



ENROLMENT POLICY

Sacred Heart Catholic Parish Primary school has a commitment to the care, safety and wellbeing of children.

Rationale

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.

The Australian bishops established Catholic schools in the 1860s as a key instrument of catechesis and sacramental preparation for Catholic children. Catholic schools continue to 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.

This Catholic Education Melbourne Enrolment Policy establishes that the first priority of a Catholic school is the provision of a Catholic education for Catholic children. This reflects the historical context of Catholic education in Australia, as well as confirming the participation of the Catholic school in the Church's mission. As a result, formation and education in a Catholic school must be based on the principles of Catholic doctrine.

Sacred Heart Catholic Parish Primary School belongs to the Parish of Sacred Heart/Emmaus.

In our Parish there are three Primary Schools:

Sacred Heart St Albans
Emmaus Sydenham
Cana Hillside

*As the Catholic Community of Sacred Heart, we **pray**, we **work**, we **share** together, to develop the whole child for a life following Jesus.*

Ours schools work for the good of each child. We work with our Parish and families for the benefit of the children. The Eucharist is central to all that we do.

The policies and expectations in our Schools encourage a sense of belonging and community and community, based on the teachings of Jesus Christ, our teacher and life model.

Enrolment

Parents and guardians are aware of the expectation to support the school in the Catholic education of the child/children.

You are required to provide particular information about your child during the enrolment process, both at the application stage and if Sacred Heart Primary School offers your child a place. Please note that lodgement of the enrolment form does not guarantee enrolment at Sacred Heart Primary School. To meet school and government requirements, you will need to provide Sacred Heart Primary School with a completed enrolment form including, amongst other things, the information listed below.

To meet school and government requirements, you will need to provide Sacred Heart Primary School with a completed enrolment form including, amongst other things, the information listed below:

- evidence of your child's date of birth, e.g. birth certificate, passport
- religious denomination
- certificate of Baptism (and Reconciliation, Eucharist, Confirmation, if these sacraments have been completed)
- Immunisation History Statement (showing whether your child has been immunised against diphtheria, tetanus, polio, measles, mumps, rubella, whooping cough and haemophilus influenza type B)
- 4 Year Old Health check
- nationality and/or citizenship including the visa sub-class granted upon entry to Australia (prior to citizenship being granted) where applicable.
- names and addresses of the child and parents/guardians; telephone numbers (home, work, mobile) of parents/guardians
- information about the language(s) your child speaks and/or hears at home
- doctor's name and telephone number
- parents'/guardians' occupation and level of education attained
- medical information about your child (for example, does the child suffer from asthma, diabetes, allergies, poor eyesight/hearing, a diagnosed disability, etc.) and details of any medication that Sacred Heart Primary School will be requested to administer to the child or health/attendant care needs.
- names of emergency contacts and their details
- information on additional learning needs (for example, does your child require additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.)
- specific residence arrangements - parenting agreements or court
- Reports from previous school (if transferring)

In May each year Enrolment Application Forms are distributed at Masses at Sacred Heart and Emmaus. After lodgement of this form, school staff may need to request

further information from you, for example in relation to any parenting orders, medical conditions or additional learning needs that you have noted on the enrolment form.

In addition to this, parents/guardians and student/s for enrolment need to attend a meeting to discuss Parish enrolment criteria.

Students additional needs may also be discussed.

An interpreter may be organised, if you require it.

Subject to any special exercise of discretion by the Parish Priest, the following list provides an agreed order of priority for enrolment in our school, which is consistent with the enrolment policy for all Catholic primary schools.

Sacred Heart, Emmaus and Cana Schools have been built in answer to Parishioners' requests for Catholic Primary Education.

The enrolment policy is:

- Baptised Catholic children (Baptism certificates required on enrolment)
- Families living within the Sacred Heart/Emmaus Parish boundaries (each school has its own designated boundaries within the Parish)
- Families belonging to Sacred Heart/Emmaus Parish through:
 - Praying at Mass
 - Working in Ministry
 - Sharing through Thanksgiving

The setting of fee levels and other compulsory charges in Catholic primary schools is the responsibility of Sacred Heart Primary School, taking into account the allocation of government funds. Sacred Heart Primary School offers a number of methods for paying fees to reduce any financial burden and to assist financial planning. If you have difficulty in meeting the required fee payment, you are welcome to discuss this with the Principal of Sacred Heart Primary School.

Visits to Kindergartens

A member of Sacred Heart Staff visits all Kindergartens prior the Pre-Prep Orientation Program.

Enrolment under minimum school entry age

The minimum starting age for a child to be enrolled in a Victorian school is four years and eight months, i.e. a child must turn five by 30 April in the year of starting school.

Terms of enrolment regarding acceptable behaviour

Sacred Heart Primary School is a community that exemplifies the gospel values of respect, compassion, excellence, relationships, community, resilience and trust. Sacred Heart Primary 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.

Every person at Sacred Heart Primary School has a right to feel safe, to be happy and to learn, therefore we aim:

- to promote the values of respect, compassion, excellence, relationships, community, resilience and trust
- to acknowledge the worth of all members of the community and their right to work and learn in a positive environment
- to enable students to learn in a positive environment
- to enable teachers to teach in a positive environment
- to maintain good order and harmony;
- to affirm cooperation as well as responsible independence in learning; and
- to foster self-discipline and to develop responsibility for one's own behaviour.

At Sacred Heart there are standards of dress, appearance and behaviour for the students.

As a part of your child's enrolment, parents and guardians are expected to comply with Sacred Heart Primary School's Positive Behaviour Management Policy and Parent Code of Conduct.

Unacceptable behaviour by a child, or repeated behaviour by a parent or guardian that, in Sacred Heart Primary School's view, is unacceptable and damaging to the partnership between parent/guardian and school, may result in suspension or termination of the child's enrolment.

Terms of enrolment regarding provision of accurate information

It is vitally important that Sacred Heart Primary School is made aware of each child's individual circumstances insofar as these may impact upon his or her physical, functional, emotional or educational needs, particularly where Sacred Heart Primary School is required to provide additional support to the child.

Parents and guardians must provide accurate and up to date information when completing an enrolment form and must supply Sacred Heart Primary 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 where a parent/guardian has unreasonably refused to provide requested information or knowingly withheld relevant information from Sacred Heart Primary School.

Where, during the course of a child's enrolment, new information becomes available that is material to the child's educational and/or safety/wellbeing needs, it is a term of the child's continuing enrolment that such information is provided to Sacred Heart Primary School promptly. 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.

Enrolment for children with additional needs

Sacred Heart Primary School welcomes parents/guardians 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 Sacred Heart Primary School and parents/guardians 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/appropriate to be provided to the child (for example, medical or specialist care or equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individualised educational 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 and Sacred Heart Primary School will work in partnership to achieve these goals; and
- any limitations on Sacred Heart Primary School's ability to provide the additional assistance requested.

As every child's educational needs can change over time, it will often be necessary for Sacred Heart Primary School to review any additional assistance that is being provided to the child, in consultation with parents/guardians and the child's treating medical/allied health professionals, in order to assess:

- whether the additional assistance remains necessary and/or appropriate to the child's needs
- whether the additional assistance is having the anticipated positive effect on the child's individual physical, functional, emotional or educational goals
- whether it remains within Sacred Heart Primary School's ability to continue to provide the additional assistance, given any limitations that may exist.

Assessment and updates

Various opportunities are provided during the year to let you know your child's progress. You will receive two comprehensive written reports each year, and arrangements will be made for two interviews where you can discuss your child's progress with the teacher. In addition, you can always contact Sacred Heart Primary School to arrange a meeting with the teacher if you have concerns or wish to have an update on progress.

This policy was reviewed in....

Term 3 2018

ENROLMENT TIMELINE

Students need to turn 5 years of age by 30th April in the year of starting school.

1. In Term 1 of the previous year parents/carers are invited to attend an information session.
2. Enrolment applications are collected at Sacred Heart or Emmaus Masses during the month of May.
3. Application forms are due in June.
4. Enrolment Interviews are held in July and August.
5. Kindergartens are visited in Term 3.
6. Letters of acceptance are sent before the end of Term 3.
7. The Pre-Prep Orientation Program is held in Term 4.
8. Students attend an Orientation Day in December.
9. Parents attend a Pre-Prep Information session on Orientation Day.

Privacy Policy - STANDARD COLLECTION NOTICE

1. Sacred Heart Primary School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at Sacred Heart Primary School. This may be in writing or in the course of conversations and may be direct from the individual or from another source. The primary purpose of collecting this information is to enable Sacred Heart Primary School, Catholic Education Offices and the Catholic Education Commission of Victoria Ltd (CECV) to meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of Sacred Heart Primary School.
2. Some of the information Sacred Heart Primary School collects is to satisfy the school's legal obligations, particularly to enable the Sacred Heart Primary School to discharge its duty of care.
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 laws.
4. Health information about students (which includes information about any disability as defined by the Disability Discrimination Act 1992) is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. Sacred Heart Primary School may require medical reports about students from time to time and may otherwise collect sensitive information about students and their families.
5. If any personal information requested by the Sacred Heart Primary School is not provided, this 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 Sacred Heart Primary School.
6. Sacred Heart Primary School may disclose personal and sensitive information for **administrative, educational and support purposes** (or may permit the information to be directly collected by third parties). This may include to:
 - School service providers such as the CECV, Catholic Education Offices, parish, school governing bodies and other dioceses
 - Third party service providers that provide online educational and assessment support services or applications (apps)*, which may include email and instant messaging
 - School systems, including the Integrated Catholic Online Network (ICON) and Google's 'G Suite' including Gmail. Limited personal information may be collected and processed or stored by these providers in connection with these services
 - CECV and Catholic Education Offices to discharge its responsibilities under the Australian Education Regulation 2013 (Regulation) and the Australian Education Act 2013 (Cth) (AE Act) relating to students with a disability, including ongoing evaluation of funding adequacy for individual students
 - CECV to support the training of selected staff in the use of schools' systems, such as ICON
 - Another school to facilitate the transfer of a student
 - Federal and State government departments and agencies acting on behalf of the government e.g. for audit purposes

- Health service providers, and people providing educational support and health services to the Sacred Heart Primary School including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools
 - Assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority
 - People providing administrative and financial services to Sacred Heart Primary School
 - Anyone you authorise Sacred Heart Primary School to disclose information to; and
 - Anyone to whom Sacred Heart Primary School is required or authorised to disclose the information to by law, including under child protection laws.
7. Sacred Heart Primary School is required by the Federal Australian Education Regulation (2013) and Australian Education Act 2013 (Cth) (AE Act) to collect and disclose certain information under the Nationally Consistent Collection of Data (NCCD) on students with a disability. Sacred Heart Primary School provides the required information at an individual student level to the Catholic Education Offices and the CECV, as 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.
 8. Personal information collected from students is regularly disclosed to their parents or guardians.
 9. Sacred Heart Primary School may also use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia.
 10. Sacred Heart Primary School makes reasonable efforts to be satisfied about the protection 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 it will be located in countries with substantially similar protections as the APPs.
 11. When Sacred Heart Primary School uses Google's G-Suite including Gmail, some personal information (usually limited to name and email address) about students, parents or guardians may be transferred, stored and processed by Google in the United States, or in any other country through which Google provides these services or where it processes and stores information. This personal information will be stored and processed by Google in accordance with Google's terms and conditions stated in the G-Suite for Education Agreement which Sacred Heart Primary School entered into with Google.
 12. Sacred Heart Primary School's Privacy Policy contains further information about its use of cloud and other third party service providers and any of their overseas locations.
 13. Where personal, including sensitive information is held by a cloud computing service provider on behalf of CECV for educational and administrative purposes, it may be stored on servers located within or outside Australia.
 14. School personnel and Sacred Heart Primary School's service providers, and the CECV

and its 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 ICON system and ensuring its proper use.

15. Sacred Heart Primary School may disclose limited personal information to Sacred Heart/Emmaus parish to facilitate religious and sacramental programs, and other activities such as fundraising.
16. Sacred Heart Primary School's Privacy Policy is accessible via the Sacred Heart school website, newsletter, handbook, or from Sacred Heart Primary School office. The policy sets out how parents, guardians or students may seek access to, and correction of their personal information which Sacred Heart Primary School has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, or may result in a breach of the Sacred Heart Primary School's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
17. Sacred Heart Primary School's Privacy Policy also sets out how parents, guardians, students and their family can make a complaint if they believe Sacred Heart Primary School has interfered with their privacy and how the complaint will be handled.
18. Sacred Heart Primary School may engage in fundraising activities. Information received from you may be used to make an appeal to you. [It may also be disclosed to organisations that assist in the Sacred Heart Primary School's fundraising activities solely for that purpose.] We will not disclose your personal information to third parties for their own marketing purposes without your consent.
19. On occasions information such as academic and sporting achievements, student activities and similar news is published in Sacred Heart Primary School newsletters and magazines, on our intranet and on our website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. Sacred Heart Primary School will obtain permissions annually from the student's parent or guardian (and from the student if appropriate) prior to publication if we would like to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet. We may include student's and parents' contact details in a class list and School directory.
20. If you provide Sacred Heart Primary School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them you are disclosing that information to Sacred Heart Primary School and why. Also, that they can request access to and correction of that information if they wish and to refer them to Sacred Heart Primary School's Privacy Policy for further details about such requests and how Sacred Heart Primary School otherwise handles personal information it collects.