

St. Justin's Catholic Parish School

ENROLMENT POLICY

CONDITIONS OF ENROLMENT

Following is a copy of the "Standard Collection Notice" which pertains to all information collected by this School. This is in compliance with the new Commonwealth Privacy Laws which came into effect on December 21st 2001.

1. The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter. Administrative staff keep enrolment information up to date. Each year through an enrolment renewal form, parents are asked to update their details and regular reminders are also placed in the newsletter.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health [and Child Protection]*laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical Reports about pupils from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, [Catholic Education Office, the Catholic Education Commission, your local diocese and the parish]* medical practitioners and people providing services to the school, including specialist visiting teachers, [sports] coaches and volunteers.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines [and on our website].
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.
9. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. [It may also be disclosed to organizations that assist in the School' fundraising activities solely for that purpose.] We will not disclose your personal information to third parties from their own marketing purposes without your consent.
10. [We may include your contact details in a class list and School directory. If you do not agree to this you must advise us now.]
11. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing the information to the School and why, that they can access that information if they wish and

that the School does not usually disclose the information to third parties.

*If appropriate

ST. JUSTIN'S PARISH PRIMARY SCHOOL ENROLMENT POLICY

The enrolment criteria are as follows:-

A: CATHOLIC

1. Priority of access is given to "Baptised" Catholic children who live within the Parish boundaries.
2. The learning capacity of a Catholic child is generally not a criterion for entry, however, the enrolment of children with an impairment, disability, or handicap, would depend on the ability of the school to cater for the specific needs of the child.
3. Children will generally not be denied enrolment because their parents are unable to pay school fees. This is at the discretion of the Principal in consultation with the Parish Priest.
4. While the degree of faith commitment of the child's parents is a relevant consideration, it is not normally a criterion for enrolling the child.
5. Where geographic characteristics, transport problems, or care arrangements become a genuine consideration for enrolment of Catholic children who live outside the Parish boundaries, each application will be judged on its merit by the Parish Education Board.

B: ORTHODOX

Enrolment of Orthodox children can occur after consideration of the following:-

1. Provided this does not exclude Catholic children from the school.
2. Parents giving an understanding to respect the nature, life and identity of the school.
3. Justifiable expectations of Orthodox parents are made explicit and respected.
4. Where the Principal and Parish Priest are in agreement and the parish Education Board has been consulted.
5. Enrolment provides the right to complete their primary education at the parish Primary School but does not imply automatic acceptance at another Catholic Primary or Secondary School.
6. If granted enrolment, this also applies to any further siblings.

C: OTHER

Enrolment of other children occurs rarely and only after consideration of the following points:-

1. Enrolment of other children only takes place when their enrolment would not exclude Catholic Children from the school.
2. On pastoral grounds.
3. Parents giving an understanding to respect the nature, life and identity of the school.
4. Where the Principal and Parish Priest are in agreement and the Parish Education Board has been consulted.
5. Enrolment provides the right to complete their primary education at the Parish Primary School but does not imply automatic acceptance at another Catholic Primary or Secondary School.
6. If granted enrolment, this also applies to any further siblings.

At St Justin's Parish School our Enrolment Policy is accessible to parents/prospective parents in the following ways:

School website www.sjwheelershill.catholic.edu.au

School Open Days (usually in May)

The school office

On request via phonecall and then posted to families.