



**Catholic Regional College  
Caroline Springs**

# APPLICATION FOR ENROLMENT YEAR 7, 2022

Please complete **ALL** sections and return to CRCCS no later than **Friday 21 August 2020**. Forms may be lodged at the College office between 8:30am and 4pm

Student Details		
Victorian Student Number (VSN):		
Entry Year Level (eg: Year 7):	Entry Year (eg: 2022)	
Surname:		
Given name:	Preferred name:	
Date of birth:     /     /	Gender (Please tick): <input type="checkbox"/> Male <input type="checkbox"/> Female	
Residential address:		
Suburb:	State:	Postcode:
Home Phone:	Religion:	
Parish:	Language spoken at home:	
Nationality:	Country of birth:	
Is the student of Aboriginal or Torres Strait Islander? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Aboriginal		
<input type="checkbox"/> Torres Strait Islander		
<input type="checkbox"/> Both (Aboriginal and Torres Strait Islander)		

Sacraments		
<input type="checkbox"/> Baptism     /     /	<input type="checkbox"/> Reconciliation     /     /	
<input type="checkbox"/> Eucharist     /     /	<input type="checkbox"/> Confirmation     /     /	
Please provide photocopies		

Previous School	
Current school attending:	
Deputy Principal Name:	Phone:
As part of the transition process a representative from Catholic Regional College Caroline Springs will make contact with your child's previous school.	

Parish Information	
You are required to obtain the signature of the Catholic Parish Priest in your area prior to submitting this application. Applications will not be accepted without the recommendation.	
Parish name:	Priest name:
Thanksgiving envelope number:	Priest signature:



Parents/Carers Details			
Mother/Carer		Father/Carer	
Relationship to Student (ie; mother, stepmother)		Relationship to Student (ie; father, stepfather)	
Lives in the home with student: <input type="checkbox"/> Yes <input type="checkbox"/> No		Lives in the home with student: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If No please specify: <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Deceased		If No please specify: <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Deceased	
If 'shared care', percentage of time spent with this student:  -----%		If 'shared care', percentage of time spent with this student:  -----%	
Is this person responsible for payment of fees/levies: <input type="checkbox"/> Yes <input type="checkbox"/> No Percentage _____%		Is this person responsible for payment of fees/levies: <input type="checkbox"/> Yes <input type="checkbox"/> No Percentage _____%	
Is this person to receive correspondence from the College: <input type="checkbox"/> Student report <input type="checkbox"/> Accounts <input type="checkbox"/> SMS and emails		Is this person to receive correspondence from the College: <input type="checkbox"/> Student report <input type="checkbox"/> Accounts <input type="checkbox"/> SMS and emails	
Title:		Title:	
Surname:		Surname:	
Given name:		Given name:	
Date of birth:     /     /		Date of birth:     /     /	
Residential address:		Residential address:	
Suburb:	Postcode:	Suburb:	Postcode:
Postal address:		Postal address:	
Home phone:		Home phone:	
Mobile:		Mobile:	
Email:		Email:	
Religion:		Religion:	
Parish:		Parish:	
Nationality:		Nationality:	
Country of birth:		Country of birth:	
Language spoken at home:		Language spoken at home:	
Occupation:		Occupation:	
Company name:		Company name:	
Work phone:		Work phone:	
Work email:		Work email:	
Employer address:		Employer address:	
What is the occupation group (tick one only). (Please refer to the attached parent occupation group) <input type="checkbox"/> Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C <input type="checkbox"/> Group D <input type="checkbox"/> Group N		What is the occupation group (tick one only). ( Please refer to the attached parent occupation group) <input type="checkbox"/> Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C <input type="checkbox"/> Group D <input type="checkbox"/> Group N	
What is the highest year of primary or secondary completed? <i>(Tick one only) (For person who has never attended school, mark 'Year 9 or equivalent)</i> <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 12 or equivalent		What is the highest year of primary or secondary completed? <i>(Tick one only) (For person who has never attended school, mark 'Year 9 or equivalent)</i> <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 12 or equivalent	
What is the level of the highest qualification the mother/carer has completed? <i>(Tick one only)</i> <input type="checkbox"/> Non-School <input type="checkbox"/> Certificate I to IV (including trade Certificate) <input type="checkbox"/> Advanced diploma/Diploma qualifications <input type="checkbox"/> Bachelor degree or above		What is the level of the highest qualification the father/carer has completed? <i>(Tick one only)</i> <input type="checkbox"/> Non-School <input type="checkbox"/> Certificate I to IV (including trade Certificate) <input type="checkbox"/> Advanced diploma/Diploma qualifications <input type="checkbox"/> Bachelor degree or above	

**Court Orders (If applicable)**

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

If Yes, a copy must be provided upon confirmation of enrolment.

**Emergency Contact other than parent**

## Emergency Contact 1

Name: \_\_\_\_\_  
 Relationship to child: \_\_\_\_\_  
 Home phone: \_\_\_\_\_  
 Mobile number: \_\_\_\_\_

## Emergency Contact 2

Name: \_\_\_\_\_  
 Relationship to child: \_\_\_\_\_  
 Home phone: \_\_\_\_\_  
 Mobile number: \_\_\_\_\_

**Siblings Attending a school**

Do any of the student's siblings currently attend CRCCS?  Yes  No

Have any of the student's siblings attended CRCCS in the past?  Yes  No

If Yes, please provide details of current or past siblings

Name: \_\_\_\_\_ Current year level or Graduation year \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

## Other children in the family who do not attend CRCCS

Name:	Grade	Current school
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Application to other Catholic Colleges**

Have you applied for enrolment at another Catholic Secondary College?  Yes  No

If Yes, at which other College? \_\_\_\_\_

Which College would be your 1<sup>st</sup> preference? \_\_\_\_\_

**Parent Signatures**

- It is a legal requirement that **both** parents/carers sign form
  - I/We give consent for CRCCS to contact previous schools to collect any relevant health and or educational information held by the previous school
  - To participate fully in the life of the Parish.
  - To attend all College activities including camps, excursions, sports days, parent/teacher interviews etc.
  - To wear full College uniform at all times.
  - To co-operate with teachers and to observe all College rules.
  - To pay school fees in full (or contact the Bursar if difficulties arise).
- Note: Billing arrangements do not affect the primary liability of the Father/Guardian and Mother/Guardian pursuant to the Enrolment Acceptance Forms.
- I/We understand that submitting this application for enrolment does not guarantee the applicants enrolment at the College

Signature of Mother/Carer:

\_\_\_\_\_

Name (Please Print):

\_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Father/Carer:

\_\_\_\_\_

Name (Please Print):

\_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Parent Checklist (Please provide photocopies)**

- Residency (rates notice)
- Birth certificate
- All sacrament certificates (Baptism, Reconciliation, Communion & Confirmation)
- Passport & Visa/Citizenship details (if applicable)

Completed applications should be returned to:

The Registrar  
Catholic Regional College Caroline Springs  
PO Box 3198  
Caroline Springs

Or  
In person at the College Reception

**Office Use Only**

Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Received by: \_\_\_\_\_

Student Code: \_\_\_\_\_



# SCHOOL FAMILY OCCUPATION INDEX PARENT OCCUPATION GROUPS

## OCCUPATION GROUP A SENIOR MANAGEMENT IN LARGE BUSINESS

### ORGANISATIONS, GOVERNMENT ADMINISTRATION AND DEFENCE AND QUALIFIED PROFESSIONALS

#### Senior management in large business organisations

**Senior Executive / Manager / Department Head** in industry, commerce, media or other large organisation

- o **Business** [e.g. chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager]
- o **Media** [e.g. newspaper editor, film/television/radio/stage producer/director/manager]

#### Government administration

- o **Public Service Manager** (Section head or above) [e.g. regional director, hospital/health services/nurse administrator, school principal, faculty head/dean, library/museum/gallery director, research/facility manager, police/fire services administrator]
- o **Defence Forces Commissioned officer**

**Qualified Professionals** – generally have a degree or higher qualifications and experience in applying this knowledge to:

-design, develop or operate complex systems, identify, treat and advise on problems, teach others

*Health, Education, Law, Social Welfare, Engineering, Science, Computing professional, Business, Air/Sea transport*

- o **Health** [e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician]
- o **Education** [e.g. school teacher, university lecturer, VET/special education/ESL/private teacher, education officer]
- o **Law** [e.g. judge, magistrate, barrister, coroner, solicitor, lawyer]
- o **Social Welfare** [e.g. social/welfare/community worker, counsellor, minister of religion, economist, urban/regional planner, sociologist, librarian, records manager, archivist, interpreter/translator]
- o **Engineering** [e.g. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer]
- o **Science** [e.g. scientist, geologist, meteorologist, metallurgist]
- o **Computing** [e.g. IT services manager, computer systems designer/administrator, software engineer, systems/applications programmer]
- o **Business** [e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
- o **Air/sea transport** [e.g. aircraft pilot, flight officer, flying instructor, air traffic controller, ship's captain/officer/pilot]

## OCCUPATION GROUP B

### OTHER BUSINESS OWNERS/MANAGERS, ARTS/MEDIA/SPORTSPERSONS AND ASSOCIATE PROFESSIONALS

#### Business Owner / Manager

- o **Farm/business owner/manager** [e.g. crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager, real estate business]
- o **Specialist manager** [e.g. works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, personnel, industrial relations]
- o **Financial services manager** [e.g. bank branch manager, finance/investment/insurance broker, credit/loans officer]
- o **Retail sales/services manager** [e.g. shop, post office, restaurant, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre/cinema, gallery, car rental, car fleet, railway station]

#### Arts / media / sportspersons

- o **Artist/Writer** [e.g. editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor]
- o **Sports** [e.g. sportsman/woman, coach, trainer, sports official]

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

*Health, Education, Law, Social Welfare, Engineering, Science, Computing technician / Business/administration*

- o **Medical, science, building, engineering, computer technician/associate professional**
- o **Health/social welfare** [e.g. enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician]
- o **Law** [e.g. police officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private, law clerk, court officer, bailiff]
- o **Business/administration** [e.g. recruitment/employment/industrial relations/training officer, marketing/ advertising specialist, market

research analyst, technical sales representative, retail buyer, office/business manager, project manager/administrator, other managing supervisors]

- o **Defence Forces** [e.g. senior non-commissioned officer]
- o **Other** [e.g. library technician, museum/gallery technician, research assistant, proof reader]

## OCCUPATION GROUP C

### TRADESMEN/WOMEN, CLERKS AND SKILLED OFFICE, SALES AND SERVICE STAFF

**Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

#### Tradesmen/women

- o **Trades** [e.g. Electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer]

#### Clerks, Skilled office, sales and service staff

- o **Clerk** [e.g. bookkeeper, bank clerk, PO clerk, statistical/actuarial clerk, accounts/claims/audit/ payroll clerk, personnel records clerk, registry/filing clerk, betting clerk, production recording clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk/despacher, bond clerk, customs agent/clerk, customer inquiry/complaints/service clerk, hospital admissions clerk]
- o **Office** [e.g. secretary, personal assistant, desktop publishing operator, switchboard operator]
- o **Sales** [e.g. company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- o **Carer** [e.g. aged/disabled/refuge care worker, child care assistant, nanny]
- o **Service** [e.g. meter reader, parking inspector, postal delivery worker, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor]

## OCCUPATION GROUP D

### MACHINE OPERATORS, HOSPITALITY STAFF, OFFICE ASSISTANTS, LABOURERS AND RELATED WORKERS

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

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

#### Hospitality, office staff

- o **Sales staff** [e.g. 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, sales demonstrator, shelf stacker]
- o **Office staff** [e.g. typist, word processing/data entry/business machine operator, receptionist]
- o **Hospitality staff** [e.g. hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, fast food cook, usher, porter, housekeeper]
- o **Assistant/aide** [e.g. trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant]

#### Labourers and related workers

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

## GROUP N: Unemployed for more than 12 months

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



# Catholic Regional College Caroline Springs Enrolment Explanatory Statement

## 1. 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 carers, 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 carers must assume a responsibility for maintaining this partnership by supporting the school in furthering the spiritual and academic life of their children.

## 2. Enrolment

- 2.1 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 enrolment form does not guarantee enrolment at the school. If the information requested is not provided, we may not be able to enrol your child.
- 2.2 To meet school and government requirements, you will need to provide the school with a completed enrolment form including, among other things, the information listed below.

<ul style="list-style-type: none"> <li>• Evidence of your child's date of birth, e.g. birth certificate, passport</li> </ul>	<ul style="list-style-type: none"> <li>• Information about the language(s) your child speaks and/or hears at home</li> </ul>
<ul style="list-style-type: none"> <li>• Religious denomination</li> </ul>	<ul style="list-style-type: none"> <li>• Nationality and/or citizenship including the visa subclass granted upon entry to Australia (prior to citizenship being granted) where applicable</li> </ul>
<ul style="list-style-type: none"> <li>• Names and addresses of the child and parents/carers; telephone numbers (home, work, mobile) of parents/carers</li> </ul>	<ul style="list-style-type: none"> <li>• Doctor's name and telephone number</li> </ul>
<ul style="list-style-type: none"> <li>• Names of emergency contacts and their details</li> </ul>	<ul style="list-style-type: none"> <li>• Information on diverse learning needs (for example whether your child requires additional support in relation to mobility, language, social skills development, wellbeing needs, challenging behaviours, adjustments to the curriculum, etc.)</li> </ul>
<ul style="list-style-type: none"> <li>• Specific residence arrangement</li> </ul>	<ul style="list-style-type: none"> <li>• Parenting agreements or court orders, including any guardianship orders</li> </ul>
<ul style="list-style-type: none"> <li>• Certificates of Baptism, Reconciliation, Eucharist, Confirmation (if these sacraments have been completed)</li> </ul>	<ul style="list-style-type: none"> <li>• Parent/ Carer occupation and level of education attained</li> </ul>
<ul style="list-style-type: none"> <li>• 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 the school will be required to administer to the child or healthcare/attendant care needs.</li> </ul>	

- 2.3 After lodgement of this form, school staff may need to request further information, for example in relation to any parenting orders, medical conditions or diverse learning needs that you have noted on the enrolment form. In addition, it is often useful for parents/carers to attend a meeting with school staff prior to enrolment to discuss any additional needs your child may have. An interpreter may be organised, if required.
- 2.4 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 schools. The order of priority is:
  - a. Catholics who live within the Parish boundaries of Caroline Springs, Burnside Heights, Taylors Hill, Hillside, Plumpton and Burnside (west of Westwood drive) and who attend one of the following Catholic primary schools; Christ the Priest Primary School, Resurrection Primary School, St George Preca Primary School, Emmaus Primary School, Cana Primary School.
  - b. Catholics who live within the Parish boundaries of Caroline Springs, Burnside Heights, Taylors Hill, Hillside, Plumpton and Burnside (west of Westwood drive), and who attend non-catholic primary schools.
  - c. Other students within the Parish boundaries of Caroline Springs, Burnside Heights, Taylors Hill, Hillside, Plumpton and Burnside (west of Westwood drive) for whom there are pastoral considerations.

### 3. Fees

- 3.1 The setting of fee levies and other compulsory charges in Catholic 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 welcome 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, while fees remain due and payable.

### 4. Child Safe environment

- 4.1 Catholic school communities have a moral, legal and mission-driven responsibility to create nurturing school environments where children are respected, their voices are heard, and where they are safe and feel safe.
- 4.2 Every person involved in Catholic education, including all parents at our school, has a responsibility to understand the importance and specific role they play individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.
- 4.3 Our school's child safe policies, codes of conduct and practices set out our school's commitment to child safety, and the processes for identifying, communicating, reporting and addressing concerning behaviour and allegations of child abuse. These documents establish clear expectations for all staff and volunteers for appropriate behaviour with children in order to safeguard them against abuse.
- 4.4 Our school has established human resources practices where newly recruited staff, existing staff and volunteers in our school understand the importance of child safety, are trained to minimise the risk of child abuse, and are aware of our school's relevant policies and procedures. Our school also provides ongoing training, supervision and monitoring of staff to ensure that they are suitable to work with children as part of our human resources practices.
- 4.5 Our school has robust, structured risk management processes that help establish and maintain a child safe environment, which involves consideration of possible broad-based risk factors across a wide range of contexts, environments, relationships and activities that children within our school engage in.
- 4.6 Our school, in partnership with families, ensures children and young people are engaged and are active participants in decision-making processes, particularly those that may have an impact on their safety. This means that the views of staff, children, young people and families are taken seriously and their concerns are addressed in a just and timely manner.
- 4.7 Our school's child safety policies and procedures are readily available and accessible. Further details on the Catholic education community's commitment to child safety across Victoria can be accessed by visiting:
  - a. Catholic Education Commission of Victoria Ltd's child safety page [www.cecv.catholic.edu.au/Our-Schools/Child-Safety](http://www.cecv.catholic.edu.au/Our-Schools/Child-Safety)
  - b. Catholic Education Melbourne's child safety page [www.cem.edu.au/Our-Schools/Choosing-a-School/Child-Safety.aspx](http://www.cem.edu.au/Our-Schools/Choosing-a-School/Child-Safety.aspx).

### 5. Terms of enrolment regarding acceptable behaviour

- 5.1 Our school is a community that exemplifies the gospel values of Live Fully Act Justly. 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 the school has a right to feel safe, to be happy and to learn; therefore, we aim to:
  - a. promote the values of honesty, fairness and respect for others
  - b. acknowledge the worth of all members of the community and their right to work and learn in a positive environment
  - c. maintain good order and harmony
  - d. affirm cooperation as well as responsible independence in learning
  - e. foster self-discipline and develop responsibility for one's own behaviour.
- 5.3 The school administration, in consultation with the school community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body. As a term of your child's enrolment, parents and carers are expected to comply with the school's behaviour aims and code of conduct, and to support the school in upholding prescribed standards of dress, appearance and behaviour.
- 5.4 Unacceptable behaviour by a child, or repeated behaviour by a parent or carer that, in the school's view, is unacceptable and damaging to the partnership between parent/carer and school, may result in suspension or termination of the child's enrolment.



6. Terms of enrolment regarding conformity with principles of the Catholic faith
  - 6.1 As a provider of Catholic education, the Principal will take into account the need for the school community to represent and comply with the doctrines, beliefs and principles of the Catholic faith when making decisions regarding matters of school administration, including enrolment. Students and families who are members of other faiths are warmly welcomed at our school. However, the school reserves the 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. 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 their physical, functional, emotional or educational needs, particularly where the school is required to provide additional support to the child.
  - 7.2 Parents and carers must provide accurate and up-to-date information when completing an enrolment form and must supply the school, prior to enrolment, any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may be refused where a parent/carer 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, 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. Enrolment for children with diverse needs
  - 8.1 The school welcomes parents/carers who wish to enrol a child with diverse needs and will do everything possible to accommodate the child's needs, provided that an understanding has been reached between the school and parents/carers 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 diverse 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, individual education 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/carers and the school will work in partnership to achieve these goals
    - d. any limitations on the school's ability to provide the additional assistance requested.
  - 8.2 The process for enrolling students with diverse 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/carers and the child's treating medical/allied health professionals, in order to assess whether:
    - a. the additional assistance remains necessary and/or appropriate to the child's needs
    - b. the additional assistance is having the anticipated positive effect on the child's individual physical, functional, emotional or educational goal
    - c. it remains within the school's ability to continue to provide the additional assistance, given any limitations that may exist.
9. Assessment and updates
  - 9.1 Various opportunities are provided to keep you up to date with your child's progress. You will receive two comprehensive written reports each year and arrangements will be made for at least one interview where you can discuss your child's development with their teacher. In addition, you can always contact the school to arrange a meeting if you have any concerns or wish to receive an update on progress.

Disclaimer: Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy available on its website <http://www.crccs.catholic.edu.au/>