



PARISH OF LAVERTON

APPLICATION TO ENROL APPENDIX & EXPLANATORY MATERIALS

IMPORTANT INFORMATION FOR PARENTS WISHING TO ENROL THEIR CHILD IN A PARISH OF LAVERTON CATHOLIC PRIMARY SCHOOL

This document must be read in conjunction with the Application to Enrol form.

Once completed, your Application to Enrol form may be lodged at any of the Parish Primary schools.

Please ensure that you have all the required documentation
(refer to Section 10, page 6)

A \$50.00 non-refundable Enrolment Lodgment fee applies for all Prep enrolment applications and must be paid when your form is lodged.

THE LAVERTON EDUCATION CATHOLIC EDUCATION COMMUNITY

The Parish of Laverton manages five Catholic primary schools. Schools work collaboratively to ensure all Catholic children seeking Catholic education will receive a place in a Catholic school within the Parish.

The Schools making up the Laverton Catholic Education Community (LCEC) are:



St Martin de Porres Laverton

13 – 25 Bellin Street
Laverton VIC 3028

P.O. Box 153 Laverton VIC 3028

Email: office@smdplaverton.catholic.edu.au

Telephone: +61 3 9369 1070

Fax: +61 3 9360 9110



Queen of Peace Altona Meadows

62 Everingham Road
Altona Meadows VIC 3028

P.O. Box 1259 Altona Meadows VIC 3028

Email: office@qopaltonameadows.catholic.edu.au

Telephone: +61 3 9369 2581

Fax: +61 3 9369 4552



Lumen Christi Point Cook

260-278 Point Cook Road
Point Cook VIC 3029

Email: office@lcpointcook.catholic.edu.au

Telephone: +61 3 9395 2555

Fax: +61 3 9395 2055



Stella Maris Point Cook West

54 -70 Innisfail Drive
Point Cook West VIC 3030

PO Box 6405 Point Cook West VIC 3030

Email: office@stellamaris.catholic.edu.au

Telephone: +61 3 9395 8411

Fax: +61 3 9395 9640



St Mary of the Cross Point Cook

70 Carrick Street
Point Cook 3030

Email: office@smocptcook.catholic.edu.au

Telephone: +61 3 8376 5400

Thank you for your interest in enrolling your child in a Catholic Primary School in the Parish of Laverton.

The following information is designed to inform you about the enrolment process in the Parish and to assist you in completing the required documentation for enrolment.

1.0 Preamble

- 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. Catholic 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 Parents and guardians, as the first educators of their children, enter into a partnership with the Catholic school to promote and support their child's education. Parents and guardians must assume a responsibility for maintaining this partnership with the school by supporting the school in furthering the spiritual and academic life of their children.

2.0 Enrolment

- 2.1 The 'Application to Enrol' form is an application for enrolment into a Parish of Laverton school. The Parish Enrolment Committee (PEC) reserves the right to allocate children to schools in the Parish, based on a number of variables. You are required to provide particular information about your child during the enrolment process, both at the application stage and if the school offers your child a place.

Please note that lodgement of the Application to Enrol form does not guarantee enrolment at the school of your choice.

- 2.2 To meet school and government requirements, you will need to provide the school with a completed Application to Enrol form.
- 2.3 At the time of lodgement of the Application to Enrol form, all supporting documentation must be provided. All families are required to attend an Enrolment Interview.
- 2.4 This form must be to be completed in English. If you require assistance completing this form, an interpreter can be organised.
- 2.5 Please do not purchase items such as uniforms until you receive confirmation of enrolment from your allocated school.
- 2.6 The LCEC Enrolment Policy is consistent with the Enrolment Policy for the Archdiocese of Melbourne.

3.0 Fees

- 3.1 The setting of fee levels and other compulsory charges in Catholic primary schools is the responsibility of the school, taking into account the allocation of government funds. The 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 encouraged to discuss this with the Principal of the school.

- 3.2 The fees must be paid for a child to enrol and to continue enrolment at the school. The school has discretion whether to allow a child to participate in optional or extracurricular school events, such as paid school excursions or extracurricular activities, while fees remain due and payable.

4.0 Enrolment under minimum school entry age

- 4.1 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. The school will make an assessment of a child's readiness for school when considering the enrolment of a child under the minimum age. Enrolment under minimum school entry age is not encouraged.

- 4.2 In the rare situations where:

- (a) a parent/guardian seeks enrolment of a child under the minimum starting age
 - (b) the Principal supports the enrolment of that child at the school if approval were granted
- the approval of the Director of Catholic Education is required before enrolment under the minimum starting age can occur. Approval for early age enrolment will only be granted in exceptional circumstances.

5.0 Terms of enrolment regarding acceptable behaviour

- 5.1 Our 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.

- 5.2 Every person at school has a right to feel safe, to be happy and to learn, therefore we aim:

- (a) to promote the values of honesty, fairness and respect for others;
- (b) to acknowledge the worth of all members of the community and their right to work and learn in a positive environment;
- (c) to maintain good order and harmony;
- (d) to affirm cooperation as well as responsible independence in learning; and
- (e) to foster self-discipline and to develop responsibility for one's own behaviour.

- 5.3 As a term of your child's enrolment, parents and guardians are expected to comply with the school's Behaviour Aims and the school's Code of Conduct, and to support the school in upholding prescribed standards of dress, appearance and behaviour.

- 5.4 Unacceptable behaviour by a child, or repeated behaviour by a parent or guardian that, in the 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.

6.0 Terms of enrolment regarding conformity with principles of the Catholic faith

- 6.1 As a provider of Catholic education, the school Principal will take into account the need for the school community to represent and conform with the doctrines, beliefs and principles of the Catholic faith when making decisions regarding matters of school administration, including enrolment. Pupils and families who are members of other faiths are warmly welcomed at our schools. However, the school reserves its right to exercise its administrative discretion in appropriate circumstances, where it is necessary to do so to avoid injury to the religious sensitivities of the Catholic school community.

7.0 Terms of enrolment regarding provision of accurate information

- 7.1 It is vitally important that the 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 the school is required to provide additional support to the child.
- 7.2 Parents and guardians must provide accurate and up to date information when completing an Application to Enrol 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 where a parent/guardian has unreasonably refused to provide requested information or knowingly withheld relevant information from the school.
- 7.3 Where, during the course of a child's enrolment application, 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 the school promptly.
- 7.4 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.

8.0 Enrolment for children with additional needs

- 8.1 The 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 the school and parents/guardians prior to enrolment regarding:
- (a) 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);
 - (b) the nature of any additional assistance that is recommended/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, individualised educational programs, behaviour support plans or other educational interventions as may be relevant);
 - (c) the individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents/guardians and the school will work in partnership to achieve these goals; and
 - (d) any limitations on the school's ability to provide the additional assistance requested.
- 8.2 The process for enrolling students with additional needs is otherwise the same as for enrolling any student.
- 8.3 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 child, in consultation with parents/guardians and the child's treating medical/allied health professionals, in order to assess:

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

9.0 Assessment and updates

9.1 Various opportunities are provided during the year to let you know about your child's progress. You will receive written reports each year, and arrangements will be made for at least one interview where you can discuss your child's progress with the teacher. In addition, you can always contact the school to arrange a meeting with the teacher if you have concerns or wish to have an update on progress.

10.0 Documentation

10.1 Parents or Guardians lodging an Application to Enrol in the Parish of Laverton must present the following original documents upon lodgement of the form:

- **Original Birth Certificate or Identity Documents** *(copies will be made by office staff)*
- **Baptism Certificate**
- **Copies of any family law or other relevant court orders** *(If applicable)*
- **Immunisation History Statement**
(available from Australian Childhood Immunisation Register 1800 653 809 or your local Medicare Office)
- **Supporting Documentation for any Additional Needs**
- **Health Care Card**
- **Proof of student's residential address**
(e.g. original copies of council rates notice, residential lease, electricity accounts, statutory declaration etc)

In addition, if your child is a permanent resident but not an Australian citizen, you will need to provide:

- **Passport or travel documents**
- **Current visa and previous visas (if applicable).**

If your child is a temporary visa holder you will also need to provide:

- **Authority to Enrol** issued by the Temporary Visa Holders Program Unit.
This is required for visitor and temporary visa holders (other than sub class 571P referred to below)
- **Authority to Enrol** or evidence of permission to transfer issued by the International Student Centre (if holding an international full fee student visa, sub class 571P)
- **Evidence of the visa the student has applied for** (if the student holds a bridging visa).

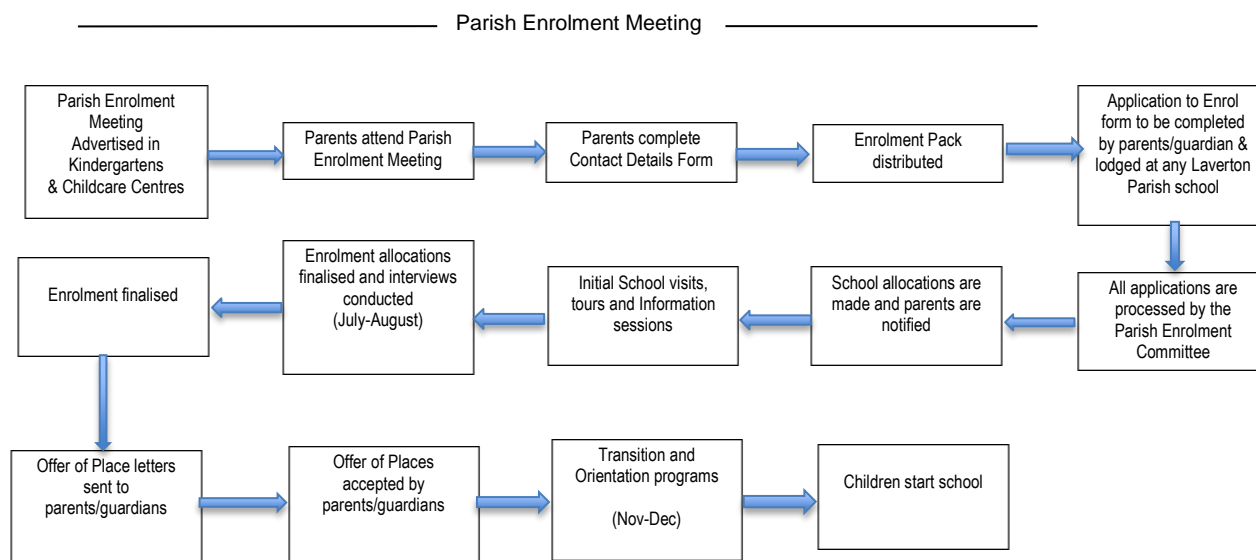
11.0 Parish Enrolment Officer

- 11.1 The Parish employs an Enrolment Officer to manage and coordinate the Enrolment process.

*Enquiries for the **Prep intake** should be directed through the Parish Enrolment Officer in the first instance. You can contact the Parish Enrolment Officer on **0411 537 322***

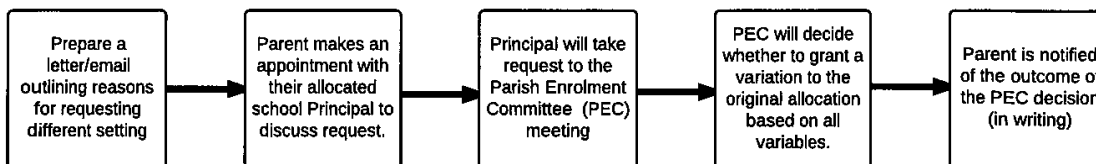
12.0 The Enrolment Process

Please refer to Appendix Four for applicable dates



13.0 Process for Consideration of Special Circumstances

Where parents are concerned about their school allocation, they may use the appeals process to request a variation. Parents must stay within the process in order for their appeal to be considered by the Parish Enrolment Committee.



14.0 Your Privacy Protected - see Appendix One

- 14.1 The Laverton Catholic Education Community is subject to the Privacy Act 1988, Information Privacy Act 2000 (Vic) and the Health Records Act 2001(Vic). Refer LCEC Privacy Policy (2015) Updated from time to time.

- 14.2 The information will be stored securely. You may access or correct any personal information by contacting the Parish Enrolment Officer (Prep) or the school where your child has been allocated to.

14.3 Do parents have to answer the questions?

We are required by law to ensure the health and safety of students, staff and visitors on our Parish School Sites. It is therefore necessary for you to answer all questions on the Application to Enrol form.

The information you provide will assist the Schools to communicate with you and to care for your child while at school. Should you choose to submit an incomplete form, processing your application may be delayed until all documentation and information is provided.

- 14.4 Giving false or misleading information is a serious offence. In the event that statements made in this application later prove to be false or misleading, any decision made as a result of this application may be reversed.

**15.0 MINISTERIAL COUNCIL ON EDUCATION, EMPLOYMENT, TRAINING AND YOUTH AFFAIRS (MCEETYA)
Parent Education and Occupation Information**

15.1 Why have we asked for information about your occupation and education?

All Australian Education Ministers have agreed on National Goals for Schooling in the 21st Century.

The National Goals specifically state that the achievement of students in schools should not be affected by discrimination based on sex, language, culture and ethnicity, religion or disability; or by differences arising from social and economic background or geographic location. The goals also state that ‘the learning outcomes of educationally disadvantaged students [should] improve and, over time, match those of other students’.

To help us to make sure we are achieving this goal, all parents across Australia, no matter which school their child attends, are being asked to provide information about family background. The main purpose of collecting this information is to promote an education system which is fair for all Australian students regardless of their background. The four groups listed are used by the Australian Bureau of Statistics to classify occupations.

Please choose the group that you think best describes you.

Student background information is also a criteria for State Government Funding to the Catholic Education System. It is imperative that this section is filled out accurately.

16.0 DECLARATION

16.1 Commitment of Parents/Guardian

I/we support the catholic ethos of the school and if enrolment is granted, I/we are prepared to support:

- The School’s Vision and Mission Statement
- The Policies and Procedures of the school, including rules related to standards of behaviour.

16.2 Previous School or Kindergarten

In order to prepare for the commencement of the child it is sometimes necessary to contact the previous school or kindergarten to discuss the progress of the child.

In signing this Application to Enrol the parents give permission for the school to contact the teachers of the previous educational setting. The cooperation of the applicant in accessing such information, while not always necessary, is appreciated and will speed up the assessment of the application.

I/We give permission for representatives of the LCEC schools to contact my child’s current or previous education setting in order to discuss aspects of my child’s development and their readiness for school.

16.3 Fees and Charges

I/We agree to pay the parish levy and all fees and charges levied by the school, relating to the education of my/our child. I/We will pay the fees and charges within the time frame specified.

Should I/we be in a situation where we are unable to meet our financial obligations to the school/Parish, we will contact the Principal/Parish Priest to make suitable alternative arrangements.

16.4 Accident or Injury

In the event of accident or injury to my child whilst at school, on an excursion, or traveling to or from school, I authorise the Principal or senior staff member in charge of my child – when unable to communicate with me – to consent to emergency medical

arrangements on my behalf as are deemed necessary by a qualified medical practitioner. Such consent includes anesthetics, blood transfusions and operations.

16.5 Head Lice Inspection Permission

I give permission to arrange for my child to have his/her hair examined for head lice by a school representative. Such permission will remain in place while my child is enrolled at the school.

16.6 Out of School Hours Care

Before and After School Care is provided by a registered provider on site. Children must be registered online to attend.

If children are not collected within 15 minutes of school closure, senior staff may (if such is deemed practical or necessary) direct such children to the After School Care program. Parents will be charged for this service by the provider.

I/We agree that our child should be sent to the After School Care Program if he/she is not collected within 15 minutes of the end of the school day.

I/We agree to pay the costs for this service.

16.7 Local Excursions

I give permission for my child to participate in all local area excursions (within walking distance of school).

I give permission for the teacher in charge to seek medical assistance for my child if I am unable to be contacted. This permission covers all local excursions. No bus transportation is covered by this permission.

All normal supervision requirement and ratios apply.

16.8 Photograph Permission

It is a requirement of the school to have consent forms for the use of student images. It is School Policy not to include the name of students appearing in images on our website. At certain times throughout the year, our students may have the opportunity to be photographed for our school publications, such as the school's newsletter or website, or to promote the school in the local newspapers. Use of specific photos with names of students e.g. Newspapers articles, is not covered by this permission. A separate permission will be sought for each instance.

I give permission for my child's photo to be published in school publications, such as the school's newsletter or website, or to promote the school in the local newspapers.

I give permission for a photograph of my child to be used by the CEOM/CECV for online and printed promotional and educational materials without acknowledgement, remuneration or compensation.

16.9 Licensed under NEALS

The photograph 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.

I authorise the CEOM/CECV to use the photograph in material available free of charge to schools and education departments around Australia for the CEOM/CECV's promotional and educational purposes.

I understand and agree that if I wish to withdraw this authorisation, it is my responsibility to notify the school.

16.10 Application of Sunscreen

I understand that each child's skin type and possible reaction to various sunscreens means that I am responsible for supplying sunscreen at school for my child.

Teachers will encourage children to reapply sunscreen during the day.

APPENDICES

APPENDIX ONE	LCEC Privacy Policy
APPENDIX TWO	LCEC Schools Information Collection Notice
APPENDIX THREE	LCEC Enrolment Policy
APPENDIX FOUR	LCEC Enrolment Timeline

Appendix One

LAVERTON CATHOLIC EDUCATION COMMUNITY

PRIVACY POLICY

Rationale

This Privacy Policy sets out how the Parish of Laverton Schools (the Schools) manage personal information provided to them or collected by them.

Legislation

The Schools are bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act 1988. In relation to health records, the Schools is also bound by the Health Records Act 2001.

The Schools may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the Schools' operations and practices and to make sure they remain appropriate to the changing school environment.

What kinds of personal information do the Schools collect and how do the Schools collect it?

The type of information the Schools collects and holds includes (but is not limited to) personal information, including health and other sensitive information, about:

- pupils and parents and/or guardians ('Parents') before, during and after the course of a pupil's
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the Schools.

Personal Information you provide:

The Schools will generally collect personal information held about an individual by way of forms filled out by Parents or pupils, face-to-face meetings and interviews, emails and telephone calls. On occasions people other than Parents and pupils provide personal information.

Personal Information provided by other people:

In some circumstances the Schools 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.

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 Schools' treatment of an employee record unless required by law or organisational policy where the treatment is directly related to a current or former employment relationship between the Schools and employee. The Schools handles staff health records in accordance with the Health Privacy Principles in the Health Records Act 2001.

Anonymity

The Schools need to collect identifiable information to facilitate the delivery of educational and support services, the job application process and fulfill other obligations and processes. However, some activities and interactions with the Schools may be done anonymously where practicable, which may include making an inquiry, complaint or providing feedback.

How will the Schools use the personal information you provide?

The Schools will use personal information they collect from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected by you, or to which you have consented.

Pupils and Parents

In relation to personal information of Pupils and Parents, the Schools' primary purpose of collection is to enable the Schools to provide educational and support services for the pupil. This includes satisfying the needs of Parents, the needs of the pupil and the needs of the Schools throughout the whole period the pupil is enrolled at the School.

The purposes for which the Schools uses personal information of pupils and Parents include:

- to keep Parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration of the Schools;
- looking after pupils' educational, social and medical wellbeing;
- seeking donations and marketing for the Schools; and
- to satisfy the Schools' legal obligations and allow the Schools to discharge its duty of care.

In some cases where the Schools requests personal information about a pupil or Parent, if the information requested is not provided, the Schools may not be able to enrol or continue the enrolment of the pupil or permit the pupil to take part in a particular activity.

Job Applicants and Contractors

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

The purposes for which the Schools use personal information of job applicants and contractors include:

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

Volunteers: The Schools also obtain personal information about volunteers who assist them in their functions or conduct associated activities, such as [alumni associations], to enable the Schools and volunteers to work together.

Marketing and Fundraising

The Schools treat marketing and seeking donations for the future growth and development of the Schools as an important part of ensuring that the Schools continue to provide a quality learning environment in which both pupils and staff thrive. Personal information held by the Schools may be disclosed to organisations that assist in the Schools' fundraising, for example, the Schools' Foundation or alumni organisation [or, on occasions, external fundraising organisations].

Parents, 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, may be used for marketing purposes.

Who might the Schools disclose personal information to and store your information with?

The Schools may disclose personal information, including sensitive information, held about an individual to:

- School service providers, including the Catholic Education Commission of Victoria, (CECV), Catholic Education Offices specialist visiting teachers, counsellors and sports coaches, and third party service providers that provide educational support services to schools and school systems such as the Integrated Catholic Online Network system (ICON);
- another school to facilitate the transfer of a student;
- recipients of School publications, such as newsletters and magazines;
- anyone you authorise the Schools to disclose information to; and
- anyone to whom we are required or authorised to disclose the information to by law.

Sending and storing information overseas:

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

- obtaining the consent of the individual (in some cases this consent will be implied); or
- otherwise complying with the Australian Privacy Principles or other applicable privacy

The Schools may also store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.

The countries or regions that the Schools disclose personal and sensitive information to are:

- United States

Where personal and sensitive information is retained by the CECV by a cloud service provider to facilitate HR and staff administrative support, this information will be stored on servers located within Australia. This includes the Integrated Catholic Online Network (ICON) system.

How does the Schools treat sensitive information?

In referring to 'sensitive information', the Schools mean: 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 you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information

The Schools' staff are required to respect the confidentiality of pupils' and Parents' personal information and the privacy of individuals.

The Schools have in place steps to protect the personal information the Schools hold from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

Access and correction of personal information

Under the Commonwealth Privacy Act and the Health Records Act, an individual has the right to obtain access to any personal information and health records respectively which the Schools hold about them and to advise the Schools of any perceived inaccuracy. Pupils will generally be able to access and update their personal information through their Parents, but older pupils may seek

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

To make a request to access or update any personal information the Schools hold about you or your child, please contact the Schools Principal or the Schools' Administrative Officers in writing.

The Schools may require you to verify your identity and specify what information you require.

The Schools may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the Schools will advise the likely cost in advance. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

Consent and rights of access to the personal information of pupils

The Schools respect every Parent's right to make decisions concerning their child's education.

Generally, the Schools will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's Parents. The Schools will treat consent given by Parents as consent given on behalf of the pupil, and notice to Parents will act as notice given to the pupil.

Parents may seek access to personal information held by the Schools about them or their child by contacting the Schools Principal or the Schools' Administrative Officers 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 Schools' duty of care to the pupil.

The Schools may, at their discretion, on the request of a pupil grant that pupil access to information held by the Schools about them, or allow a pupil to give or withhold consent to the use of their personal information,

independently of their Parents. This would normally be done only when the maturity of the pupil and/or the pupil's personal circumstances warrant it.

Enquiries and Complaints

If you would like further information about the way the Schools manage the personal information they hold, or wish to complain that you believe that one of the Schools has breached the Australian Privacy Principles please contact the individual School Principal in writing or by telephone.

The Schools will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.

APPENDIX TWO

Parish of Laverton Schools

INFORMATION COLLECTION NOTICE

1. The Schools of the Laverton Catholic Education Community (LCEC Schools) collect personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at each School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable LCEC Schools and the Catholic Education Commission of Victoria (CECV) to meet their 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 we collect is to satisfy the Schools' legal obligations, particularly to enable the Schools to discharge their 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 is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988 (Cwth)*. We may ask you to provide medical reports about students from time to time.
5. LCEC Schools may disclose personal and sensitive information for administrative, educational and support purposes. This may include to:
 - School service providers such as the Catholic Education Commission of Victoria, Catholic Education Offices, parish, school governing bodies and other dioceses;
 - third party service providers that provide educational support services to schools and school systems such as the Integrated Catholic Online Network (ICON) system;
 - another school to facilitate the transfer of a student;
 - government departments;
 - medical practitioners, and people providing educational, support and health services to the School, including specialist visiting teachers, sports coaches, volunteers and counsellors;
 - anyone you authorise the Schools to disclose information to; and
 - anyone to whom we are required or authorised to disclose the information to by law.
6. Personal information collected from students is regularly disclosed to their parents or guardians.

LCEC Schools also use 'Google Apps for Education' (GAFE) including Gmail. Through the use of these services, personal information of pupils, parents or guardians may be transferred, stored and processed by Google in the United States, or any other country Google uses to provide these services. School personnel and the Catholic Education Commission of Victoria and their 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 ensuring its proper use.

7. Where personal information is held by GAFE it will be limited and may include:
 - Name, Email Address, Student Date of BirthPersonal information held by GAFE will be stored in accordance with APPs.
8. LCEC Schools may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.

The countries that the school discloses personal and sensitive information to are:

- USA

LCEC Schools use the services of a third party online provider which may be accessible by you. The schools have made reasonable efforts to be satisfied about the security of any personal information stored outside Australia as not all countries are bound by laws which provide the same level of protection for personal information provided by the APPs.

9. Where personal and sensitive information is retained by the CECV by a cloud service provider for educational and administrative purposes, it will be stored on servers located within Australia. This includes the Integrated Catholic Online Network (ICON) system.
10. The LCEC School's Privacy Policy is accessible via the individual school websites, newsletter, handbook or from the school offices. The policy sets out how parents, guardians or students may seek access to personal information collected about them. However, there may 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 student, or where students have provided information in confidence.
11. The LCEC Schools' Privacy Policy also sets out how parents and students can make a complaint about a breach of the Australian Privacy Principles and how the complaint will be handled.
12. The LCEC Schools 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 Schools' fundraising activities solely for that purpose.] We will not disclose your personal information to third parties for their own marketing purposes without your consent.
13. On occasions information such as academic and sporting achievements, student activities and similar news is published on LCEC Schools' newsletters and magazines, on the intranet and on their websites. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The Schools 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. Permission will be directly sought in these instances.
14. If you provide any of the LCEC Schools with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the LCEC Schools and why, that they can access that information if they wish and that the Schools do not usually disclose this information to third parties.
15. The Victorian Institute of Teaching (VIT) requires graduate teachers seeking full registration to present a portfolio of work which includes examples of student work. Your child's work may be used in the preparation of Teacher Portfolios for registration with the VIT.

APPENDIX THREE



**St Martin de Porres
Laverton**



**Queen of Peace
Altona Meadows**



**Lumen Christi
Point Cook**



**Stella Maris
Point Cook West**



**St Mary of The Cross
Point Cook**

LAVERTON CATHOLIC EDUCATION COMMUNITY

PARISH ENROLMENT POLICY



PREAMBLE

The Parish of Laverton is unique in that it currently has five Catholic primary schools located within the parish boundary. The Parish is in a major growth corridor in the Western suburbs of Melbourne. This means that Catholic families may not be able to attend the Catholic school of their first choice.

To ensure that every effort is made to support the enrolment of baptised Catholic children into our parish primary schools, Application for Enrolment into Prep will be undertaken through a central Parish Enrolment process.

GUIDING PRINCIPLES

This central Parish Enrolment Policy has been developed with the following principles in mind:

- 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.
- All Catholic schools in our Parish 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.
- The Parish of Laverton is in a major growth corridor in the western suburbs. New families move into the area on a weekly basis.
- The Parish of Laverton is unique, in that it has five Catholic primary schools located within the Parish boundary.
- Every baptised Catholic child living in the Parish of Laverton is entitled to a place in a Catholic school within the parish.
- At times, there may not be enrolment places available at the school of first choice.

DEFINITIONS

School Catchment Area

The school catchment area is the parish or group of parishes, as defined by the Catholic Education Office Melbourne (CEOM), from which the school draws the majority of its enrolments and to which the school gives priority of enrolment. For the majority of primary schools this will be the parish to which the school belongs. In those parishes with more than one primary school, the catchment for each school is determined by the parish in consultation with the CEOM.

CEOM Enrolment Policy 2009

Parish Enrolment Committee

A committee comprising the Primary School Principals, or their nominees, and the Parish Priest, (where appropriate), who meet and consider enrolment issues in the Parish and applications for consideration of special circumstances.

ENROLMENT CRITERIA

Due to the large number of baptised Catholic children applying for enrolment in the Parish, enrolment applications will be dealt with according to the following priority order:

First Intake:

- Baptised Catholic children resident in the designated zone/catchment area of the Laverton Parish.
- Brothers and sisters of currently enrolled students in the school

Second Intake:

- Baptised Catholic children resident in other parishes (special circumstances only).

Third Intake:

- Baptised children from Christian religions which share a special relationship with the history and traditions of the Catholic Church.

Fourth Intake:

- Non-Catholic children (providing acceptance of enrolment is consistent with the limits approved by the Archbishop of Melbourne. CEOM Policy 2.3. Clauses 3.4, 3.6)

The Parish Priest, as manager of all five Parish schools, reserves the right of veto over the criteria for enrolment, in consultation with the Parish Enrolment Committee.

ENROLMENT PROCESS

NEW ENROLMENTS – PREPARATORY (FOUNDATION)

Applications will be taken following the Parish Enrolment meeting (March). Please check Appendix Four for closing date/ (Timeline) Application for Enrolment Forms may be collected from any of the Schools in the Parish, or the Parish Office.

Applications received after the closing date (even if siblings are already enrolled in a Parish school) will be placed on a waiting list and considered according to date received.

Application to Enrol forms are to be completed and submitted to one of the Parish Primary schools, together with all required documentation. Failure to submit copies of all required documentation will result in the application being returned to the parents, and will not be accepted until all documentation is submitted.

Schools:	St Martin De Porres Primary School 13-25 Bellin Street (PO Box 153), Laverton, 3028
	Queen of Peace Primary School 62 Everingham Road, (PO Box 1259), Altona Meadows, 3028
	Lumen Christi Primary School 260-278 Point Cook Road, Point Cook, 3029
	Stella Maris Primary School 54-70 Innisfail Drive, (PO Box 6405), Point Cook West, 3030
	St Mary of The Cross 70 Carrick St, Point Cook, 3030

Once applications have closed, the Parish Enrolment Committee will meet to consider all applications in accordance with the enrolment criteria and the number of positions available in each of the parish schools. Following consideration by the Parish Enrolment Committee, parents will be advised, in writing, of the school to which their application has been allocated. Parents will then be contacted by the allocated school to continue the enrolment process (i.e. Interview etc)

Each school **follows a common** Enrolment Procedure and Timeline that supports the family's application and entry into their school.

NEW ENROLMENTS – YEARS ONE TO SIX

1. Enrolment Enquiries/Applications must be made at the school closest to the family's residential address.
2. If the school is able to offer a position in the requested grade level, normal enrolment processes continue.
3. If the school is unable to offer a position, the school will offer to contact other schools within the parish. If a suitable vacancy exists, the family will be referred to the new school for enrolment.

EXISTING ENROLMENTS - EXCEPTIONAL CIRCUMSTANCES

1. Where a family is enrolled at a Parish Primary school, but during the course of the child's primary years of schooling, the family moves to another part of the Parish;
 - 1.1. The family may wish to remain in the school they are enrolled in for the duration of their child's primary years of schoolingOr
 - 1.2. The family may wish to transfer their child to the Catholic primary school nearest to their residential address.
2. Due to family, or educational reasons, the family may seek consideration for a child to be enrolled in another Parish primary school.

PROCEDURE FOR CONSIDERATION OF EXCEPTIONAL CIRCUMSTANCES

Where a family is moving from one residence to another within the parish but who wish to remain at their current school:

- The family should inform their current school of their intention to remain at the school.
- In most cases, as long as another Catholic family is not being disadvantaged by the request, the family will be advised of their ability to remain and complete their Catholic schooling.

Where a family is moving from one residence to another within the parish and wishes to transfer their child to the Catholic school closest to their new residential address:

- A letter should be written to the Catholic Primary School where they are currently enrolled.
- The letter should state the reason for the transfer request, as well as confirmation of the new residential address.
- The Principal will present the letter at the next meeting of the Parish Enrolment Committee.
- The decision on the outcome of the enrolment request will be relayed to the applicant family by the Principal of the school where the child is currently enrolled. In most cases, as long as another Catholic family is not being disadvantaged by the request, the family will be advised of their ability to transfer the new Catholic school.
- Normal enrolment procedures for the new school would follow in due course.

Where a family, for family or other reasons, seeks consideration for a child to be enrolled in another Parish school, not close to their current residential address:

- A letter should be written to the current Catholic Primary School closest to their residential address.
- The letter should state the reason for the transfer request.
- The Principal will present the letter at the next meeting of the Parish Enrolment Committee.
- The decision on the outcome of the enrolment request will be relayed to the applicant family by the Principal of the school where the child is currently enrolled.

ENROLMENT ENQUIRY TO THE PARISH PRIEST

Any enrolment enquiries made directly to the Parish Priest will be re-directed to the school nearest to the residential address. These enquiries will be processed using the same procedure as above.

APPENDIX FOUR

2018 PREP ENROLMENT PROCEDURE & ORIENTATION PROGRAM

<p>Term 1 Tuesday March 14th 2017</p>	<p>APPLICATIONS OPEN FOR PREP 2018</p> <ul style="list-style-type: none"> • 2018 Enrolment Launch for Parish of Laverton Preps • 7.00pm meeting at Queen of Peace School Hall • Enrolment Applications Forma available after meeting
<p>Term 2 Friday, April 21st</p>	<p>ENROLMENT APPLICATIONS CLOSE</p> <ul style="list-style-type: none"> • Enrolments across the Parish close on Friday, April 21st, 2017 • Enrolment Application & non-refundable \$50 Lodgement Fee & copies of Baptism, Birth, Immunisation Certificate & Proof of Residence supplied
<p>Term 2 Friday, June 2nd</p>	<p>NOTIFICATION OF ALLOCATED SCHOOL FOR INTERVIEW At This Stage in Process – Baptised Catholic Students Only</p> <ul style="list-style-type: none"> • Catholic families and siblings notified of allocated school • Non Catholic families notified of interview if places available
<p>Term 2 <i>School Interviews completed by</i> Friday, August 25th</p>	<p>INTERVIEW FOR APPLICATION FOR ENROLMENT</p> <ul style="list-style-type: none"> • Parents, child and principal meet and discuss the enrolment needs and aspirations of family and school • Each School to advise of dates of Interviews
<p>Term 3 <i>Notified by</i> Friday, September 8th</p>	<p>NOTIFICATION OF ACCEPTANCE OR NON-ACCEPTANCE TO NOMINATED SCHOOL</p> <ul style="list-style-type: none"> • Family will receive a letter either offering or explaining non-acceptance/deferment of an enrolment position for Prep 2018
<p>Term 3 <i>Completed by</i> Thursday, September 21st</p>	<p>ENROLMENT OFFER & PAYMENT PROCESSED</p> <ul style="list-style-type: none"> • Families return Enrolment Offer and payment
	<p>2018 ORIENTATION PROGRAM Each School to Advise</p> <ul style="list-style-type: none"> • Playdates for Child and Parents • Information Session – What to expect in the First Year of Schooling • Orientation: Kinder to Prep