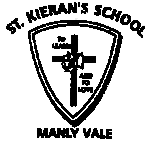




ENROLMENT FORM
DIOCESE OF BROKEN BAY SYSTEMIC SCHOOLS



ST KIERAN'S CATHOLIC SCHOOL 63 Gordon Street MANLY VALE 2093 Ph: 9949 3523 Fax: 9949 2230 skmv@dbb.catholic.edu.au Enrolment Fee: \$55 to be paid on application

STUDENT DETAILS

STUDENT NAME		
Surname:	Entry Year (eg 2009)	Entry Level/Grade (eg Yr 7)
First Name/s:		
Preferred first name:		
Date of Birth:	Religion:	
Sex: Male <input type="checkbox"/>	Female <input type="checkbox"/>	

HOME ADDRESS OF STUDENT

No. and Street Name:	
Suburb:	Home Ph:
Postcode:	Email:

EMERGENCY CONTACT INFORMATION
(to be used in the event of an emergency if parents cannot be contacted, eg grandparent or friend)

Contact 1		Contact 2	
Name:		Name:	
Relationship to student:		Relationship to student:	
Ph:	Mobile:	Ph:	Mobile:

SACRAMENTAL INFORMATION

Baptism	Date:	Parish:
Confirmation	Date:	Parish :
Reconciliation	Date:	Parish :
Communion	Date:	Parish :
Current Parish:		

KINDERGARTEN ENROLMENTS ONLY

What type(s) of care outside of home did this student have prior to enrolling at school? (Choose the type accessed in the year prior to school.)

Long day care <input type="checkbox"/> Family day care <input type="checkbox"/> Occasional care <input type="checkbox"/> Pre-school..... <input type="checkbox"/> Playgroup..... <input type="checkbox"/> Other care (please specify).....	Extent of prior to school care Up to 6 hours per week <input type="checkbox"/> Up to 12 hours per week <input type="checkbox"/> 12 hours to fulltime each week..... <input type="checkbox"/> Write the name of the pre-school or long day care or other prior to school service used <div style="border: 1px solid black; width: 100%; height: 20px;"></div>
--	--

STUDENT DETAILS

PREVIOUS SCHOOL / PRE-SCHOOL PERMISSION

Name of previous school / pre-school:

I / We give permission for school to contact previous school or pre-school Yes No

NATIONALITY

Government requirement

Nationality

In which country was the student born?

Australia Other – please specify

Government requirement

Is the student of Aboriginal or Torres Strait Islander origin?
(For persons of both Aboriginal and Torres Strait Islander origin, mark both "Yes" boxes)

No
Yes, Aboriginal
Yes, Torres Strait Islander

RESIDENTIAL STATUS - please indicate below:

(original documents to be sighted and copies to be retained by school)

- Australian citizen (Naturalisation Certificate or Australian passport if Country of Birth if not Australia)
- Permanent resident (passport if Country of Birth is not Australia)
- Temporary resident (passport and visa)
- Foreign National without residential status (passport and visa)
- Other/Visitor/Student/Passport/Other/Visa (passport and visa)

Government requirement

Does the student or their mother/guardian or their father/guardian speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)

		<i>student</i>	<i>mother/guardian</i>	<i>father/guardian</i>
No	English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Other – please specify

MEDICAL INFORMATION

Doctor's Name:

No. and Street Name:

Suburb: Postcode: Phone:

Medicare No: Private Health Fund:

Medical Conditions: *Please specify any medical conditions the student suffers from, eg asthma, diabetes and/or any prescribed medication taken by the student.*

Allergies: *Please list any known allergies the student has, eg allergy to nuts, penicillin, bee stings including specific details:*

.....

.....

Has the student been diagnosed as being at risk of anaphylaxis? Yes No

If yes, does the student have an EpiPen? Yes No

STUDENT DETAILS

Immunisation: Please indicate if the student has been immunised against the following:

	<i>please circle</i>	Date of Immunisation
Hepatitis B	Yes / No
Diphtheria-Tetanus-Whooping Cough	Yes / No
<i>Haemophilus Influenzae</i> type b (Hib)	Yes / No
Polio	Yes / No
Pneumococcal disease	Yes / No
Rotavirus	Yes / No
Measles-Mumps-Rubella	Yes / No
Meningococcal C disease	Yes / No
Chickenpox	Yes / No
Human Papillomavirus (HPV) (12–18 yrs)	Yes / No

This application gives you the opportunity to provide information that will facilitate the smooth transition of your child into our school. It will assist the school to develop appropriate strategies to meet the particular needs of your child.

If the information provided is incomplete or misleading, any decision made as to enrolment may be revised.

SPECIAL NEEDS

Does your child have:

- | | | |
|---|--|---|
| autism <input type="checkbox"/> | behaviour disorders <input type="checkbox"/> | a hearing impairment <input type="checkbox"/> |
| an intellectual disability <input type="checkbox"/> | a language disorder <input type="checkbox"/> | mental health issues <input type="checkbox"/> |
| a physical disability <input type="checkbox"/> | a vision impairment <input type="checkbox"/> | ADD / ADHD <input type="checkbox"/> |
| giftedness <input type="checkbox"/> | difficulties in the basic areas of learning <input type="checkbox"/> | |
| acquired brain injury <input type="checkbox"/> | other (please specify)..... | |
| none of the above <input type="checkbox"/> | | |

What accommodations and/or **learning** adjustments, if any, were provided for your child in his/her **previous school/pre-school**?

- | | | |
|--|---|----------------------------------|
| alternative teaching and learning strategies <input type="checkbox"/> | signing <input type="checkbox"/> | braille <input type="checkbox"/> |
| a reader or scribe <input type="checkbox"/> | access to technology <input type="checkbox"/> | |
| modifications to equipment, furniture and learning spaces <input type="checkbox"/> | personal carer support <input type="checkbox"/> | |
| other (please specify)..... | | |

HEALTH AND SAFETY

To your knowledge, is there anything in your child's history or circumstances (including medical history) which might pose a risk of any type to him or her, other students, or staff at this school? Yes No

If yes please provide a brief description:

.....

.....

.....

STUDENT DETAILS**HEALTH AND SAFETY (cont)**

Please provide names and contact details of health professionals or other relevant agencies that have knowledge of these issues

.....

.....

Does your child have any history of violent behaviour? Yes No

Does your child have any history of behavioural problems (including verbal bullying)? Yes No

Has your child ever been suspended or expelled from any previous school? Yes No

If yes, was this for

• Actual violence to any person? Yes No

• Possession of a weapon or any item used to cause an injury? Yes No

• Intimidation, bullying or harassment of students or staff at a school? Yes No

• Threats of violence? Yes No

• Illegal drugs? Yes No

• Other (please specify)

I / We will provide written consent to the school on request to contact health professionals or other relevant agencies Yes No

FAMILY DETAILS**FAMILY MAILING DETAILS**

Leave address blank if same as student home address

School mail to be sent to:

Name:

Address:

Postcode:

FAMILY BILLING DETAILS

Leave address blank if same as student home address

School accounts to be sent to:

Name:

Address:

Postcode:

MOTHER / GUARDIAN

Surname: Title: (eg Mrs/Ms/Dr) First Name:

Address: (leave blank if same as student address)

Home Ph: Business Ph: Mobile: Email:

Occupation: **Government requirement** What is the occupation group?
(select from list of parental occupation groups on page 6)

Religion: Nationality:

Country of Birth: Australia Other please specify:

Government requirement **What is the highest year of primary or secondary school the mother/guardian has completed:**
(for persons who have never attended school, mark 'Year 9 or equivalent or below')

Year 9 or equivalent or below Year 10 or equivalent Year 11 or equivalent Year 12 or equivalent

Government requirement **What is the level of the highest qualification the mother/guardian has completed:**
(mark one box only)

No non-school qualification Certificate I to IV (including trade certificate) Advanced diploma/Diploma Bachelor degree or above

FAMILY DETAILS

FATHER / GUARDIAN			
Surname:		Title: (eg Mr/Dr)	First Name:
Address: (leave blank if same as student address)			
Home Ph:		Business Ph:	Mobile: Email:
Occupation:		Government requirement	What is the occupation group? <input type="checkbox"/> (select from list of parental occupation groups on page 6)
Religion:		Nationality:	
Country of Birth:		Australia <input type="checkbox"/> Other <input type="checkbox"/> please specify	
Government requirement	What is the highest year of primary or secondary school the father/guardian has completed: (for persons who have never attended school, mark 'Year 9 or equivalent or below')		
Year 9 or equivalent or below <input type="checkbox"/>	Year 10 or equivalent <input type="checkbox"/>	Year 11 or equivalent <input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/>
Government requirement	What is the level of the highest qualification the father/guardian has completed: (mark one box only)		
No non-school qualification <input type="checkbox"/>	Certificate I to IV (including trade certificate) <input type="checkbox"/>	Advanced diploma/Diploma <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/>

SIBLINGS ATTENDING A SCHOOL / PRE-SCHOOL			
List all children in your family attending school or preschool (from oldest to youngest) – include applicant.			
Name	School / Pre-school	Year/Grade (current calendar year)	Date of Birth (preschool only)

COURT ORDERS (if applicable)	
Are there any current court orders relating to the student? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>If yes, copies of these court orders eg AVOs, Family Court/Federal Magistrate Court orders or other relevant court orders must be provided.</i>	
Is there other information you wish the school to be aware of?	
.....	
.....	
.....	

Government Requirement	LIST OF PARENTAL OCCUPATION GROUPS		
Group 1	Group 2	Group 3	Group 4
Senior management in large business organisation, government administration and defence, and qualified professionals	Other business managers, arts/media/sportspersons and associate professionals	Tradesmen/women, clerks and skilled office, sales and service staff	Machine operators, hospitality staff, assistants, labourers and related workers
<p>Senior executive/manager/ department head in industry, commerce, media or other large organisation.</p> <p>Public service manager (Section head or above), regional director, health/education/police/fire services administrator</p> <p>Other administrator school principal, faculty head/dean, library/museum/gallery director, research facility director</p> <p>Defence Forces Commissioned Officer</p> <p>Professionals generally have 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.</p> <p>Health, Education, Law, Social Welfare, Engineering, Science, Computing professional</p> <p>Business management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer</p> <p>Air/sea transport aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller</p>	<p>Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business</p> <p>Specialist manager finance/engineering/production/personnel/industrial relations /sales/marketing</p> <p>Financial services manager bank branch manager, finance/investment/insurance broker, credit/loans officer</p> <p>Retail sales/services manager shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency</p> <p>Arts/media/sports musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official</p> <p>Associate professionals generally have diploma/technical qualifications and support managers and professionals.</p> <p>Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional</p> <p>Business/administration recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager</p> <p>Defence Forces senior Non-Commissioned Officer</p>	<p>Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. <u>All tradesmen/women are included in this group.</u></p> <p>Clerks bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording / registry / filing clerk, betting clerk, stores / inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk</p> <p>Skilled office, sales and service staff</p> <p>Office secretary, personal assistant, desktop publishing operator, switchboard operator</p> <p>Sales company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher</p> <p>Service aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor</p>	<p>Drivers, mobile plant, production/processing machinery and other machinery operators</p> <p>Hospitality staff hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper</p> <p>Office assistants, sales assistants and other assistants</p> <p>Office typist, word processing/data entry/business machine operator, receptionist, office assistant</p> <p>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</p> <p>Assistant/aide trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant</p> <p>Labourers and related workers</p> <p>Defence Forces ranks below senior NCO not included above</p> <p>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</p> <p>Other worker labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor</p>

AGREEMENT
Please circle your choices

1. I/We agree to support school policies in relation to program of studies, sport, pastoral care, school uniform, discipline and the general operation of the school.
2. I / We have included copies of the following documents with this application for enrolment:
(please tick appropriate boxes)
 - Birth Certificate *
 - Sacramental Certificates to date
 - Passport, visa, citizenship documentation (if applicable) *
 - Most recent previous school reports and external test results
 - Current Family Court Orders (if applicable) *
 - Relevant medical and/or special needs information (if applicable)
 - Immunisation Certificate
 - Reports of assessments your child has received for speech, hearing, cognitive (IQ), occupational therapy (if applicable)
 - Parish Priest Reference Form (unless priest has indicated he will forward form direct to school)

*** PLEASE NOTE: ORIGINALS WILL NEED TO BE PRODUCED DURING THE ENROLMENT PROCESS**

3. If this enrolment application is successful I / we agree to honour the financial commitments required by the school as per the Schedule of Fees and Charges.
4. I / We understand that if this application is successful the information that I / we have provided must be kept up to date throughout the period of enrolment, eg change of address, court orders.
5. If this enrolment is accepted I / we agree to support our child's participation in the religious life of the school (eg school liturgies, retreat programs).
6. I / We **give** permission for my/our child's photograph to be used in publications eg school website, Broken Bay News, newspaper publications. Yes No
7. If, in time of emergencies, accidents or serious illness, I / we cannot be contacted I / we **give** permission for the Principal (or their representative) to seek medical attention for my child as required. This may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle. Yes No

I / We have read all of the information in the enrolment package and understand the policies that we will need to abide by should this enrolment application be successful. I / We have read the Standard Collection Notice about the collection and management of the personal information contained in this form. I / We understand that if any misleading information has been provided, or any omission of significant, relevant information made in this application for enrolment, acceptance will not be granted, or if discovered after acceptance the enrolment may be withdrawn.

Signature: _____
Father / guardian

Signature: _____
Mother / guardian

Date: _____

Date: _____

Please note: Acceptance of this application for enrolment is subject to the approval of the school's Enrolment Committee. Acceptance to this school does not constitute acceptance into any other Catholic school (primary or secondary).

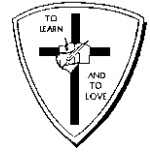


STANDARD COLLECTION NOTICE

Catholic Schools Office Diocese of Broken Bay

1. The School and the Diocese both independently and through its Schools collect personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about pupils is sensitive information* within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.
5. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
6. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes -
 - government departments
 - the Catholic Schools Office
 - the Catholic Education Commission
 - the Diocese of Broken Bay and its parishes
 - systemic Schools within the Broken Bay Diocese and other schools
 - NSW Board of Studies and the Australian Curriculum and Reporting Authority (ACARA)
 - medical practitioners
 - people providing services to the School, including specialist visiting teachers, (sports) coaches, volunteers and counsellors
7. The School from time to time may also collect and disclose personal information about current or prospective students in accordance with the Education Act or child protection legislation.* Information may also be collected and exchanged for the purposes of the NSW Board of Studies and ACARA. Information provided to the NSW Board of Studies and ACARA may be published in accordance with government requirements on the My School website.
8. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines and on our website.
9. Parents may seek access to personal information collected about them and their son/daughter by contacting the School Principal. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.
10. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

* Sensitive information is described in the Guidelines to the National Privacy Principles as information or opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preferences or practices, criminal record or health information about an individual.



Enrolment Section A

The Catholic Community of North Harbour

To be completed by parents who are resident within the parish Catholic Community of North Harbour and who are applying for enrolment of a child at either:

- **St Cecilia’s Catholic Primary School, Balgowlah**
- **St Kieran’s Catholic Primary School, Manly Vale**

Family Name: _____ Child’s Given Name: _____

Given names of parents / guardians: _____

Father’s religion: _____ Mother’s religion: _____

1 Which member of the parish team would you nominate as your referee? _____

2 Where do you attend Mass? _____ How regularly? _____

3 Are you in the parish census? _____

4 Name the ways you contribute to this parish community through time, talent or treasure: _____

5 Is the family involved in other charitable/service/community organizations? If YES, please give details: _____

6 Please share briefly how in your family life you express and live out your relationship with Jesus Christ: _____

This form MUST be presented at time of interview with parish representatives

Confidential Reference from Parish Priest of Residence

If this form is completed by the Parish Priest where the family regularly worships, the completed form is forwarded to the Parish Priest of residence for endorsement.

Family Name: _____

Does this family live in your parish? _____

Do you know them personally? _____

Do they regularly worship and participate in Parish life? _____

Do you know whether they worship elsewhere? _____

Are you willing to accept responsibility for payment of approved Parish levies for support of the school? _____

Please tick:

I recommend this application for enrolment

I give provisional recommendation for this application

I do not recommend this application

Any further comments: _____

Signed: _____

Parish: _____

(if necessary)

Signed: _____

Parish Seal



Diocese of Broken Bay

ENROLMENT POLICY
FOR
DIOCESAN SYSTEMIC SCHOOLS

April 2006

PURPOSE

This policy sets out principles and priorities for enrolment in Diocesan systemic schools. It is addressed to school enrolment committees and to families seeking enrolment.

This policy seeks to develop a fruitful relationship between the local Catholic parish and school community and those families seeking enrolment. It calls parish, school and family to a closer bond of joint accountability for faith development and excellence in education for children. It emphasises the openness of the Catholic school system of Broken Bay to the children of all Catholic families. The policy encourages the local Catholic community, under the leadership of the parish priest and principal, to look upon the time of enrolment as a potential occasion for ongoing evangelisation. The policy calls upon parents to examine their present faith commitments, to develop their role as prime educators of their children in faith and to immerse themselves in the communal, liturgical, ministerial and service dimensions of the parish.

The policy calls the parish priest and principal to work in collaboration with members of the parish to form an enrolment committee. The purpose of an enrolment committee is to assist the parish priest and principal to implement this policy and to develop a ministry of accompaniment within the parish. This ministry demands training and skill development so that the enrolment process is both welcoming and invitational to families and results in realisable commitments on the part of parents and of the parish and school community.

While it is the hope, over time, to provide sufficient classrooms to meet enrolment numbers, the enrolment policy does detail to enrolment committees a way of establishing priorities for acceptance of enrolments where there are more applications than available places. Should these circumstances arise, the enrolment committee will explore alternative placement in a neighbouring Catholic school and /or access to parish catechetical and sacramental programs.

POLICY FRAMEWORK

The following principles provide the basis for this policy:

1. The Catholic school system of Broken Bay contributes to the mission of the Diocese. As a school system, it strives for excellence in education. Such excellence may also be achieved in other educational forums.
The unique contribution of the Diocesan School System is that its purpose is to educate and form students in Catholic discipleship by offering them experiences of following Jesus as members of the Catholic community. Catholic schools have traditionally aimed to support Catholic parents in their role of educating their children in the faith. In a time when many Catholic parents are in need of support, it is also an effort by the Catholic community to provide some direct assistance to children and their families in experiencing what discipleship of Jesus means for those who profess the Catholic faith.
2. Enrolment in a Catholic school is an event in which the local Catholic community reaches out to its families. It is recognised that some of these families have little contact with the Church, and little experience of Catholic discipleship. Enrolment is an opportunity for a new evangelisation for many of these families, and an ongoing evangelisation and a deepening of their faith and involvement in Church life for others.

3. Parents and children enrolling in Catholic schools commit themselves to a parish¹ community that works towards the education, formation and pastoral care of young people. By acceptance of the enrolment the parish community commits itself to supporting the formation of the family in faith. The enrolment committee shall seek to offer enrolment to those Catholic families that have committed themselves to Catholic discipleship, the worshipping community of the parish and the religious values of the Diocese.
4. The priest and principal collaborate to provide spiritual leadership within the local Catholic community. Both participate in the enrolment process. Their leadership is entrusted to members of the local enrolment committee both individually and collectively during the interview and discernment processes.
5. There is an appreciation of differences in enrolment demand within the Diocese and appropriate guidelines will be issued to advise local enrolment committees. The Diocesan School System has limited resources which may limit some options for enrolment. Given these constraints, a school must give first priority to the parish or parishes immediately associated with it.

Normally the school would not accept enrolment from other parishes unless schools in those parishes have no places available.

6. The time of enrolment is an opportunity for dialogue, reflection and mutual discernment about the individual circumstances and spiritual journey of the student in the context of the family and of the life of parish embodied in the school.
7. No student shall be denied enrolment in a Catholic school purely on the basis of a genuine inability to pay fees and other charges.

POLICY CONTENT

8. Priority in enrolment will be given in this order to:
 - children whose Catholic families are known and involved members of the parish
 - children whose Catholic families express through the enrolment process an intention to commit to Catholic discipleship and the worshipping community of the parish
 - children whose Catholic families express an understanding of and commitment to the educational and religious life of the school
 - children whose families of other Christian traditions are known and involved members of their worshipping community and express an understanding of and commitment to the educational and religious life of the school
 - children whose families express an understanding of and commitment to the educational and religious life of the school.
9. Where there are less places than applicants the enrolment committee itself shall determine enrolments in accordance with clause 8 and, based on the dialogue and discernment process with parent(s) (and, in the case of secondary enrolment, students), having regard for such factors as:
 - the expressed commitment to the religious life of the parish and the school

¹ Primary schools generally relate to one parish and secondary schools relate to several parishes. In particular circumstances, due to parish configurations, a school may relate to more than one parish or there may be more than one school in a parish.



-
- prior involvement in sacramental programs
 - prior attendance at a Catholic school
 - participation in Special Religious Education
 - involvement and commitment to another Christian tradition
 - commitment to the life of the Catholic school
 - espoused values, written references
10. The Enrolment Committee may at its discretion in exceptional circumstances accept the enrolment of a child for a pressing pastoral need.
 11. Enrolment Committees must keep records where exceptional cases required a different priority and forward such decisions to the Diocesan Enrolment Committee.
 12. The Diocesan Enrolment Committee shall:
 - determine Diocesan enrolment procedures, including protocols for working with local enrolment committees
 - determine the enrolment capacity of each school
 - determine the proportion of non-Catholics in schools in which there are more places than applicants
 - organise training for local enrolment committees.
 13. While this policy seeks to promote the value of children of families being kept together, in circumstances where children and families are not known and involved members of the parish, the enrolment of siblings cannot be guaranteed. Consideration of the enrolment of siblings must comply with priority order indicated in clause 8.
 14. Enrolment in a secondary Catholic school is regarded as a new enrolment.
 15. Appeals against the decisions of the local enrolment committee shall be directed to the local enrolment committee in writing. Recourse in writing may be made to the Diocesan Enrolment Committee after completion of that appeal process.

SUPPORT DOCUMENTS

POLICY REVIEW

This policy is to be reviewed periodically and not less frequently than once every three years from the date of implementation of the policy.

POLICY DATES

Policy date of completion of formulation and adoption	November 2001
Date of effective implementation	April 2002
Revised and confirmed	April 2006
Date of next review	April 2009

authorised by
Bishop David L. Walker
 Bishop of Broken Bay





FOR YOUR INFORMATION ONLY 2011 SCHOOL FEES

Dear Parents

Details of the school fees for 2010 are set out below. The structure of the school fee system is divided into three main categories and is levied as follows:

Tuition Fees

1 st child enrolled at a Diocesan school	- \$1230.00 per annum
2 nd child enrolled at a Diocesan school	- \$984.00 per annum
3 rd child enrolled at a Diocesan school	- \$615.00 per annum
4 th & subsequent children enrolled at a Diocesan school	- no charge.

Sibling discounts must be applied for each year, and are offered to children enrolled in Diocesan schools, Stella Maris & Marist, North Shore. Discount forms are sent to all families in Term 4 each year. If you require information, please consult Anne De Coster in the office.

Diocesan Building and Maintenance Levy

\$750.00 per family per annum

The money is used to maintain and/or replace the school buildings in the Diocese. Families who are exempt from this fee at St. Kieran's are those with older siblings at other Diocesan Schools. A sibling discount form **must** be completed.

School Educational Fee

Years K-6 is \$744 per child per annum

This fee covers curriculum resources, excursions and incursions, sport levies & general sport expenses, cleaning of the school and associated grounds maintenance and security.

Other

Camps

\$140 – Year 5

\$230 – Year 6

Invoices will be sent home 3 times per year in February, April & June.

Payment may be made by Cash, Cheque, Credit Card, Bpay or EFTPOS. AmX & Diners are not accepted. Time payment of fees is available upon application.

If you encounter difficulties meeting these costs, please make an appointment to see me to make alternative arrangements.

Yours sincerely,

Terri Paterson
Principal

¹ Primary schools generally relate to one parish and secondary schools relate to several parishes.

Mission Statement

As a welcoming Catholic school community, St Kieran's promotes Gospel values through relationships based on acceptance, respect, dignity, compassion and the uniqueness of the individual

As a loving and life-long learning community we are committed to excellence in education, pastoral, care, growth in faith and the promotion of social justice.

Vision Statement

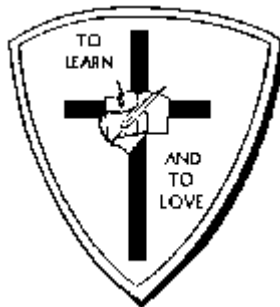
At St Kieran's Catholic School we believe that the quality of relationships between parish, home and school is a source of strength and unity to our community.

We are a Christ-centered Parish School community, which is strongly supported by the Augustinian spirit of friendship and welcome. Our school nurtures the uniqueness of each child through the development of quality teaching and a stimulating learning environment.

In our community Pastoral Care is given priority as a means of developing a distinctive Catholic climate and a strong sense of school community, which echoes our motto ***to learn and to love.***

Therefore our vision for our school is based on:

- The building of a Christ-centered Parish School community.
- The recognition of the Uniqueness of Each Child.
- The development of quality Teaching and Learning.
- The fostering of Pastoral Care



Terri Paterson

Terri has been Principal at St Kieran's since 2004. She is passionate about learning and in providing for a safe nurturing learning community for children, parents and staff. Terri believes that learning in the 21 century requires students to develop the knowledge, skills and attitudes that will assist them in becoming life long learners. The school is proud of the unique leadership and pastoral care opportunities it provides for students which assist them in knowing they are able to make a difference in their world in an authentic way. Terri and the Leadership Team ensure the existence of an optimal learning environment that provides a challenging and inspiring curriculum Kindergarten – Year 6. Parents are encouraged to give of and share their talents within the school community as they participate in a variety of school activities. Terri is committed to nurturing the St Kieran's school community as part of the wider North Harbour Parish community in promoting the mission of the contemporary Catholic Church.



Marisa Bombardieri



At St Kieran's we believe that teachers make the difference to student learning outcomes. As the Assistant Principal, Marisa works with teachers both in their classrooms and as part of their own leadership roles to support the teaching and learning that best meets the needs of all students.

As Learning Support Teacher, Marisa meets with teachers and parents, identifying learning goals and programs designed to meet the specific needs of learners requiring support.

Professional Learning is a strong component to the learning program provided at St Kieran's and the staff, under the guidance of the Principal and Assistant Principal, are constantly being updated and supported in contemporary best practise in education.