and attendance for more than one term at an interstate or overseas school (not pre-school), and transfer documentation including evidence of appropriate academic achievement
3. Student will be aged at least 4 years 6 months on or before 30 April in the year they commence school as evidenced by a birth certificate or passport (in addition to meeting criteria 1 or 2)
4. Evidence from childcare, kindergarten, allied health or other relevant professionals that support early-age entry and the detrimental impacts to the longer-term interests of the child were they not to attend school.

### Minimum age exemption application process

1. The parent/guardian/carer should contact the principal to seek advice about the minimum age exemption procedure. Note additional support (e.g., an interpreter) can be provided upon request.
2. The principal will determine if there is sufficient evidence to meet the minimum age exemption application criteria.
3. The principal will apply to the relevant regional general manager for approval by the Executive Director (or their delegate). The application should include:
  - a minimum age exemption application form
  - a supporting letter from the parent/guardian/carer(s) requesting an exemption for enrolment under minimum school entry age
  - supporting documentation from appropriate health or educational professionals detailing cognitive assessment results (IQ at or above 130) and substantive reasons for early school entry
  - if relevant, evidence of enrolment in formal schooling and attendance for more than one term at an interstate or overseas school (not pre-school), and transfer documentation including evidence of appropriate academic achievement (e.g., school report).

If the criteria are met, parent/guardian/carer(s) are required to complete the Minimum Age Exemption Application Form ([link](#)) and submit to the principal for submission to the MACS Regional Offices.

## Pre-Prep/Foundation programs

These procedures do not support the promotion of pre-Prep/Foundation programs which provide two years of schooling at the Foundation level. Indeed, repetition of a school year at any level has not been proven to create the opportune conditions for future learning development and is often detrimental to future progress and not recommended.

A child's perceived lack of readiness for school in the Foundation year may be caused by developmental needs, which would be better identified and addressed through flexible arrangements that cater for the needs of every child from the point of school entry, i.e. the Foundation year.

## Enrolling students at Year 7

### Year 7 enrolment

In enrolling students at Year 7, secondary colleges that share priority parishes are required to collaborate to ensure all applicants are offered a place at a MACS secondary college. Collaboration aims to be open and transparent and consistent with local school enrolment policies and practices.

Secondary colleges must comply with the upper limit ceiling for Year 7 enrolments for each MACS school and consider the priority parishes for each school together with the agreed timeline for the Year 7 enrolment procedure. If, during the annual applications assessment for Year 7 enrolment, a college receives applications above the ceiling limit, an application may be made to MACS to request an additional stream of students for Year 7.

The Executive Director will consider the advice received from the Archdiocesan Enrolment Committee (AEC) to either approve or not approve the proposed enrolment increase and the length of time it will remain in place.

## Enrolment of students with consideration of the maximum age exception and exemption

Generally, a person who is aged over 18 years must not be enrolled at, or allowed to attend, a MACS school, or participate in any program or course conducted unless they:

- have been granted an exemption by the Executive Director or delegate
- fall within an exception to the maximum age requirements.

### Maximum Age Exception Criteria

The principal of a MACS school may enrol a student (without completion of this form), where either of the following exception criteria are met:

- the student will turn 18 during the year of enrolment in an accredited senior secondary course, such as the Victorian Certificate of Education (VCE), Victorian Certificate of Education Vocational Major (VCE VM), the Victorian Certificate of Applied Learning (VCAL) (according to the VCAA's 2023 teach out arrangements), the International Baccalaureate (IB), Vocational Education and Training (VET) or an accredited foundation secondary course, for example, Victorian Pathways Certificate (VPC).
- the student will turn 19 during the year of enrolment for the sole purpose of completing an accredited senior secondary course in that year, accredited foundation secondary course in that year, or the student is expected to successfully complete their course in the year of enrolment based on the current course plan and assessment information.

### Maximum Age Exemptions

An exemption must be sought where the student does not meet the exception criteria outlined above. There are three categories for maximum age exemption: Special Circumstances, English Language, and Other exemption as approved by Executive Director's delegate. Each category has specific requirements which must be met if a person is to be eligible for an exemption.

## Applying for a Maximum Age Exemption

After determining the appropriate maximum age exemption category, the application form must be completed and submitted to the regional general manager.

1. Section 1 must be completed by the person seeking the exemption, or their parent/guardian/carer.
2. Section 2 must be completed by the principal of the college the person wishes to attend. Together with all supporting documents, this should be forwarded to the regional general manager.
3. Section 3 must be completed and signed by the Director, Learning and Regional Services.

The person, or their parent/guardian/carer, should inform the college if they require assistance, including an interpreter, to support them to understand the exemption process. Note: if a person is eligible for an exemption in more than one category, they must submit a separate application form for each exemption.

If the criteria are met, parent/guardian/carer(s) are required to complete the Maximum Age Exemption Application Form ([link](#)) and submit to the principal for submission to the regional office.

## Enrolment of students with additional learning needs

We welcome parents who wish to enrol a child with additional learning needs and explore available options to fully understand and accommodate the child's needs. The procedure for enrolling students with additional learning needs is the same as that for enrolling any student. There is collaboration between primary and secondary MACS schools to ensure coordination and consistency of policy and procedures. We are required to comply with the relevant Australian and Victorian government legislation when considering the enrolment of a child with additional learning needs.

## Enrolment of students from an interstate school

When enrolling students whose previous school was interstate, we use the protocols of the Interstate Student Data Transfer Note (ISDTN). This is a mandatory requirement of the Australian Government. It is the responsibility of the enrolling school to initiate and manage this procedure and be sensitive to parent/student consent requirements for the provision of information. All relevant documents and information are available on the Australian Government's Department of Education website: <https://www.dese.gov.au/collections/interstate-student-data-transfer-note-and-protocol-non-government-schools>

## Enrolment of full fee-paying overseas students (FFPOS)

Full fee-paying overseas students who wish to enrol at MACS schools are to refer to the Dependant Full-Fee Paying Overseas Students (FFPOS) Application Procedure ([link](#)) which explains the application procedure and requirements and the relevant visa classes and fees that apply. All relevant information pertaining to visa classes are available from the Australian Government website: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing>

Please ensure parents/guardians/carers provide up to date evidence of visa status from the Department of Home Affairs, including any changes to visa or citizenship as soon as notified.

If the criteria are met, parents/guardians/carers and the Principal are required to complete the Dependant Full-Fee Paying Overseas Students (FFPOS) Application Form ([link](#)) and submit to Executive Director delegate for assessment and approval at [ffpos@macs.vic.edu.au](mailto:ffpos@macs.vic.edu.au).

## Enrolment procedures for secondary schools

Each MACS secondary college will build a relationship with primary schools, both Catholic and government, in their priority parishes to ensure that prospective parents are fully aware of the opportunities that exist at that school.

MACS secondary colleges will not advertise or actively seek enrolments other than in their priority parishes.

It is essential that families are allowed, where choice is available, to indicate their preference for one secondary college and still remain eligible for a first-round offer from the secondary college of second choice if they are unable to be accommodated by the secondary college of first choice. Such applicants will be a resident of a priority parish for the secondary college of second choice. An offer should not be made to a family who has accepted an enrolment place at another Catholic secondary college.

Where two or more secondary colleges share a priority parish, parents/guardians/carers are afforded a greater degree of choice, but it is essential that the schools work in partnership to develop a process for handling applications made to more than one secondary school.

### **Procedures for determining offers**

1. Exchange lists of applicants in electronic form with neighbouring secondary colleges, with applicants listed in alphabetical order, and containing the following information:
  - name
  - religion
  - gender
  - current school
  - residential address
  - parish of residence
  - sibling and/or parent connection.
2. Identify students with applications to more than one Catholic secondary college.
3. Communicate with surrounding secondary colleges to confirm applicants to more than one college and establish an agreed process to determine the order of preference of secondary colleges. Generally, applicants who do not belong to a priority parish should not be considered further by that college. However, during the consultative process it is necessary to ensure such applicants are made an offer by a secondary college which is a priority parish for that college.
4. Share the outcome of these processes to establish a revised list of applicants who have nominated the secondary college as their first preference.
5. Rank the reduced list of students according to the criteria outlined in the enrolment policy of each college.
6. Identify students who did not receive a first-round, or realistically, a second-round offer and who have an application at another secondary college.
7. Communicate the names of these applicants to neighbouring secondary colleges for which they have lodged an application and for which they are a resident of a priority parish with the expectation that the student would receive a first-round offer from the secondary college of second choice.
8. Exchange lists of offers with neighbouring secondary colleges (including the same details as in 1).
9. Maintain a waiting list of applicants who have not accepted an offer at another Catholic secondary college.
10. Liaise with neighbouring Catholic secondary colleges before making second-round offers to ensure that each applicant receives one offer only.

## Roles, responsibilities, and reporting

Role	Responsibility	Reporting requirement (if applicable)
Principal	Accept and manage all enrolments	Report enrolment data to Executive Director through the February and August censuses
Principal	Determine if sufficient evidence exists to support minimum age exemption for enrolment	Submit application to the relevant regional general manager for approval by the Executive Director (or delegate)
Principal	Determine if sufficient evidence exists to support maximum age exemption for enrolment	Submit application to the relevant regional general Manager for approval by the Executive Director (or delegate)
Principal	Determine if student has a visa class that falls under Full Fee Overseas Paying student	Submit application to General Manager, Learning Diversity for assessment and approval by the Executive Director (or delegate) at <a href="mailto:ffpos@macs.vic.edu.au">ffpos@macs.vic.edu.au</a>

## Delegations and authorities

Role	Description of power/function	Limitations/conditions	Reporting requirement (if applicable)
Executive Director (or delegate)	Approval of proposal to increase Year 7 enrolment ceiling in a MACS secondary school	Consider advice from the Archdiocesan Enrolment Committee	Chief Planning and Infrastructure Officer maintains register of approved Year 7 ceilings and updates the Executive Director annually
Executive Director (or delegate)	Exemption for enrolment under the minimum school entry age	Prior written approval of the Executive Director (or delegate, Director, Learning and Regional Services)	All approved exemptions to minimum school entry age to be reported to the MACS Executive Director
Executive Director (or delegate)	Exemption for enrolment under the maximum school entry age	Principal to send completed application form and all supporting documents to the relevant Regional General Manager for approval by the Executive Director or delegate (Director, Learning and Regional Services)	
Executive Director (or delegate)	Approval for students who are Full-Fee Paying Overseas Students (FFPOS)	Prior written approval of the Executive Director (or delegate, Director, Learning and Regional Services)	

## Definitions

### Melbourne Catholic Archdiocese Schools Ltd (MACS)

MACS is a reference to Melbourne Archdiocese Catholic Schools Ltd, and / or its subsidiaries, MACSS and/or MACSEYE (as the context requires).

### MACS school or school

A school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by MACS, directly or through MACSS (as the context requires). References to schools or MACS schools also includes boarding premises of schools operated by MACS and specialist schools operated by MACSS.

## **Melbourne Archdiocese Catholic Specialist Schools Ltd (MACSS)**

Melbourne Archdiocese Catholic Specialist Schools Ltd, a wholly owned subsidiary of MACS established to conduct and operate specialist schools.

### **Parish**

Parish refers to the local parish as defined by its geographical boundaries and student location is based on home address.

### **Priority parish**

A priority parish is defined as a parish included in the catchment area of a school. Children living within a priority parish receive priority in enrolment over children who reside outside the priority parish catchment area.

## **Related policies and documents**

### **Supporting documents**

Appendix 1: Mandated Enrolment Procedures Flowchart

### **Related MACS policies and documents**

Consent to Transfer Information Form  
Dependant Full Fee-Paying Overseas Students Application Procedure  
Enrolment Agreement – Primary Schools  
Enrolment Agreement – Secondary Schools  
Enrolment Form – Primary Schools  
Enrolment Form – Secondary Schools  
Enrolment Policy for MACS schools  
Enrolment Policy – Primary Schools  
Enrolment Policy – Secondary Schools  
Family Occupation Index – Parent/Guardian/Carer Occupation Groups  
Maximum Age Exemption Application Form  
Minimum Age Exemption Application Forms  
Photography and Recording Permission Form – Schools – Template  
Parents/Guardians/Carers Code of Conduct  
Repeating a Year Level Application Form – Template  
Standard Collection Notice – Template  
Student Acceleration Application Form  
Student Acceleration and Retention Policy for MACS Schools  
Student Acceleration and Retention Policy – Template for Schools  
Student Code of Conduct

### **Related policies and documents**

[Australian Government - Interstate Data Transfer Note](#) for non- government schools

## **Legislation and standards**

*Child Wellbeing and Safety Act 2005 (Cth)*  
*Disability Discrimination Act 1992 (Cth)*  
*Disability Standards for Education 2005 (Cth)*  
*Education and Training Reform Act 2006 (Vic.)*  
*Education and Training Reform Regulations 2017 (Vic.)*  
*Education Services for Overseas Student Act 2000 (Cth)*  
*Equal Opportunity Act 2010 (Vic)*  
*Privacy Act 1988 (Cth)*  
[Victorian Registration and Qualifications Authority \(VRQA\) minimum standards for schools](#)

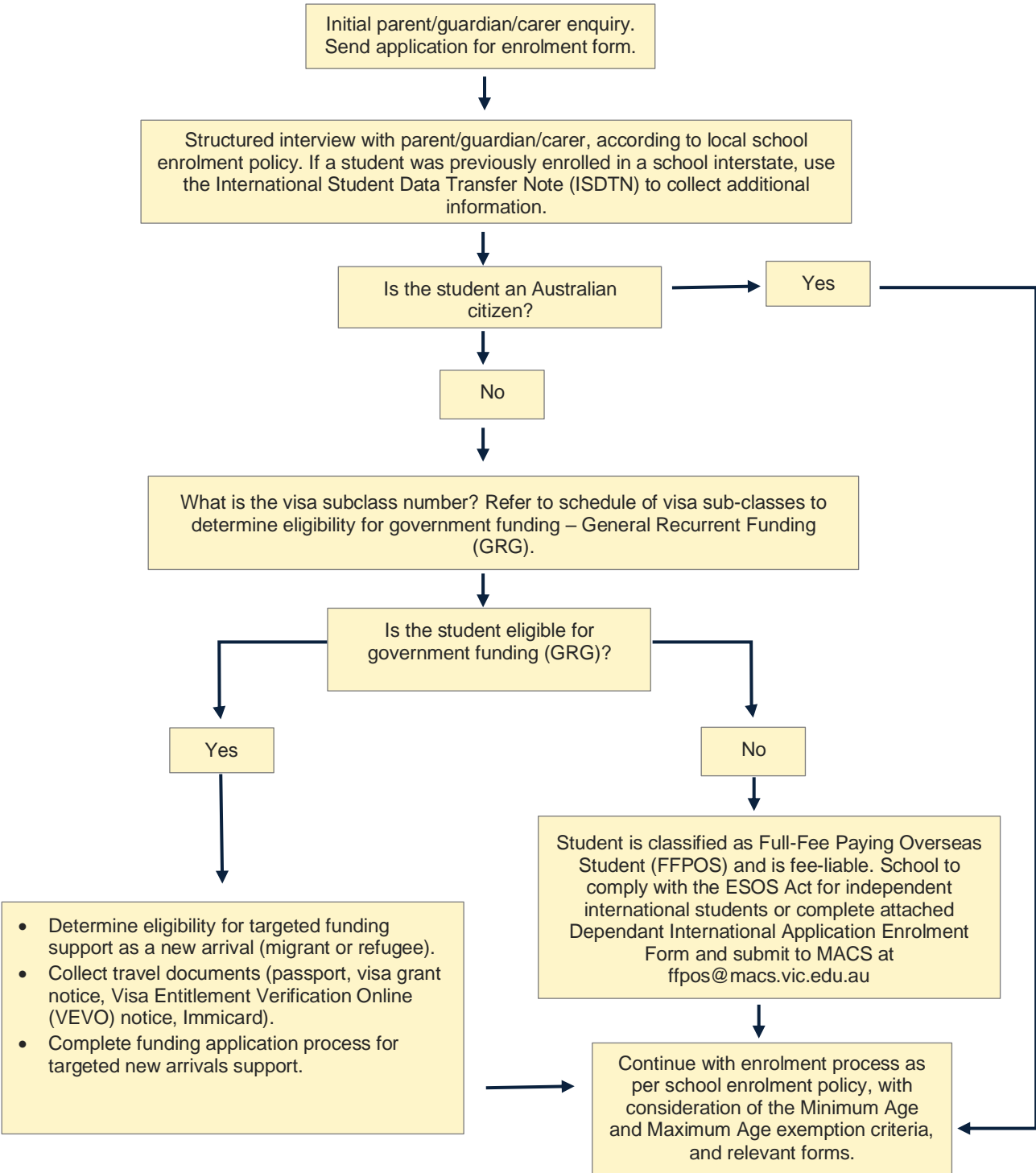
## Policy information table

<b>Responsible director</b>	Director, Learning and Regional Services
<b>Procedure owner</b>	General Manager, Learning Diversity
<b>Approving authority</b>	Director, Learning and Regional Services
<b>Assigned board committee</b>	Education Strategy and Policy
<b>Approval date</b>	10 May 2023
<b>Risk rating</b>	High
<b>Date of next review</b>	May 2025
<b>Publication details</b>	CEVN, school website

POLICY DATABASE INFORMATION	
<b>Assigned framework</b>	Enrolment of Students
<b>Related documents</b>	Refer to Supporting Documents list above
<b>Superseded documents</b>	Enrolment Procedures for Schools – v1.0 – 2021



# Appendix 1: Mandated Enrolment Procedure





## Parent/Guardian/Carer Code of Conduct

St Joseph's Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS). This Code of Code is created with reference to St Joseph's Primary School Enrolment Policy and St Joseph's Primary School Enrolment Agreement. Parents/Guardians/Carers are expected to read, sign, and comply with the Code of Conduct for the student's enrolment to be accepted.

### Purpose

St Joseph's Primary School is committed to ensuring a respectful learning environment that is safe, positive, and supportive for all students, staff and visitors of the school.

It is the intention of St Joseph's Primary School to provide clear guidelines to all parents and visitors regarding the conduct expected of them while in a school environment, engaging in school-related activities or representing the school. Parents/guardians/carers and visitors are expected to uphold the school's core values at all times.

### Scope

This Code of Conduct applies to all St Joseph's Primary School parents, guardians, carers and visitors to the school and school related places. The application of this code is not limited to the school site and school hours. It extends to all school-related activities and events (including, but not limited to: school fetes, camps or sporting events, online activity, etc.) and when visiting or representing the school.

### Principles

This Code of Conduct is based on the following principles that everyone at St Joseph's Primary School:

- has the right to be safe,
- has the right to be treated with respect and be valued even in disagreement,
- has the right to participate within a secure environment without interference, intimidation, harassment, bullying, discrimination or any harmful, threatening or abusive behaviour,
- is encouraged to be respectful, polite, courteous and considerate of others,
- has the right to be supported and challenged as ongoing learners.

### Expected conduct and bearing of all parents / guardians / carers

It is expected that every parent/guardian/carers will:

- uphold the school's core beliefs and values,
- behave in a manner that does not endanger the health, safety and wellbeing of themselves or others,
- abide by all health and safety rules and procedures operating within the school and other locations at which they may visit while representing the school,
- ensure that their actions do not bring the school into disrepute,
- respect school staff and accept their authority and direction within the exercise of their duties at the school,
- observe all school rules as required,

- strictly adhere to the school's policies and procedures as required,
- behave with respect, courtesy, and consideration for others,
- refrain from all forms of bullying and harassment,
- refrain from any form of verbal insult or abuse and from any form of physical abuse or intimidation,
- refrain from activities, conduct or communication that would reasonably be seen to undermine the reputation of the school, employees or students of the school, including activities on social media,
- respect school property and the property of staff, contractors, volunteers and other students
- not be intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health while visiting the school site, attending school functions or engaging in school-based activities,
- respect school staff and accept their authority and direction within the exercise of their duties at the school,
- use the school's Complaints Handling Policy to seek resolution for any problems that arise and accept the school's procedures for handling matters of complaint.

## Unacceptable conduct

Unacceptable conduct includes, but is not limited to:

- touching, handling, pushing or otherwise physically or sexually engaging with students, children or others in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person,
- any form of physical or verbal violence including fighting, assault or threats of violence or behaviour that is otherwise harmful, threatening or abusive,
- approaching a child that is not your own with a view to disciplining that child for their behaviour. Such matters are only to be dealt with by school staff,
- approaching other school parents to resolve issues arising between students at school. Such matters should be referred to school staff,
- any form of cyber bullying or cyber abuse that is directed towards the school, staff members, students or parents or any member connected to the school,
- any form of threatening language, gestures or conduct
- language or conduct which is harmful, threatening, abusive or likely to offend, harass, bully or unfairly discriminate against any student, employee, contractor, volunteer or other person,
- corresponding or communicating with school staff in a manner which is unreasonable (including for example, via email or app's) in terms of the frequency or volume of communications, or the nature or tone of such communications,
- theft, fraud or misuse of school resources,
- the use of inappropriate or profane words or gestures and images,
- visiting school, attending social, sporting or other functions while intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health,
- smoking on the school premises or within the immediate environs of the school,
- claiming to represent the school in any matter without explicit permission from the school principal to do so.

## Breach of the code of conduct

Parents/guardians/carers are, as a condition of enrolment, expected to read, sign, and comply with the [insert school name] Enrolment Agreement, [insert school name] Parent/Guardian/Carer Code of Conduct (**Code of Conduct**), and relevant school policies.

Parents/guardians/carers who breach this Code of Conduct or Enrolment Agreement will be contacted by the principal. Appropriate action, which may include limiting and reducing access to school grounds, attending school functions or school-based activities or, setting mandatory

parameters around methods and timing of communication, or imposing an Immediate or Ongoing School Community Safety Order is at the discretion of the principal and other authorised persons.

Should any parent/guardian/carer:

- (a) repeatedly breach the terms of the Agreement, Code of Conduct, and/or relevant school policies (after the parent/guardian/carer or the family collectively, has been warned that any further breach may result in a termination of enrolment); or
- (b) engage in conduct on a single occasion which constitutes a serious breach of the Code of Conduct and/or relevant school policies (involving for example, conduct which poses a serious risk to staff or student health and safety), the circumstances may result in a termination of their child's enrolment.
- (c) A termination of enrolment may also occur where any parent/guardian/carer has engaged in conduct on a single occasion which constitutes a serious breach of the Parent / Guardian / Carer Code of Conduct and/or relevant school policies (involving for example, conduct which poses a serious risk to staff or student health and safety.) In these circumstances, it will not be necessary for a warning to be given before consideration is given to termination of enrolment.

A decision to withdraw or terminate the enrolment of a student may only be made by the Director, Learning and Regional Services upon consideration of the following:

- the view of the principal of the school
- an objective assessment of all presenting circumstances, including the nature and gravity of the conduct and whether any previous warnings have been provided to the parent/guardian/carer
- the principles of procedural fairness are followed in the decision-making process, including an opportunity for the student and their family/guardians/carers to be heard, all relevant information considered.

Before any final decision as to termination of enrolment is made, the student's family will be provided with an opportunity to comment on and/or provide any relevant information for consideration in this regard.

In accordance with applicable legislation and the school's Child Safety and Wellbeing Policy, the police and/or 'Families and Children's Services' within the Department of Families, Fairness and Housing (DFFH), Commission for Children and Young People (CCYP), and/or any other relevant bodies will be informed of any unlawful breaches of this code.

Parent / guardian / carer code of conduct		
Parent 1/Guardian 1/ Carer 1 name		
Parent 1/Guardian 1/ Carer 1 signature		
Date		
Parent 2/ Guardian 2/ Carer 2 name		
Parent 2/Guardian 2/ Carer 2 signature		
Date		

## Policy information table

<b>Responsible director</b>	Director, Learning and Regional Services
<b>Policy owner</b>	General Manager, Learning Diversity

<b>Approving authority</b>	Executive Director
<b>Assigned board committee</b>	Education Strategy and Policy
<b>Approval date</b>	10 May 2025
<b>Risk rating</b>	High
<b>Date of next review</b>	May 2025
<b>Publication details</b>	CEVN, school website

<b>POLICY DATABASE INFORMATION</b>	
<b>Assigned Framework</b>	Enrolment of Students
<b>Related documents</b>	Enrolment Policy Enrolment Agreement Enrolment Form Student Code of Conduct
<b>Superseded documents</b>	Parent Guardian Carer Code of Conduct – v2.0 – 2022
<b>New policy</b>	



## Introduction

St Joseph's Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated, and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

As a MACS school:

- prayer and liturgy are vital aspects of religious life in our school
- the pastoral care and support programs for students, families and staff are based on the teachings of the Catholic Church
- the teachings and values of the Catholic Church are paramount.

## Purpose

This policy sets out the requirements for enrolment in our school in line with the Enrolment Policy for MACS schools.

## Scope

This policy applies to all families seeking to enrol students at St Joseph's Primary School.

## Principles

The following principles underpin this policy:

- MACS schools are established primarily for Catholic children, St Joseph's Primary School strives to be open and welcome to all Catholic students regardless of their background and does everything reasonable to accommodate each student's individual needs.
- Enrolment of children of other Christian traditions and faiths is open; however, priority will be given to children from non-Catholic Eastern churches.
- Children from other religious traditions, or no religion, are provided with the opportunity to enrol at our school should they choose to apply and there is sufficient capacity within the school.
- Parents/guardians/carers are the first educators of their children. By enrolling a child in our school, parents/guardians/carers are entering into a partnership to promote and support their child's education, in particular their education in faith. While the school promotes access to a Catholic education through the school enrolment policy, it is the responsibility of parents/guardians/carers to support the school in furthering the spiritual and academic life of their child.

## Policy

### Priority enrolment

Local pastoral discretion is an important element of decision-making regarding enrolment at St Joseph's Primary School. While the priority of the principal is to enrol children of Catholic parents/guardians/carers, pastoral discretion may be exercised in enrolment decisions where deemed appropriate.

Where established, the local school enrolment committee will formally endorse all enrolment decisions to ensure transparency and equity in decision-making. Where a local school enrolment committee is not established, the principal will endorse all enrolment decisions.

There is an agreed order of priority for enrolment in MACS schools, which must be followed in the enrolment policy and procedures. As systemic Catholic schools, the priority of MACS schools is the provision of a Catholic education for Catholic children.

The order of priority for MACS primary schools is:

1. Catholic children who are residents of the parish
2. siblings of children already enrolled in the school
3. Catholic children who are not residents of the parish but are recognised as parishioners by the parish priest
4. Catholic children from other parishes (for pastoral reasons)
5. children from non-Catholic Eastern churches (i.e. Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and other Orthodox) who are residents of the parish
6. children from non-Catholic Eastern churches (i.e. Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and other Orthodox) who reside outside the parish
7. other Christian children who are residents of the parish
8. other Christian children who reside outside the parish
9. non-Christian children who are residents of the parish
10. non-Christian children who reside outside the parish.

### **Overseas Students**

When considering the enrolment of students on visa, principal of [insert school name] will consider the application with reference to MACS policy and procedures as well as legislative requirements. The principal or delegate is to determine whether the student is fee-liable or eligible for government funding through outlined processes.

### **Parent/Guardian/Carer Responsibilities**

At the time of enrolment, parents/guardians/carers make a commitment to provide ongoing support for their child's Catholic education. Parents/guardians/carers are asked to make an explicit commitment to the following responsibilities:

- Complete the school's enrolment form and ensure it is returned by the due date. This does not guarantee enrolment in the school, which is confirmed following the signing of the enrolment agreement as formal acceptance of the offer of enrolment.
- Be prepared to support the school in the Catholic education of their child and involve themselves as much as possible as well as committing to adhering to the expected standards of parental/guardian/carers behaviour as outlined in the school's Parent/Guardian/Carer Code of Conduct.
- Acknowledge and commit to meeting the financial responsibilities arising from the ongoing enrolment of their child at St Joseph's Primary School. Any difficulties in meeting this commitment should be discussed with the principal.
- Advise the principal of any court order, parenting or custodial arrangement/s that may exist in relation to their child, or any changes to such order/s, and provide a copy of the court order/s and any subsequent changes for the child's school file.
- Provide the school with an immunisation history statement from the Australian Immunisation Register.
- Provide evidence of visa status from the Department of Home Affairs as soon as notified where applicable.

## Termination of enrolment

Parents/guardians/carers are, as a condition of enrolment, expected to read, sign, and comply with the [insert school name] Enrolment Agreement, St Joseph's Primary School Parent/Guardian/Carer Code of Conduct (**Code of Conduct**), and/or relevant school policies.

Parents/guardians/carers who breach the Code, Agreement, and/or policies will be contacted by the principal. Appropriate action, which may include limiting or reducing access to the school grounds, attending school functions or school-based activities or, setting mandatory parameters around methods and timing of communication, or imposing an Immediate or Ongoing School Community Safety Order is at the discretion of the principal and other authorised persons.

A termination of enrolment on the basis of parental/guardian/carer conduct must be approved by the Director, Learning and Regional Services, and such approval would only be provided in the following circumstances:

- (a) a breach of the Code of Conduct on the part of a parent/guardian/carer has previously occurred
- (b) the parent/guardian/carer has, because of that previous breach, been warned that any subsequent breach of the Code of Conduct by them (or the family) may result in a termination of enrolment
- (c) a further breach of the Code of Conduct by the parent / guardian / carer, or by another family member in appropriate circumstances (including where the principal is satisfied on reasonable grounds that that other family member has been warned or is otherwise aware that a warning has previously been given) occurs.

A termination of enrolment may also occur where any parent/guardian/carer has engaged in conduct on a single occasion which constitutes a serious breach of the Parent / Guardian / Carer Code of Conduct (involving for example, conduct which poses a serious risk to staff or student health and safety.) In these circumstances, it will not be necessary for a warning to be given before consideration is given to termination of enrolment.

A decision to withdraw or terminate the enrolment of a student in these circumstances may only be made by the Director, Learning and Regional Services upon consideration of each of the following:

- the view of the principal of the school
- an objective assessment of all presenting circumstances, including the nature and gravity of the conduct and whether any previous warnings have been provided to the parent/guardian/carer and
- the principles of procedural fairness are followed in the decision-making process, including an opportunity for the student and their family/guardians/carers to be heard, all relevant information considered.

Before any final decision as to termination of enrolment is made, the student's family will be provided with an opportunity to comment on and/or provide any relevant information for consideration in this regard.

Students are also, as a condition of enrolment, expected to read and comply with [insert school name] Student Code of Conduct (**Code of Conduct**).

In cases of serious and/or persistent breaches of the student code of conduct, the Student Behaviour Policy outlines the consequences for student misbehaviour. The St Joseph's Primary School policies and procedures for the suspension, negotiated transfer, and expulsion of students outline the management of suspension and expulsion and appeals processes.

In accordance with applicable legislation and the school's Child Safety and Wellbeing Policy, the police, 'Families and Children's Services' within the Department of Families, Fairness and Housing (DFFH), Commission for Children and Young People (CCYP), and/or any other relevant bodies will be informed of any unlawful breaches of these codes.



## Complaints regarding enrolment

St Joseph's Primary School is required to maintain a fair, effective, and efficient complaints-handling process so that complaints about enrolment and other matters at the school can be addressed.

If a parent/guardian/carer of the student would like to make an appeal on the enrolment process, or termination of enrolment, consider raising the concerns to the principal or relevant person either in writing or by making an appointment. Please ensure the relevant person/s is given a reasonable amount of time to take the steps required to resolve or address the concerns. Please refer to St Joseph's Primary School's complaints handling policy or guidelines for further information.

If the matter cannot be resolved at the school level, or if the complaint is about the principal of the school, complainants are advised to contact the relevant MACS regional office. Alternatively, parents/guardians/carers may lodge a complaint online and read the Complaint Handling Policy for MACS Schools at <https://www.macs.vic.edu.au/Contact-Us/Complaints.aspx>.

## Information to be collected

Our school is required to collect information about parents/guardians/carers and their child. Parents/guardians/carers are required to provide information about their child during the enrolment process in order for MACS and the school to meet the duty of care obligations and to satisfy government requirements.

## Procedures

Please refer to the Enrolment Procedures in MACS schools.

## Definitions

### **Catholic child**

For enrolment in a Catholic school, a child is considered to be Catholic if they are a member of the Catholic Church, usually established by a Certificate of Baptism and have fully participated in a sacramental program or, there is evidence of an intention to complete their sacramental journey.

### **Enrolment Agreement and Enrolment Form**

The Enrolment Agreement and Enrolment Form are agreements parents/guardians/carers enter with MACS for enrolment at the particular MACS school. The Enrolment Agreement stipulates the terms and conditions of enrolment and the way in which the school seeks to work in collaboration with families. Schools must have an Enrolment Agreement with parents/guardians/carers which is publicly available and easily accessible to current and prospective parents/guardians/carers.

The enrolment form outlines the information that must be collected by the principal of each school, to enable MACS to satisfy its duty of care obligations and ensure it has the relevant information about each student to determine any need for adjustments.

### **Enrolment catchment area**

The enrolment catchment area is a defined area from which a school enrolls students as officially designated to a school by MACS. The parish for St Joseph's Primary School is [Parish name]. In parishes with more than one primary school, the catchment for each school is determined by the parish in consultation with MACS. Enrolment is subject to the maximum capacity of the school.

### **Melbourne Archdiocese Catholic Schools Ltd (MACS)**

MACS is a reference to Melbourne Archdiocese Catholic Schools Ltd, and / or its subsidiaries, MACSS and/or MACSEYE (*as the context requires*).

### **Orthodox child**

For enrolment in a Catholic school, a child is considered to be Orthodox if they are a member of a non-Catholic Eastern church, including Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and other Orthodox.

### **Parish**

Parish refers to the local parish as defined by its geographical boundaries and student location is based on home address.

## Related policies and documents

### Supporting documents

Consent to Transfer Information Form  
Dependant Full-fee Paying Overseas Students Application Procedure - Schools  
Enrolment Agreement – Primary Schools  
Enrolment Form – Primary Schools  
Enrolment Processes  
Enrolment Procedures for MACS Schools  
Family Occupation Index – Parent/Guardian/Carer Occupation Groups  
Minimum Age Exemption Application Form – Template  
Parents/Guardians/Carers Code of Conduct  
Photography and Recording Permission Form – Schools – Template  
Repeating a Year Level Application Form – Template  
Standard Collection Notice – Template  
Student Acceleration Application Form  
Student Code of Conduct

### Related MACS policies and documents

Concessional Fees Policy  
[insert school] Complaints Handling Policy  
Complaints Handling Policy for MACS Schools  
Enrolment Policy for MACS Schools  
Guidelines for MACS Schools – Suspension, Negotiated Transfer, and Expulsion  
Privacy Policy  
Recordkeeping Policy for MACS Schools  
[School Community Safety Order Scheme – Internal Review Process](#)  
School Suspension of Students Policy  
School Negotiated Transfer of Students Policy  
School Expulsion of Students Policy  
Student Acceleration and Retention Policy for MACS Schools  
Student Acceleration and Retention Policy – Template for Schools

### Related policies and documents

[Australian Government - Interstate Data Transfer Note](#) for non- government schools

## Legislation and Standards

*Child Wellbeing and Safety Act 2005 (Cth)*  
*Disability Discrimination Act 1992 (Cth)*  
*Disability Standards for Education 2005 (Cth)*  
*Education and Training Reform Act 2006 (Vic.)*  
*Education and Training Reform Regulations 2017 (Vic.)*  
*Education Services for Overseas Student Act 2000 (Cth)*  
*Equal Opportunity Act 2010 (Vic.)*  
*Privacy Act 1988 (Cth)*

[Victorian Registration and Qualifications Authority \(VRQA\) minimum standards](#) for schools

Approval date	10 May 2023
Date of next review	May 2025



St Joseph's Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

## Purpose

St Joseph's Primary School is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students at the school.

It is the intention of St Joseph's Primary School to provide clear guidelines to all students regarding the conduct expected of them while in a school environment, at school related locations or engaging in school-related activities or representing the school. Students are expected to uphold the school's core values at all times.

## Scope

This Code of Conduct applies to all St Joseph's Primary School students. The application of this code is not limited to the school site and school hours. It extends to all activities and events that are school-related and when representing or acting on behalf of the school, including, without limitation, at all times when wearing the school uniform.

The code also requires that student actions do not bring the school into disrepute at any time, regardless of whether the action occurs within or outside of school activities.

## Principles

This Code of Conduct is based on the following principles that everyone at St Joseph's Primary School:

- has the right to be safe,
- has the right to be treated with respect and be valued, even in diversity,
- has the right to participate within a secure environment without interference, intimidation, harassment, bullying or discrimination,
- is encouraged to be respectful, polite, courteous and considerate of others,
- has the right to be supported and challenged as ongoing learners.

## Expected conduct and bearing of all students

It is expected that every student will:

- uphold the school's core values at all times,
- behave in a manner that does not endanger the health, safety and wellbeing of themselves or others,
- abide by all health and safety rules and procedures operating within the school and other locations at which the students may visit,
- ensure that their actions do not bring the school into disrepute,
- respect the authority of members of staff and observe school rules and teacher directions as required,
- strictly adhere to the ICT Acceptable Usage Policy and User Agreement,
- be respectful and supportive of the school's beliefs and values,
- behave with courtesy and consideration for others,

- refrain from all forms of bullying, harassment, racial vilification, and discrimination of any nature
- report any behaviour of other students that is harmful to other students, or to the teachers or school,
- support other students, or seek help for other students who need assistance or are in a vulnerable situation,
- refrain from behaviour which would interrupt the work of any class or hinder the learning opportunities of other students,
- respect school property and the property of staff, contractors, visitors and other students
- be punctual and attend all classes,
- remain in the school grounds during the school day unless otherwise approved by the principal,
- complete work set by teachers promptly and to the best of their ability and to take full advantage of the educational opportunities offered at the school,
- dress neatly and with due regard for health, hygiene and safety in accordance with the school's uniform requirements.

## Unacceptable conduct

Unacceptable conduct includes, but is not limited to:

- touching, handling, pushing or otherwise physically or sexually engaging with students or others in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person,
- any form of physical or verbal violence (including fighting, assault, or threats of violence, bullying, name calling, racial discrimination or discrimination on grounds of disability, appearance, or religion),
- any form of cyber bullying or cyber abuse,
- theft or misuse of property belonging to other students or the school,
- sending inappropriate, offensive, or explicit text messages, photos, or videos,
- language or conduct which is likely to offend, harass, bully, or unfairly discriminate against any student, teacher, contractor or visitor,
- the use of inappropriate or profane words or gestures and images,
- unacceptable class attendance levels,
- being uncooperative with teachers during class or school activities and generally disrupting planned activities.

## Supporting positive behaviour

The Student Behaviour Policy is based on a model of positive behaviour support. This is a model that acknowledges the positive behaviour of the majority of students and puts strategies into place to model and specifically teach expected behaviours. It targets focused support, including staged sanctions, for the minority of students that do not embrace positive behaviour.

## Breach of the student code of conduct

Students who breach this code of conduct may be sanctioned by the class teacher or school principal as deemed appropriate given the nature of breach and the age of the student.

In cases of serious and/or persistent breaches of the student code of conduct, the Student Behaviour Policy outlines the consequences for student misbehaviour. The St Joseph's Primary School policies and procedures for the Suspension, Negotiated Transfer of Students, and the St Joseph's Primary School Expulsion of Students outline the management of suspension and expulsion, and appeals processes.

In accordance with applicable legislation and the school's Child Safety and Wellbeing Policy, the police and/or 'Families and Children's Services' within the Department of Families, Fairness and Housing (DFFH), Commission for Children and Young People (CCYP), and/or any other relevant bodies will be informed of any unlawful breaches of this code.

## Student Code of Conduct

Name of student	
Date	
Signature of student	
Signature of parent / guardian / carer	
Date	

## Policy information table

<b>Responsible director</b>	Director, Learning and Regional Services
<b>Policy owner</b>	General Manager, Learning Diversity
<b>Approving authority</b>	Executive Director
<b>Assigned board committee</b>	Education Policy and Strategy
<b>Approval date</b>	10 May 2023
<b>Risk rating</b>	High
<b>Date of next review</b>	May 2025
<b>Publication details</b>	CEVN, school website

### POLICY DATABASE INFORMATION

<b>Assigned Framework</b>	Enrolment of Students
<b>Related documents</b>	Enrolment Agreement Enrolment Policy
<b>Superseded documents</b>	School Student Code of Conduct – v1.0 – 2021
<b>New policy</b>	



# St Joseph's Primary School Photography and Recording Permission Form



Dear parent / guardian / carer

At certain times throughout the year, students may have the opportunity to be photographed, recorded or filmed by the school or its service providers for school publications, such as the school's newsletter or website and social media, or to promote the school in newspapers and other media.

Melbourne Archdiocese Catholic Schools Ltd (MACS) and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs or recordings in print and online promotional, marketing, media, and educational materials.

We would like permission to use your child's photograph and/or recording for the above purposes.

Please complete the permission form below and return it to the school as soon as possible. Thank you for your continued support.

Name of Student	Year Level

## Parent / guardian / carer permission / authorisations

Permission is given for my child's:

Description	Yes / No
Name	
Photograph	
Recording	

To be published by the school in the following ways:

Description	Yes / No
School website	
Social media	
Promotional materials	
Newspaper and other media	

	Yes / No
I authorise MACS and the CECV to use photographs and recordings in material available free of charge to schools and education departments around Australia for MACS and CECV promotional material, marketing, media and educational purposes	
I give permission for a photograph and recording of my child to be used by the school, MACS and / or the CECV in the agreed publications without acknowledgement, remuneration or compensation	

	Yes / No
I understand and agree that if I do not wish to consent to my child's photograph or recording appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.	

The photograph and recording may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

Licensed under NEALS

Heading	Heading	
Name of parent / guardian / carer (please circle)		
Signature		Date
If the child is aged 15 years or over, they may also sign		
Name of child		
Signature		Date

Any permission and consent given may be withdrawn by the parent/guardian/carer or student (if they are aged 15 or over) by notifying the school in advance of any photograph or recording being made.

*Disclaimer: Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy available on the school website.*



St Joseph's Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

## Purpose

This policy sets out how personal information provided to or collected by St Joseph's Primary School is managed, to ensure St Joseph's Primary School acts in accordance with relevant legislative requirements.

## Scope

This policy applies to information held and acquired by St Joseph's Primary School.

## Principles

St Joseph's Primary School will apply a number of principles in collecting and managing personal information. It will:

- manage personal information in an open and transparent way.
- only collect personal information that is reasonably necessary for the school's functions or activities.
- use fair and lawful means to collect personal information.
- obtain consent to collect sensitive information unless specified exemptions apply.
- take reasonable steps to protect the personal information the school holds from misuse, interference and loss and from unauthorised access, modification or disclosure.
- only use or disclose personal information for the primary purpose of collection unless an exception applies.

## Policy

The school collects and holds personal information, including health and other sensitive information about students, parents /guardians/carers and others, who come into contact with the school.

The school will generally collect personal information held about an individual by way of:

- forms filled out by parents / guardians / carers or students
- face-to-face meetings and interviews
- emails and telephone calls  
through the school's online portal or application.

St Joseph's Primary School will use personal information it collects from parents / guardians / carers for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected or consented to, by parents / guardians / carers.

St Joseph's Primary School ensures that personal information is stored securely and that access is provided only to persons who need such access. Depending on the nature of the personal information, it may be stored in locked rooms or cabinets (in the case of paper records), on secure digital devices or on the school computer systems with appropriate level of access in place.

### Exception in relation to employee records

Under the Privacy Act, the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the school's treatment of an employee record where the



treatment is directly related to a current or former employment relationship between the school and employee. The school handles staff health records in accordance with the Health Privacy Principles in the *Health Records Act 2001* (Vic.).

### **Anonymity**

The school needs to be able to identify individuals with whom it interacts and to collect identifiable information about them to facilitate the delivery of schooling to its students and its educational and support services, conduct the job application process and fulfil other obligations and processes. However, in some limited circumstances some activities and interactions with the school may be done anonymously where practicable, which may include making an inquiry, complaint or providing feedback.

## **Procedures**

### **What information may be collected by the school?**

#### **Student information**

Name

Contact details (including next of kin)

Date of birth

Gender

Language background

Previous school

Religion

Medical and welfare information (including details of disability and / or allergies and details of any assistance the student receives for that disability and / or allergies, medical reports,

Medical reports

Cognitive assessments

Conduct and complaint records, or other behaviour notes, school attendance, school reports

Information about referrals to government welfare agencies

Information obtained during counselling

Any court orders

Photographs and videos at school events

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#### **Parent / guardian / carer information**

---

Name

Address

Contact details

Education, occupation, and language background

Health fund details

Medicare number

Any court orders

Volunteer information (including Working with Children Check)

---

## **Job applicants, staff members, volunteers, and contractors**

Name

Contact details (including next of kin)

Date of birth

Information on job application form

Information provided by a former employer or a referee

Professional development history

Salary and payment information, including superannuation details

Medical information (e.g., details of disability and / or allergies, medical certificates)

Complaint records and investigation report

Employee records

Photos and videos at school events

Workplace surveillance information

Work email and private email (using work email address) and internet browsing history

## **Other people who come into contact with the school**

Name

Contact details

Working with Children Check

## **Personal information provided by other people**

In some circumstances the school may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school. The type of information the school may collect from another school may include:

- academic records and/or achievement levels
- information that may be relevant to assisting the new school to meet the needs of the student, including any adjustments.

## **How will the school collect and hold personal information?**

### **Students and parents / guardians / carers**

In some cases where the school requests personal information about a student or parent / guardian / carer, if the information requested is not provided, the school may not be able to enrol or continue the enrolment of the student or permit the student to take part in a particular activity.

In relation to the personal information of students and parents / guardians / carers, the school's primary purpose of collection is to enable the school to provide schooling to students enrolled at the school (including educational and support services for the student), 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. This includes satisfying the needs of parents / guardians / carers, the needs of the student and the needs of the school throughout the whole period the student is enrolled at the school.

In particular, the purposes for which the school uses the personal information of students and parents / guardians / carers include:

- to keep parents / guardians / carers informed about matters related to their child's schooling, through correspondence, newsletters and magazines,
- day-to-day administration of the school,
- looking after students' educational, social and medical wellbeing,
- seeking donations and marketing for the school,
- to satisfy the school's legal obligations to discharge its duty of care,
- to satisfy the legal obligations of the school's governing authority – Melbourne Archdiocese Catholic Schools Ltd (MACS) and the Catholic Education Commission of Victoria Ltd (CECV)
- to satisfy the school service providers' legal obligations.

### **Job applicants and contractors**

In relation to the personal information of job applicants and contractors, the school's primary purpose of collection is to assess and (if successful) engage the applicant, or contractor, as the case may be.

The purposes for which the school uses the personal information of job applicants and contractors include:

- administering the individual's employment or contract, as the case may be
- for insurance purposes
- seeking donations and marketing for the school
- satisfying the school's legal obligations, for example, in relation to child protection.

### **Volunteers**

The school also obtains personal information about volunteers who assist the school in its functions or conduct associated activities, such as [include the name of any alumni associations].

The purposes for which the school uses the personal information of volunteers includes:

- enabling the school to manage the engagement process of volunteers,
- for insurance purposes,
- satisfying the school's legal obligations, for example, in relation to child protection,
- to confirm their suitability and to manage their visits.

### **Counsellors**

The school contracts with external providers to provide counselling and/or psychology services for some students. The principal may require the counsellor and/or psychologist to inform him or her or other teachers of any issues the principal and the counsellor and/or psychologist believe may be necessary for the school to know for the wellbeing or development of the student who is counselled or other students at the school.

### **Parish**

The school will not disclose any personal information to the school parish to facilitate religious and sacramental programs, or other activities such as fundraising, without consent.

### **Marketing and fundraising**

The school treats marketing and seeking donations for the future growth and development of the school as an important part of ensuring that the school continues to provide a quality learning environment in which both students and staff thrive. Personal information held by the school may be disclosed to organisations that assist in the school's fundraising, for example, the school's foundation or alumni organisation, or on occasion, external fundraising organisations.

**Parents / guardians / carers, staff, contractors, and other members of the wider school community may from time to time receive fundraising information. School publications, like**

**newsletters and magazines, which include personal information and sometimes people's images, may be used for marketing purposes.**

## Who might the school disclose personal information to?

The school may disclose personal information, including sensitive information, held about an individual for educational, administrative and support purposes. This may include to:

- school service providers which provide educational, support and health services to the school, either at the school or off campus,
- people providing educational support such as sports coaches, volunteers, counsellors, sports coaches and providers of learning and assessment tools,
- third party service providers that provide online educational and assessment support services, document and data management services, training and support services, hosting services, and software-as-a-service applications, such as the Integrated Catholic Online Network (ICON) and Google G Suite,
- authorised agencies and organisations to enable the school to discharge its responsibilities, e.g. under the Australian Education Regulation 2013 (Regulation) and the Australian Education Act 2013 (Cth) relating to students with a disability, including Nationally Consistent Collection of Data (NCCD) quality assurance processes, participation in the Australian Early Development Census (AEDC) and government audits,
- authorised organisations and persons who support the school by providing consultative services or undertaking assessments for the purpose of educational programming or providers of health services such as counsellors, psychologists, school nursing services, dental vans. Specific consent is obtained to collect and disclose this type of sensitive and health information as part of a service request which may include release of relevant medical or allied health reports, educational planning and evaluation documents such as personalised learning/behaviour/medical management plans,
- other third parties which the school uses to support or enhance the educational or pastoral care services for its students or to facilitate communications with parents / guardians / carers,
- support the training of selected staff in the use of the school's systems,
- another school including to its teachers to facilitate the transfer of a student,
- federal and state government departments and/or agencies engaged by them,
- health service providers,
- recipients of school publications, such as newsletters and magazines,
- students/parents / guardians / carers and their emergency contacts,
- assessment and educational authorities including the Victorian Curriculum and Assessment Authority (VCAA) and the Australian Curriculum, Assessment and Reporting Authority (ACARA),
- anyone to whom the parent / guardian / carer authorises the school to disclose information,
- anyone to whom the school is required or authorised to disclose the information by law, including under child protection and information sharing laws.

### **Nationally Consistent Collection of Data on School Students with Disability**

The school is required by the Australian Education Regulation 2013 (Cth) and *Australian Education Act 2013* (Cth) to collect and disclose certain information to inform the Students with a Disability (SwD) loading via the NCCD. The school provides the required information at an individual student level to an approved authority. Approved authorities must comply with reporting, record-keeping and data quality assurance obligations under the NCCD. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any student.

### **Sending and storing information overseas**

The school may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange or a student overseas tour. However, the school will not send personal information about an individual outside Australia without either:

- obtaining the consent of the individual
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

The school may from time to time use the services of third-party online service providers (including for the delivery of services and third-party online applications, or apps relating to email, instant messaging and education and assessment, such as Google G Suite and Gmail) which may be accessible by the parent / guardian / carer. Some personal information, including sensitive information, may be collected and processed or stored by these providers in connection with these services. These online service providers may be located in or outside Australia.

School personnel and the school's service providers may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the system and services ensuring their proper use.

The school makes reasonable efforts to be satisfied about the security of any personal information that may be collected, processed and stored outside Australia, in connection with any cloud and third-party services and will endeavour to ensure the cloud is located in countries with substantially similar protections as the Australian Privacy Principles.

The countries in which the servers of cloud service providers and other third-party service providers are located may include:

- Australia

Where personal and sensitive information is retained by a cloud service provider on behalf of the school to facilitate human resources and staff administrative support, this information may be stored on servers located in or outside of Australia.

Otherwise, it is not practicable to specify in this policy the countries in which overseas recipients of personal information are likely to be located.

## How does the school treat sensitive information?

In referring to sensitive information, the school means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless the parent / guardian / carer agrees otherwise, or the use or disclosure of the sensitive information is allowed by law.

### Management and security of personal information

The school's staff are required to respect the confidentiality of students' and parents / guardians / carers' personal information and the privacy of individuals.

The school has in place steps to protect the personal information the school holds from misuse, interference and loss, unauthorised access, modification, or disclosure by use of various methods including locked storage of paper records and appropriate security to limit access to digital records.

This includes responding to any incidents which may affect the security of the personal information it holds. If the school assesses that anyone whose information is affected by such a breach is likely to suffer serious harm as a result, we will notify them and the Office of the Australian Information Commissioner of the breach.

### Access and correction of personal information

Under the Privacy Act and the Health Records Act, an individual has the right to seek and obtain access to any personal information and health records respectively which the school holds about them and to advise the school of any perceived inaccuracy. Students will generally be able to access and update their personal information through their parents / guardians / carers, but older students may seek access and correction themselves.

There are some exceptions to the access rights set out in the applicable legislation.

To make a request to access or to update any personal information the school holds about parents/guardians/carer or children, please contact the school principal [principal name] or the school administrator [administrator name] by telephone or in writing. The school may require verification of identity and specification of what information is required. The school may charge a fee to cover the cost of verifying the application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the school will advise the likely cost in advance. If the school cannot provide access to that information, we will provide written notice explaining the reasons for refusal.

There may be circumstances where the reason for refusal is not provided, if doing so may breach the privacy of another person.

### **Consent and rights of access to the personal information of students**

The school respects every parent / guardian / carer's right to make decisions concerning their child's personal information.

Generally, the school will refer any requests for consent and notices in relation to the personal information of a student to the student's parents / guardians / carers. The school will treat consent given by parents /guardians/carers as consent given on behalf of the student and notice to parents / guardians / carers will act as notice given to the student.

Parents / guardians / carers may seek access to personal information held by the school about them or their child by contacting the school principal or by telephone or in writing. However, there may be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the school's duty of care to the student.

The school may, at its discretion on the request of a student, grant that student access to information held by the school about them, or allow a student to give or withhold consent to the use of their personal information, independently of their parents / guardians / carers. This would normally be done only when the maturity of the student and/or the student's personal circumstances warrant it.

## **Complaints**

If parents / guardians / carers wish to complain that the school has interfered with their privacy because of an alleged breach of the Australian Privacy Principles, they should contact the school principal in writing at:

**Principal:** Chris O'Connell  
St Joseph's Primary School  
33 St John's Avenue, Springvale VIC 3171  
**Email:** [principal@sjspringvale.catholic.edu.au](mailto:principal@sjspringvale.catholic.edu.au)

The school will investigate the complaint and will notify the parent / guardian / carer of the making of a decision in relation to the complaint as soon as is practicable after it has been made.

If the parents / guardians / carers are not satisfied with the school's decision, a complaint in relation to an alleged breach of the Australian Privacy Principles can be made to the MACS Privacy Officer at [privacy@macs.vic.edu.au](mailto:privacy@macs.vic.edu.au).

MACS Privacy Officer  
Melbourne Archdiocese Catholic Schools Ltd  
PO Box 3  
EAST MELBOURNE 8002  
Phone 03 9267 0228  
Email: [privacy@macs.vic.edu.au](mailto:privacy@macs.vic.edu.au).

MACS will investigate any complaint and notify you of a decision in relation to your complaint as soon as practicable after the decision has been made. If you are not satisfied with MACS' decision, you may make a complaint to the Office of the Australian Information Commissioner (OAIC). Contact details are:

GPO Box 5218, Sydney, NSW 2001  
Telephone: 1300 363 992

An online privacy complaint form is available from [www.oaic.gov.au](http://www.oaic.gov.au).

## Related policies and documents

### Supporting documents

Standard Collection Notice  
Photographic and Recording Permission Form

### Related MACS policies and documents

Privacy Policy for MACS Schools  
Recordkeeping Policy – Schools

## Legislation and standards

Australian Education Act 2013 (Cth)  
Australian Education Regulation 2013 (Cth)  
Health Records Act 2001 (Vic.)  
Privacy Act 2001 (Cth)

Approval Date	10 May 2023
Review Date	May 2025



# St Joseph's Primary School

## School Family Occupational Index: Parent Occupation Groups



St Joseph's Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

### Purpose

The Family Occupational Index: Parent Occupation Groups collects information about the parent/guardian/carer occupations. This information is needed by the government as part of the enrolment process for St Joseph's Primary School. Please select the relevant group and use this to answer the Occupation group question on the St Joseph's Primary School Enrolment Form.

**Please select the appropriate group from the following list.**

If you are not currently in paid work but **have had a job in the last 12 months**, or have retired in the last 12 months, please **use your last occupation** to select from the list. If you have not been in paid work for the last 12 months, enter **'N'** into the 'occupation code' field on the enrolment form.

**Occupation Group A: Elected officials, Senior executives/managers, management in large business organisations, government administration and defence, and qualified professionals**

#### Elected officials

- Mayor, parliamentarian, alderperson, trade union secretary, board member

#### Senior executives/managers, management in large business organisations

- Senior executive/manager/department head** in industry, commerce, media or other large organisation
- Other administrator** (school principal, faculty head/dean, library/museum/gallery director, research facility director)
- Business** (e.g. chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager)
- Media** (e.g. newspaper editor, film/television/radio/stage producer/director/manager)

#### Government administration

- Public sector manager** (e.g. public service manager (section head or above), regional director, hospital/health services education)
- Defence Forces commissioned officer**

**Qualified professionals** – generally have a degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; teach others.

- Health** (e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician)



- Education** (e.g. schoolteacher, university lecturer, professor, VET, special education)
- Law** (e.g. judge, magistrate, barrister, coroner, solicitor, lawyer, legal officer)
- Social** (e.g. social/welfare/community worker, counsellor, minister of religion, urban/rural planner, sociologist, librarian, records manager, archivist, interpreter/translator)
- Engineering** (e.g. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer)
- Science** (e.g. geologist, meteorologist, metallurgist, other scientist)
- Computing** (e.g. IT services manager, computer systems designer/manager, software engineer, systems/applications programmer)
- Business** (e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer, economist)
- Air/sea transport** (e.g. aircraft pilot, flight officer, flying instructor, air traffic controller, ship's captain/officer/pilot)

Occupation Group B: Other business owners/managers, arts/media/ sportspersons and associate professionals

- Farm/business owner/manager** (e.g. crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager)
- Specialist manager** (e.g. 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)
- Financial services manager** (e.g. bank manager, finance/investment/insurance broker/advisor, credit/loans officer)
- Retail sales/services manager** (e.g. shop, post office, café/restaurant, club, other hospitality, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre, cinema, gallery, car rental, car/fleet/station manager, retail services manager)

### Arts/media/sportspersons

- Artist/writer/media** (e.g. editor, journalist, writer/author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor, proofreader, graphic designer, web designer)
- Sports** (e.g. sportsperson, coach, trainer, sports official)

**Associate professionals** – generally have diploma/technical qualifications and provide support to managers and professionals

- Medical, science, architectural, building, surveying, engineering, computer** technician/associate professional
- Health/social welfare** (e.g. enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician)
- Law** (e.g. police officer, prison officer, government inspector, examiner or assessor, occupational/ environmental health officer, security advisor, private investigator, debt collector, law clerk, court officer, bailiff)

- Business/administration** (e.g. recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/business manager, project manager/administrator, mail supervisor, other managing supervisor, management and organisation analyst, contract, program)
- Defence Forces** (e.g. senior non-commissioned officer)
- Other** (e.g. library assistant, museum/gallery technician, research assistant, proofreader)

**Tradespeople** – generally have completed a four-year trade certificate, usually by apprenticeship. All tradespeople are included in this group.

Occupation Group C: Tradespeople, clerks and skilled office, sales, carer and service staff  
 **Trades** (e.g. metal fitter/machinist, electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter, decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer, mechanic, chef/cook, hairdresser)

### Advanced/intermediate clerical, office, sales, carer and service staff

- Clerk** (e.g. bookkeeper, bank clerk, post office clerk, statistical/actuarial clerk, accounts/claims/audit/payroll clerk, personnel records clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/supply/logistics/order clerk, freight/transport/shipping clerk/despacher, bond clerk, customs agent/clerk, customer inquiry/complaints/service desk, hospital admissions clerk)
- Office** (e.g. secretary, personal assistant, desktop publishing operator, switchboard operator)
- Sales** (e.g. company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher, real estate agent)
- Carer** (e.g. aged/disability/refuge/welfare support worker, child care assistant, nanny, nursing support)
- Service** (e.g. meter reader, parking inspector, postal worker, travel agent, tour guide, flight attendant, fitness instructor, inspector, regulatory officer)

Occupation Group D: Machine operators, sales/office/service/hospitality staff, assistants, labourers and related workers

### Drivers, mobile plant, production/processing machinery and other machinery operators

- Driver or mobile plant operator** (e.g. car/taxi/truck/bus/tram/train driver, driving instructor, courier/deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer/loader/grader/excavator operator, farm/horticulture/forestry machinery operator)
- Production/processing machine operator** (e.g. engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood, paper, glass, clay, stone, concrete, production/processing machine operator)
- Other Machine operator** (e.g. photographic developer/printer, industrial spray painter, boiler/air-conditioning/refrigeration plant, railway signals/points, crane/hoist/lift/bulk materials handling machinery, driller, miner)

### Sales, office, hospitality and other assistants

- Sales staff** (e.g. sales assistant, motor vehicle/caravan/parts salesperson, sales representative, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, sales demonstrator, shelf stacker)
- Office staff** (e.g. typist, word processing/data entry/business machine operator, receptionist, office assistant, general clerk)

- Hospitality staff** (e.g. hotel service supervisor, receptionist, waiter, bar attendant, barista, kitchenhand, fast food cook, usher, porter, housekeeper)
- Assistant/aide** (e.g. trades assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant)

### Labourers and related workers

- Defence Forces** (other ranks (below senior NCO) without trade qualification not included above)
- Agriculture, horticulture, forestry, fishing, mining worker** (e.g. farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nursery worker, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)
- Other worker** (e.g. labourer, factory hand, storeperson, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor, security office)

*From List of Parental Occupation Groups published in Student Background Characteristics, [ACARA](#), 2022.*



## St Joseph's Primary School Standard Collection Notice



St Joseph's Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

### Collection of personal information

1. The school collects personal information, including sensitive information about students and parents/guardians/carers and family members before and during a student's enrolment at the school. This may be in writing, through technology systems or in conversations and may be direct from the individual or from another source. The primary purpose of collecting this information is to enable the school, Melbourne Archdiocese Catholic Schools Ltd (MACS) and the Catholic Education Commission of Victoria Ltd (CECV) to meet educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the school.
2. Some of the information the school collects is to satisfy the school's legal obligations in relation to discharging its duty of care, and to satisfy the legal obligations of the school's governing authority, MACS.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant education Acts and public health and child protection and immigration laws.
4. Health information about students, which includes information about any disability as defined by the *Disability Discrimination Act 1992* (Cth), is sensitive information within the terms of the Australian Privacy Principles under the *Privacy Act 1988* (Cth). The school may require medical reports about students from time to time and may otherwise collect sensitive information about students and their families.

### Consequences if information is not collected

5. If any personal information requested by the school is not provided, the main consequences for the individual if all or some of the personal information is not collected by the school, is that it may affect the school's ability to enrol a student, respond to enquiries, provide the student with educational and support services or allow a person to visit the school.

### Use and disclosure of personal information

6. The school may disclose personal and sensitive information for administrative, educational and student support purposes, or may permit the information to be directly collected by third parties. Other entities, bodies, or persons to which the school usually discloses personal information of the kind collected by the school include:
  - a) school service providers such as MACS, the CECV, school governing bodies and other dioceses
  - b) third-party service providers that provide online educational and assessment support services, of electronic document and records management systems, , line of business systems, training and support services, hosting services, and software-as-a-service applications – for example, the Integrated Catholic Online Network (ICON), Google G Suite, and the Victorian Curriculum and Assessment Authority (VCAA).

- c) MACS and the CECV to discharge responsibilities under the Australian Education Regulation 2013 and the *Australian Education Act 2013* (Cth) relating to visa sub-classes, students with a disability, including audit processes and Nationally Consistent Collection of Data (NCCD) quality assurance processes.
  - d) MACS and the CECV to support the school by undertaking assessments of students for the purpose of educational programming or external providers of health services such as counsellors, psychologists, school nursing services, dental vans. Specific consent is obtained to collect and disclose sensitive information and health information if it is required as part of a service request, which may include release of relevant medical or allied health reports, educational planning and evaluation documents such as personalised learning/behaviour/medical management plans.
  - e) MACS and the CECV to support the training of selected staff in the use of electronic document and records management systems and line of business systems, such as ICON and ROSAE
  - f) another school to facilitate the transfer of a student
  - g) federal and state government departments and agencies acting on behalf of the government for compliance or audit purposes, or data collections, for example February and August census processes and census audits, NAPLAN, Australian Early Development Census
  - h) people and organisations providing instructional services such as sports coaches, external training services, guest speakers, volunteers, counsellors and providers of learning and teaching consultancy support and student assessment services
  - i) assessment and educational authorities, including the VCAA and the Australian Curriculum, Assessment and Reporting Authority (ACARA)
  - j) people providing administrative and financial services to the school
  - k) anyone parents/guardians/carers authorise the school to disclose information to
  - l) anyone to whom the school is required or authorised to disclose the information by law, including under the Child Information Sharing Scheme (CISS) and the Family Violence Information Sharing Scheme (FVISS) child protection and mandatory reporting laws.
7. The school is required by the *Australian Education Regulation 2013* (Cth) and the *Australian Education Act 2013* (Cth) (AE Act) to collect and disclose certain information to inform the Students with Disability (SwD) loading via the NCCD. The school provides the required information at an individual student level to MACS and the CECV, as an approved authority. Approved authorities must comply with reporting, record-keeping and data quality assurance and audit obligations under the AE Act. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any student.
  8. Personal information collected from students is regularly disclosed to their parents/guardians/carers.
  9. If a parent/guardian/carer makes an enrolment application to another school, personal information including health information provided during the application stage may be collected from, or shared with, the other school.
  10. The school may disclose limited personal information to the school parish to facilitate religious and sacramental programs, and other activities such as fundraising.
  11. The school may engage in fundraising activities. Information received from parents/guardians/carers may be used to make an appeal to the parent/guardian/carer. The information may be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. The school will not disclose personal information to third parties for marketing purposes without parent/guardian/carer consent.

12. On occasion, information such as academic and sporting achievements, student activities and similar news is published in school newsletters and magazines, on the school intranet and on the school website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The school will obtain permission from the student's parent/guardian/carer and from the student if appropriate, prior to publication to enable the school to include such photographs or videos, or other identifying material, in the promotional material or otherwise make this material available to the public. The school may obtain permission annually, or as part of the enrolment process. Permission obtained at enrolment may apply for the duration of the student's enrolment at the school unless the school is notified otherwise. Annually, the school will remind parents/guardians/carers to notify the school if they wish to vary the permission previously provided. The school may include student and parent/guardian/carer contact details in a class list and school directory.
13. 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 server which may be situated outside Australia.

## Access to personal information

14. The school's Privacy Policy, accessible on the school's website, contains information about how parents/guardians/carers or students may access personal information about them that is held by the school and seek the correction of such information. The policy may be updated from time to time.

## Disclosure to overseas recipients

15. The school may disclose personal information about an individual to overseas recipients to facilitate for example, a school exchange or a student overseas tour.
16. Where personal information is held by a cloud computing service provider on behalf of the school for educational and administrative purposes, it may be stored on servers located within or outside Australia
17. The countries in which the servers of cloud service providers and other third-party service providers are located may include:
  - Australia
18. Otherwise, it is not practicable to specify in this notice the countries in which overseas recipients of personal information are likely to be located.

## Complaints

19. The school's Privacy Policy contains information about how parents/guardians/carers and students may complain about a breach of the Australian Privacy Principles and how the school will deal with such a complaint.

## Details of the school

20. The school and its contact details are:

**Principal:** Chris O'Connell  
St Joseph's Primary School  
33 St John's Avenue, Springvale VIC 3171  
**Email:** principal@sjspringvale.catholic.edu.au

## Policy information table

<b>Responsible director</b>	Director
<b>Policy owner</b>	General Manager, Legal and Professional Standards
<b>Approving authority</b>	Director
<b>Assigned board committee</b>	NA
<b>Approval date</b>	10 May 2023
<b>Risk rating</b>	High
<b>Date of next review</b>	May 2025
<b>Publication details</b>	CEVN website; school website

<b>POLICY DATABASE INFORMATION</b>	
<b>Assigned Framework</b>	Enrolment of Students
<b>Related documents</b>	Privacy Policy – Template for Schools Privacy Policy for MACS Schools
<b>Superseded documents</b>	D21/27135 School Standard Collection Notice – v1.0 – 2021
<b>New policy</b>	