



Catholic College Sale Ltd Enrolment Handbook



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1. Introduction

Thank you for your interest in enrolling your child at Catholic College Sale Ltd, a Catholic secondary school managed and operated by the Board of Catholic College Sale Ltd. Based on the principle of subsidiarity and in keeping with the Board's Delegations Schedule, the Board delegates a broad range of duties, functions, powers and authority to the Principal of CCS Ltd. This includes the effective implementation of this *Enrolment Agreement* and the compliance obligations outlined herein.

Catholic College Sale Ltd has an Enrolment Policy to direct the processes and procedures for enrolment of children in Catholic College Sale Ltd. This policy can be found on the College website [Enrolment Policy](#).

When considering the enrolment of students, Catholic College Sale Ltd will apply the principles and procedures contained within the Enrolment Policy.

Please take the time to read this Handbook and complete the Application for Enrolment carefully.

2. Enrolment Process

Catholic College Sale Ltd is required to follow the enrolment process detailed in the Enrolment Process Flowchart which can be located in the [Enrolment Policy](#).

Following your application, the College will contact you regarding the next steps, which will involve an enrolment interview.

After the required steps have been completed, the College will notify you of the outcome of the enrolment application. If your application is accepted, an offer will be made. If you accept the offer you will be required to enter into an Enrolment Agreement with the College.

Please **do not** purchase items such as uniforms until you receive an offer of enrolment from the College Principal

3. Frequently Asked Questions about Enrolment

3.1 How do I enrol my child?

If you are interested in enrolling your child in Catholic College Sale Ltd, you will need to contact the College directly, to discuss the enrolment process and formal enrolment periods.

In exceptional situations where Catholic children who reside in other parishes cannot obtain places in their local parish school, or if families request enrolment outside their local parish, consultation is required to occur with the Principal of the College in which

you are seeking enrolment. The Principal of the College is then required to adhere to the processes and procedures outlined in section 5.0 of the [Enrolment Policy](#).

A copy of the Application for Enrolment can be obtained upon request from the College or by visiting the College website www.ccsale.catholic.edu.au and completing the application online. If you require assistance completing the form, please contact the College on (03) 5143 9700.

Before an enrolment is finalised, parents/guardians/carers and the child are required to be interviewed by the Principal or a delegated staff member. It is best practice that, where a child is being enrolled at the College, both parents/guardians/carers attend the enrolment interview and sign the Application for Enrolment.

3.2 What is the compulsory enrolment age of a child?

It is compulsory for children and young people aged between six and 17 years of age to be enrolled in a Victorian school by their parents/guardians/carers, unless an exemption has been arranged.

3.3 Who can enrol a child?

Any person with parental responsibility or guardianship may enrol a child.

3.4 Can I list biological parents, step parents and other caregivers on the Application for Enrolment?

Yes. Part B of the Application for Enrolment contains fields for parents/guardians/carers residing at the same address as the student and for non-residential parents/guardians/carers.

Also in Part C of the Application for Enrolment contains a section for emergency contacts, i.e. persons other than a parent/guardian/carer who may be contacted in the event of an emergency, if the parents/guardians/carers cannot be contacted.

3.5 Under which name should I enrol my child?

Your child should be enrolled under the name contained on their birth certificate or other legal name registered with the Registry for Births, Deaths and Marriages.

3.6 Who needs to be listed as a parent/guardian/carer on the Application for Enrolment?

All parents/guardians/carers with legal parental responsibility must be listed on the Application for Enrolment and their contact details must be provided.

If there are any Family Court Orders or Parenting Plans, which have been issued in relation to the enrolling child, these must be noted on Part C of the Application for Enrolment and a copy must be provided to the College.

Where there is a Family Court Order stating that one parent has sole parental responsibility, it is only necessary for that parent to be listed on the Application for Enrolment. However, the other parent or any other guardians/carers may be listed as an emergency contact person, if the Family Court Order permits. In all other circumstances, both parents must be listed on the Application for Enrolment, unless extenuating circumstances apply.

3.7 How do I fill out my child's Application for Enrolment?

All questions in the Application for Enrolment must be answered to ensure the health and safety of students, staff and visitors on the College's premises.

The information provided will assist the College to communicate with you and care for your child while at the College.

In the event that statements made in the Application for Enrolment later prove to be false or misleading, any decision made as a result of the application may be reversed. False or misleading information can also impact upon the College's ability to meet its duty of care to your child and other students, and to meet your child's educational needs.

3.8 Which documents need to be provided with the Application for Enrolment?

Copies of the following documents must be provided with the completed Application for Enrolment (where applicable):

- Student Birth Certificate
- Student Baptismal, Reconciliation, Eucharist and Confirmation Certificates
- Immunisation History Statement
- Asthma Management Plan
- Anaphylaxis Management Plan
- Other relevant medical and/or additional needs information including assessments and documentation from allied health professionals/medical practitioners
- Relevant Family Court Orders (such as Intervention Orders, Family Court/Federal Circuit Court Orders)
- Visa Documentation

The College may request further information relevant to your child at the time of enrolment.

In circumstances where there are current court orders relating to your child, these must be noted in the Application for Enrolment and provided to the College. Any subsequent court orders must be provided to the College when they are received by the parent/guardian/carer. This is a positive ongoing obligation on the parent/guardian/carer to supply to the College.

You may be required to provide additional information if your child is not an Australian citizen.

If your child is a permanent resident of Australia 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 not an Australian citizen, you will also need to provide:

- passport or ImmiCard and
- current visa grant notice for the student.

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
- authority to enrol or evidence of permission to transfer issued by the International Student Centre and
- evidence of the visa for which the student has applied (if the student holds a bridging visa).

3.9 What if my child has additional needs or requires accommodations and/or learning adjustments?

The College welcomes parents/guardians/carers who wish to enrol a child with additional needs or who requires accommodations and/or learning adjustments. The College will do everything reasonably possible to accommodate your child's needs.

The process for enrolling students with additional needs or who require accommodations and/or learning adjustments should be the same as that for enrolling any student, and should conform to the enrolment process (refer to the [Enrolment Policy](#)).

The College will collaborate to ensure coordination and consistency of the [Enrolment Policy](#). The College will comply with the relevant Australian and Victorian government legislation when considering the enrolment of a child with additional learning needs.

Part C of the Application for Enrolment requires any additional needs, disabilities, impairments, disorders and/or injuries to be listed.

If this is applicable to your child, you will need to provide written details of those needs and any assessment/intervention/support that your child may currently be receiving, together with relevant supporting documentation from appropriate medical or allied health professionals.

The College will regularly assess its ability to provide services based upon those needs. By completing and signing the Application for Enrolment, if your child's enrolment is successful, you agree to advise the College promptly of any changes to the needs of your child with appropriate supporting documentation.

The information which is provided on Page 6 of the Application for Enrolment will not, in itself, be a reason for accepting or rejecting an enrolment application for your child. Rather this information will assist the College to determine whether there are any reasonable adjustments which your child requires in order to accommodate their individual needs.

It is important that you inform the College, from the outset, about any additional needs, disabilities, impairments, disorders, injuries or learning difficulties your child has, so that the College can work with you and your child to make reasonable adjustments to enable your child to access the curriculum.

It is also important that you update the College if your child's circumstances change and make available the appropriate advice from medical and allied health professionals about your child's changed circumstances. The College may be unable to implement reasonable adjustments for your child if the College is not informed and updated about your child's needs.

3.10 Why do I need to include information about parent's/guardians'/carers occupation and education/

Part B of the Application for Enrolment requires parent/guardian/carer details, including occupation, highest year of school education and level of highest qualification.

This requirement relates to the National Goals for Schooling in the 21st century which was agreed upon by all Australian Education Ministers. The goals specifically state that schooling should be social just, so that students' outcomes from schooling are free from the effects of negative forms of discrimination based on sex, language, culture and ethnicity, religion or disability and differences arising from students' socio-economic background or geographic location.

To ensure that this goal is being achieved, all parents across Australia, no matter where their child attends school, are asked to provide information about their family background. The information which you provide is voluntary, however it will assist in assessing whether this goal is achieved.

This information is also used to break the patterns of inequality in student outcomes by targeting funds at schools with a higher density of students from low socio-economic backgrounds, who are most at risk of not achieving satisfactory outcomes in literacy and numeracy. Inaccurate or out of date data can potentially disadvantage the College when it comes to this equity funding. When no parental occupation or education information is provided, the occupation and education group defaults to the highest group. This group does not contribute in the formula for determining equity funding.

To assist with completing Part B of the Application for Enrolment, a detailed list of occupation groups can be found in Appendix 1. These groups are used by the Australian Bureau of Statistics to classify occupations.

3.11 Why do I need to include my child's residential address?

Residential addresses of students and parents/guardians/carers are required to be supplied annually to the Australian Government Department of Education and Training (DET). The information is used by DET to inform the Commonwealth School Education Policy and in the calculation of the Commonwealth's needs-based funding arrangements for non-government schools.

3.12 How will the information provided in the Application for Enrolment be used?

Catholic College Sale Ltd and the Diocese of Sale Catholic Education Ltd (DOSCEL) will use and disclose personal information it collects through the Application for Enrolment to carry out relevant functions and activities, in particular educational, administrative and support purposes and for other related purposes.

In relation to personal information of students and parents/guardians/carers, the College's primary purpose of collection is to provide the necessary information to support the education of the student. This includes satisfying the needs of parents/guardians/carers, the student, the College throughout the whole period the student is enrolled at the College.

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

- school service providers (entities and individuals) that provide administrative and financial services, educational, support and health services to the College and DOSCEL
- third party service providers that provide the College and DOSCEL educational support services, online tools, applications (apps)
- third party providers that provide document and data management services
- other parties engaged by the College and DOSCEL that support or enhance the educational or pastoral care services for students
- Federal and State government departments and agencies
- people providing services to the College including specialist visiting teachers
- recipients of publications, such as newsletters, magazines or publications on the College or DOSCEL websites
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority
- another school to facilitate the enrolment of a student
- medical practitioners and other health service providers
- student's parents/guardians/carers and their emergency contacts (about students in their care)
- anyone to whom you authorise the College and DOSCEL are otherwise required or authorised to disclose the information to by law, including under child protection laws

Please refer to the Privacy Policy for further information

3.13 Can I transfer my child's enrolment to another Catholic School in the Diocese of Sale?

All Catholic schools in the Diocese of Sale are separate entities that require and Application for Enrolment to be completed at the time of an enrolment.

Where a parent/guardian/carer seeks to change the school that their child is enrolled in or when a student is graduating from primary school and enrolling in secondary school, the student's enrolment cannot automatically be transferred to another school.

In these cases, a new Application for Enrolment is required to be completed and submitted to the Catholic school that you wish to apply.

If a parent/guardian/carer does choose to enrol their child in another school and that enrolment is accepted, the previous school may share information collected in the Application for Enrolment with other Catholic schools within the Diocese of Sale. This includes Catholic College Sale Ltd.

Further information relevant to your child's enrolment may be provided to the next school. This information may relate to a student's personal, achievement and health information. Providing this student information will assist with ensuring that the new school can meet its duty of care to your child and other students, and to meet your child's educational needs.

3.14 In what circumstances can the enrolment be terminated?

A student's enrolment may be terminated at the initiative of the College or the parents/guardians/carers. Prior to the College determining that a student's enrolment is to be terminated, approval must be sought from the College Board.

Should it be determined by the College to terminate the enrolment of any student, written notice will be provided outlining the reasons for termination, which may include, but is not limited to, failure to comply with the Code of Conduct and other policies of the College or DOSCEL, as varied or replaced from time to time.

Should you decide to withdraw your child from the College, a term's notice is required. If notice is not provided, full fees and levies will need to be paid for the full term. This notice period may be reduced or waived in special circumstances.

4. Frequently Asked Questions about School Fees

As well as school fees, there are separate levies. These levies can be for excursions, specialist sports or non-standard subjects such as off campus subjects, music lessons or special bus charges.

All school fees and levies collected will be retained by the College and utilised for the benefit of students for educational, administrative or support purposes.

4.1 Will I have to pay an administration or enrolment fee?

At the time of submitting an Application for Enrolment form you will be required to pay an administration fee. This fee is non-refundable. Upon offer of an enrolment you will be required to pay an enrolment fee. Please feel free to contact the College to discuss this.

4.2 What will the school fee and levies be each year?

The annual fees and levies are set in Term 4 each year and a Fee Schedule is provided to all families.

4.3 When are school fees and levies payable and what are the payment methods available?

Direct Debit is the Colleges' preferred payment arrangement if the account is not going to be paid in full each year. The College can be contacted to discuss payment arrangements.

4.4 What if my child does not attend an excursion/camp/swimming/sport activity?

The College budget's curriculum based excursions/camps/swimming/sports activity income on the premise that all students are to participate.

4.5 Who is responsible for the payment of the school fees and levies?

Each person who signs Part E of the Application for Enrolment accepts legal responsibility for payment of school fees and levies incurred for the entire period of the enrolment of the student.

Payment of fees is subject to the terms and conditions contained in this Enrolment Handbook, the [Enrolment Policy](#) and application school fee policy.

Where there is more than one person signing Part E of the Application for Enrolment:

- only one account will be issued in the name of all individuals listed on the Application for Enrolment unless otherwise indicated
- each person is independently and jointly responsible for payment of the whole of the fees, meaning the College can (at its discretion) seek to recover the whole of the fees from any one parent/guardian/carer or any combination of them unless otherwise indicated
- notice to any one parent/guardian/carer is taken to be notice to all parents/guardians/carers
- each individual consents to their personal information in relation to this account (including payments made or overdue) being disclosed to each other individual on the account or to other third parties in the case that recovery proceedings are required
- amendments to fee payment arrangements can only be made in writing.

Please note, the above will apply unless, and to the extent, circumstances demand otherwise (for example as a result of any applicable court orders). Please contact the Principal to discuss if you have any concerns in this regard.

4.6 What assistance is available if I am finding it difficult to pay school fees and levies?

If you are experiencing financial hardship or have difficulty paying fees and levies by the required date, please speak to the Principal or the Business Manager. Variations to the timing of payments can be arranged with the Principal or Business Manager if required.

There are also two categories under which an application for a fee concession can be made.

Category One Concession – Eligible Centrelink Concession Card Holders

Fee concession is available to parents/guardians/carers responsible for payment of fees who hold a Centrelink Concession Card, listing the student/s for which the concession is to be applied and who is eligible for the Victorian Government Camps, Sports, and Excursion Funding (CSEF).

Category Two Concession – Special Consideration

Any family experiencing genuine financial hardship, and is not eligible under Category One Concession, is encouraged to apply for special consideration. The financial hardship may be the result of a range of issues that have impacted significantly on the family's ability to pay the standard school fees and levies.

All special consideration concession applications require the provision of supporting documentation to substantiate financial hardship and are subject to an assessment process.

4.7 What happens when payment of outstanding school fees and levies are not made by the agreed time?

Payment of outstanding fees must be made in full within seven days of the due date, unless a payment arrangement is agreed by the College. If outstanding fees are not paid, or terms of a payment agreement cannot be agreed, the College reserves the right to send the fees account to an external collection agency for recovery.

Where payment is not made by the agreed time, debt recovery action may be commenced against any one or all of the parents/guardians/carers responsible for payment or any combination of them, unless otherwise indicated.

The College may charge the parents/guardians/carers for and the parents/guardians/carers indemnify the College from all costs and expenses (including without limitation all legal costs and expenses on an indemnity basis incurred by the College resulting from the default (failure to pay) or in taking action to enforce compliance with these terms and conditions.

5. Learning

The College meet obligations set by both the Australian and Victorian Governments in relation to curriculum, assessment and reporting.

As a Catholic College community we value a love of learning and the pursuit of personal excellence. We are committed to rich engagement, academic achievement, and the full development of the unique skills of all members of the community.

The curriculum offered from Years 7 – 10 is designed to provide all students with a wide variety of educational experiences that will adequately prepare them for further study in the **Victorian Certificate of Education (VCE)** or **Victorian Certificate of Education Vocational Major (VCE VM)**, and enable them to take their place in society as well educated, responsible adults. Our curriculum offers subjects from each of the disciplines and include interdisciplinary teaching and learning, in addition to Religious Education.

A full list of subjects offered at the College is available in the [Curriculum Handbook](#) .

Students wishing to study VET or a Unit ½ VCE subject in Year 10 or Unit ¾ subject in Year 11 will need to meet our [Graduate Criteria](#).

6. Policies

The following policies, as varied or replaced from time to time, apply to your child's enrolment and are available on the College website www.ccsale.catholic.edu.au.

- Child Safety and Wellbeing Policy
- Privacy Policy
- Student Attendance Policy
- Anti-Bullying and Prevention Policy
- Parent-School Relationship Code of Conduct
- Enrolment Policy
- Tuition Fees Policy
- Complaints Management Policy

Additional policies, as varied or replaced from time to time, that may apply to your child's enrolment will be made available by the College at the time of enrolment.

By enrolling your child in the College, you agree that you will abide by the policies outlined above, as varied or replaced from time to time, and that you will encourage your child to do the same.

Failure to comply with the above policies, as varied or replaced from time to time, may result in termination of your child's enrolment. For further information about the grounds on which your child's enrolment may be terminated, see section **3.14**.

7. Communication

7.1 General guidelines regarding communication

If you wish to discuss your child's learning or experiences at school, you should make an appointment to meet with the Assistant Principal for Learning and Teaching.

7.2 Complex family situations

The College must be provided with any Family Court Orders and/or parenting plans. The College is not a party to any court orders relating to parenting and therefore not bound by them and cannot enforce them. However, it is important that the College is aware of the arrangements which are in place.

When considering communication with separated parents, the College will refer to these orders/plans. Particular attention will be paid where there are protection orders or family violence intervention orders in place, prohibiting a parent's contact with a child.

In cases where there is joint parental responsibility for a child by court order (and no relevant protection order or family violence intervention order), the College will copy in both parents to any communications. In cases such as where the student is sick or there is non-attendance, the College will contact the parents/guardians/carers listed

under Part B of the Application for Enrolment and will also assess whether there is any court order stating which parent must be notified of absences.

8. Complaints

The College recognises that it is in the best interest of students for there to be a trusting and co-operative relationship between parents/guardians/carers and the College. Complaints are an important way for the College community to provide information and feedback. The College considers that every complaint provides a valuable opportunity for reflection and learning.

The College recognises a parents/guardians/carers right to make a complaint and its responsibility to provide a framework within, which efforts can be made to resolve complaints.

It is the Colleges' belief that parent/guardian/carer complaints are best handled at the College in an environment where individuals feel able to speak up about issues concerning the education of their children.

An effective complaint-handling system has a clear process for resolving complaints, treats people fairly, is timely and provides those people involved in a complaint with a fair opportunity to respond to issues and to present their views.

While the College Board is the regulatory body, the College is empowered, in the first instance, to manage grievances and complaints at the school level, where possible.

8.1 Raising a complaint

Parents/guardians/carers of students attending the College who have a complaint should, in the first instance, make the complaint to the Principal, except when the complaint is about the Principal or the College.

Complaints about the Principal should be referred to the College Board Chair.

The College should always be your first point of contact. The College needs to know if you have any concerns about your child's education. Teaching and learning works best when parents/guardians/carers and teachers talk to each other and work together to solve any problems.

The College is required to develop, maintain and publicise a fair, effective and efficient complaint-handling process, so that complaints about events or decisions at the College can be addressed. You are always welcome to ask about, and request a copy of the College policy and procedure.

8.2 Contacting the College

The Principal is responsible for the efficient and effective organisation, management and administration of the College, including the complaint handling processes.

When addressing a complaint, it is expected that parents/guardians/carers and College personnel will:

- show respect and understanding of each other's point of view
- operate within applicable legislation
- acknowledge that their goal is to achieve an outcome acceptable to all parties
- act in good faith and in a calm and courteous manner
- recognise that all parties have rights and responsibilities which must be balanced.

Any appointments to speak with College staff about a complaint should be made and conducted in accordance with the College's complaint handling procedure.

When contacting the College:

- plan what you will say so you can clearly explain what the problem is (you might want to make some notes to assist you)
- have some ideas about how the problem could be resolved realistically
- talk about the problem with the relevant staff member by telephone or organise a face-to-face meeting. Most problems can be solved this way
- if you still have a concern, you may want to speak to the Principal.

Appendix 1. College Family Occupation Groups

Occupation Group A

Senior management in large business organisation, government administration and defence, and qualified professionals are included in this group.

- **Senior executive/manager/department head**
in industry, commerce, media or other large organisations
- **Public service manager (section head or above)**
regional director, health/education/police/fire services administrator
- **Other administrator**
school principal, faculty head/dean, library, museum or gallery director, research facility director
- **Defence forces**
commissioned Officer
- **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 and teach others
- **Health, education, law, social welfare, engineering, science, computing**
professional
- **Business**
management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer
- **Air/sea transport**
aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller

Occupation Group B

Other business managers, arts/media/sportspersons and associate professors are included in this group.

- **Owner/manager**
farm, construction, import/export, wholesale, manufacturing, transport, real estate business
- **Specialist manager**
finance, engineering, production, personnel, industrial relations, sales, marketing
- **Financial services manager**
bank branch manager, finance/investment/insurance broker, credit/loans officer

- **Retail sales/service manager**
shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency
- **Arts/media/sports**
musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsperson, coach, trainer, sports official
- **Health, education, law, social welfare, engineering, science, computing technician/associate**
professional
- **Business/administration**
recruitment/employment/industrial relations/training officer, market research analyst, technical sales representative, retail buyer, officer/project manager
- **Defence forces**
senior non-commission officer (Senior NCO)

Occupation Group C

All tradesmen/women, clerks and skilled office, sales and service staff are included in this group.

- **Tradesmen/women**
generally, have completed four-year Trade Certificate, usually by apprenticeship
- **Clerks**
bookkeeper, bank officer/post office clerk, statistical/actuarial clerk, accounting/claims/audit clerk, purchasing/order clerk, bond clerk, customs agent, customer services clerk, admissions clerk
- **Skilled office**
sales and service staff
- **Office**
secretary, personal assistant, desktop publishing operator, switchboard operator
- **Sales**
company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher
- **Service**
aged/disabled/refuge/childcare worker, nanny meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor

Occupation Group D

Machine operators hospitality staff, assistants, labourers and relate workers are included in this group.

- **Drivers, mobile plant, production/processing machinery and other machinery operators**
- **Hospitality staff**
hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper
- **Office assistants, sales assistants and other assistants**
- **Office**
typist, word processing/data entry, business machine operator, receptionist, office assistant
- **Sales**
sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker
- **Assistant/aide**
trade's assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant
- **Labourers and related work**
- **Defence Forces**
ranks below senior NCO not included in other categories
- **Agriculture, horticulture, forestry, fishing, mining worker**
farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand
- **Other worker**
Labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor.