



MATER DEI SCHOOL



**SCHOOL
ENROLMENT
PACKAGE**

Auspiced by Good Samaritan Education

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ENROLMENT PROCESS

Enrolment Application

1. The Annual Enrolment Package is available at <https://www.materdei.org.au/enrolment/>. Packages are also distributed at the Open Day (Term 1 each year) or available at request to the Enrolment Officer. All enrolment related enquiries, including assistance to complete the application, should be directed to the Enrolment Officer at enrolment@materdei.org.au. Refer to the Enrolment Package for a timeline of important dates in the enrolment process.
2. The Enrolment Application Form, together with supporting documentation required must be returned to the Enrolment Officer before the closing date. Applications received after this date will only be processed if vacancies exist after placements have been offered.

Enrolment Interview

3. Where there is a vacancy in a year group, the Enrolment Officer will contact the Parent/Guardian(s) to arrange an interview with a member of the Enrolment Committee. The student **MUST attend the interview**. This interview will allow Parent/Guardian(s) to discuss their child's support needs and other relevant information. Parents/Guardian(s) will have the option of any person/s of support to accompany them. The interview date and time is arranged by the Enrolment Officer.

Enrolment Observation

4. Following the interview, an observation will be conducted at the child's current educational setting. A member of the Enrolment Committee will make an observation visit and talk with the current educator/s. Parents/Guardian(s) will be notified beforehand of the visit so that, in the event of an absence, Mater Dei can be advised prior to attending.

Enrolment Offers and Advice Letters

5. Enrolment advice will be communicated via an email letter. If a placement is offered, acceptance will be recorded when the completed acceptance form is received by the due date, accompanied by a non-refundable Confirmation of Enrolment Fee. This fee will be wholly deducted from the first term's fee charge when a student commences enrolment. If a family forfeits their place of enrolment before the commencement of the school year, this fee is non-refundable. If payment of this fee may result in financial hardship the family is to contact the Principal to discuss alternate options.
6. After enrolment acceptances are received, an Enrolment Orientation Package will be distributed outlining details of the annual New Parent Information Session and Student Transition Programs.

Enrolment Transition

7. Parent/Guardian(s) (without students/siblings) will attend a New Parent Information Session.
8. Student will begin a transition program before beginning enrolment.

Mater Dei's main intake of students is for Kindergarten and Year 7, however, vacancies do become available in other year groups from time-to-time, during the school year.

If an enrolment placement is not offered, the application will be placed on a waitlist and you will be contacted if a suitable placement becomes available. If after two years, the applicant remains on the waitlist, an updated Assessment of Intellectual Disability is required in order to remain in consideration.

ENROLMENT CRITERIA

The decision to accept a student for enrolment is a matter for the Principal. The following is taken into consideration by the Principal when making a determination to offer enrolment:

- Receipt of completed application including all requested supporting documentation, including:
 - Diagnostic evidence of intellectual disability within the mild to moderate range

Diagnostic Evidence Requirements
Assessment, conducted within the last two years, by a suitably qualified professional (i.e. Psychologist or Paediatrician), utilising both clinical assessment and individualised, standardised testing of intellectual and adaptive functions. Standardised testing requirements (including scoring and descriptors) are:

 - a. Intelligence Test
 - Wechsler Preschool & Primary Scale of intelligence, Fourth Edition, Australian and New Zealand Standardised Edition (WPPSI-IV A&NZ)
OR (dependent on age)
 - Wechsler Intelligence Scale for Children, Fifth Edition: Australian and New Zealand Standardised Edition (WISC-V A&NZ)
 - b. Adaptive Assessment
 - Vineland Adaptive Behaviour Scales, Third Edition (Vineland 3) – Parent/Guardian Administered
AND
 - Vineland Adaptive Behaviour Scales, Third Edition (Vineland 3) – Teacher/Educator Administered
 - Diagnostic Evidence of any additional diagnosis (*if applicable*)

Diagnostic Evidence Requirements
A report by a suitably qualified professional confirming diagnosis (i.e. a report by a Paediatrician or Psychologist, confirming a diagnosis of Autism Spectrum Disorder, including the level of impairment)
 - Availability of class placement, based on student numbers and level of educational need
Applications remain active for a period of two years and are processed when a vacancy becomes available. After the two year period, a new application is required to remain active.
 - Information gathered at Enrolment Interview and Enrolment Observation/s
 - Evidence to demonstrate the educational and intellectual and any exceptional medical and behavioural support needs could be reasonably catered for within the school resources, expertise and levels of supports
 - Collegial information (e.g. current educators, religious, medical or psychological professionals)
 - Evidence to demonstrate the student and family would support the Mission of the school and its expectations of students and Parents/Guardians
-

CONDITIONS OF ENROLMENT

In accepting an offer of enrolment, and during the course of the student's enrolment, Parents/Guardians agree to the following Conditions of Enrolment:

1 Acceptance of Offer of Enrolment

- 1.1 An offer of enrolment must be accepted by both Parent/Guardian(s) where appropriate unless the School agrees to waive this requirement. Upon acceptance, all signatories to the terms and conditions will be jointly and severally liable in respect of the obligations contained in these terms and conditions.
- 1.2 The acceptance of the offer must be accompanied by the identified non-refundable fee.

2 Fees and Associated Costs

- 2.1 School fees are determined annually by the Mater Dei Board. As such, they are subject to variation each year. Fees are calculated annually and are invoiced in four equal installments.
- 2.2 All fees and charges must be paid by their respective due dates.
- 2.3 Full payment of annual fees and charges must be received in full by the end of the first week in December and if not paid, the student's enrolment may be reviewed for the following year.
- 2.4 Additional charges for services provided by the School outside of the fee schedule will be invoiced progressively throughout the year.
- 2.5 Families/carers who are experiencing financial difficulty in meeting scheduled fee payments at any time during the year, are asked to contact the Principal to make suitable arrangements as soon as possible.

3 Assessment of Intellectual Functioning

- 3.1 An updated psychometric assessment may be required for students. It is the responsibility of the Parent/Guardian to arrange for an external service to conduct this assessment.
- 3.2 Details of the assessment requirements will be provided in a letter to the Parent/Guardian as required.

4 Attendance

- 4.1 Students must attend the School during school hours, except in the case of sickness or where leave has been given or an exemption from attendance has been granted.
- 4.2 Parent/Guardian(s) are expected to communicate an absence with the School via Compass, within 7 days of the absence.
- 4.3 Parent/Guardian(s) are expected to provide a medical certificate if student is absent for four or more consecutive days.

5 Uniform

- 5.1 Parent/Guardian(s) must ensure the student has each item of officially required uniform, clean and in good condition.
- 5.2 Student must wear the School uniform as prescribed including when travelling to and from school and abide by the Grooming Guidelines outlined in the Parent Handbook.

6 Religious Inclusion

- 6.1 Acceptance of a position at Mater Dei implies Parents/Guardian(s) acceptance of the Catholic foundations, values and practices of the School and the importance of regular opportunities to affirm these values and practices in Religious Education classes, Liturgies and School Masses.
- 6.2 As a Good Samaritan Education School we commit ourselves to a vision of Catholic Education which draws on the strength of the Good Samaritan Benedictine tradition whose ethos is one of peace, prayer, service, hospitality, stewardship and community.
- 6.3 Spirituality days and Senior Retreats are a compulsory part of the School's ethos and a vital element in the spiritual development of students.



7 Communication

Parents/Guardian(s):

- 7.1 Are required to support the goals, values and activities of the School,
- 7.2 Must communicate with students, Parent/Guardian(s), visitors and staff members in a courteous manner, follow the engagement guidelines outlined in the Parent Code of Conduct and generally not interfere in any way with conduct, management and administration of the School,
- 7.3 Must view the School's Parent Portal (Compass) on a regular basis,
- 7.4 Must advise the School of any change of home, mailing, email address or contact details or any other important information relevant to the student's schooling,
- 7.5 Must advise the School in writing and provide documentation/copies of any orders or arrangements that affect the student concerning custody, access, education and welfare. Any changes to these orders or arrangements must also be advised promptly to the School along with relevant documentation.
- 7.6 Must engage in Parent/Teacher conferences held biannually to contribute to collaborative planning for the student's Personalised Plan for Students with a Disability (PPSD),
- 7.7 Must not use social media to denigrate the staff, students or other members of the School community.

8 Health and Safety

- 8.1 Parent/Guardian(s) must advise the School immediately if they become aware of any additional needs that the student may have/developed including, but not limited to, medical, physical, psychological, or any changes to these needs.
- 8.2 The School requests an approved immunisation certificate as part of the Enrolment Application, that identifies the student's immunisation status. While students can be enrolled if this is not provided, these students will be classified as unimmunised and will be excluded from school if there is an outbreak of a vaccine-preventable disease OR if they come into contact with a person with a vaccine preventable disease, even if there is not an outbreak at the school.
- 8.3 Parent/Guardian(s) will support the decision for student to be collected for medical/health reasons and comply with request in a reasonably appropriate amount of time. Parents/Guardian(s) and emergency contacts must be contactable during school hours.
- 8.4 In the event of a medical incident, First Aid is administered by First Aid trained staff. If urgent medical care is required and the School is unable to contact the Parent/Guardian after making reasonable efforts, the Parent/Guardian authorises Mater Dei to give authority for such treatment. Parents/Guardian(s) indemnify the School, its employees and agents in respect to all costs and expenses arising directly or indirectly out of such treatment.
- 8.5 Medication will only be administered to a student if all the procedures outlined in the Medication Policy have been correctly followed and adhered to.
- 8.6 Parent/Guardians acknowledge the triage and facilitatory support of our Registered Nurse and School Psychologist in no way replaces or substitutes regular or ongoing specialised medical advice.

9 Security

- 9.1 Parent/Guardian(s) must observe School security procedures for the protection of students.
- 9.2 Students are responsible for their personal property and the School does not accept any responsibility for the loss of their belongings
- 9.3 The Principal or nominee may search a student's bag or other possessions where there are reasonable grounds to do so, in order to maintain a safe environment for all students.

10 Programs and Activities

- 10.1 The School determines the educational and other programs and activities conducted at the School in its absolute discretion.
 - 10.2 The School may change its programs and activities and the content of these programs and activities without notice.
 - 10.3 Students are required to participate in all compulsory activities including excursions and outdoor education unless the Principal agrees otherwise. Charges may be required for these activities unless the student is unable to attend due to ill health or reasons where it is impossible for the student to attend.
-

11 Student Code of Behaviour

- 11.1 Parents/Guardian(s) and students will respect and abide by the School Wide Positive Behaviour Expectations (in Parent Handbook and in Wellbeing policy on website) and directions of school staff.
- 11.2 Where individual students are consistently encountering difficulty in meeting appropriate behaviour outcomes, further meetings, supports and considerations will be required.

12 Withdrawal of Enrolment

- 12.1 Where a student leaves to enrol at another school, the NSW Education Standards Authority (NESA) requires that Parent/Guardian(s) advise in writing of the new school and grade the Student will be entering.
- 12.2 If Parent/Guardian(s) wish to withdraw a student, notice given must be not less than one full term's notice to expire at the end of term. Notice must be in writing to the Principal.
- 12.3 If the required notice of withdrawal of a student is not given the Parent/Guardians(s) must pay a full term's fee.

13 Suspension, Termination / Non-Continuation of Enrolment

The School may suspend or terminate the enrolment of a student, either temporarily or permanently, at the Principal's discretion, at any time prior to or during enrolment, for reasons which may include, but are not limited to:

- 13.1 A serious breach of the School's rules or Code of Conduct/Behaviour.
- 13.2 Conduct prejudicial to the reputation of the School or the well-being of its students or staff.
- 13.3 Where the Principal believes that a mutually beneficial relationship of co-operation and trust between the School and the Parent/Guardian(s) has broken down to the extent that it adversely impacts on that relationship.
- 13.4 If the Principal believes that any or all of the Conditions of Enrolment have not been met by the student and/or Parents/Guardian(s).
- 13.5 If a student no longer meets the enrolment eligibility criteria.
- 13.6 If the Principal believes that a student's support needs increasingly exceed the School's staffing model of supervision and all individual, environmental and medical/health supports have been exhausted over an extended period of time.
- 13.7 If a student's fees and charges have not been reconciled in full by the specified due date as per the Schedule of Fees and there has been no communication with the Principal regarding outstanding fees.
- 13.8 *Mater Dei will only discontinue a student's enrolment permanently if it has provided the student and their Parents/Guardian(s) with details of the reason/s that may result in a decision to discontinue the student's enrolment and provide them with a reasonable opportunity to respond and where there has been procedural fairness.*
- 13.9 *The Principal, or any person deputising for the Principal, may request and facilitate the transition of the student to an alternate, suitable educational setting in the event of 13.5 & 13.6.*

14 Privacy

The Parent/Guardian(s) acknowledge that they have read the School's Privacy Policy.

15 Amendment of Terms and Conditions

The School may alter the terms and conditions of enrolment at any time by giving not less than two (2) term's notice to the Parent/Guardian(s) in writing which shall apply to both current and future students and Parent/Guardian(s) from the date specified in the notice.

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APPLICATION FOR SCHOOL ENROLMENT

| | | |
|---|---|---------------------------|
| Surname | | Insert student photo here |
| Given Names | | |
| Preferred Name | | |
| Date of Birth | | |
| Calendar Year of Enrolment e.g. 2025 | | |
| Academic Year of Entry e.g. Year 4 | | |
| Level of Intellectual Disability Determined in Diagnostic Evidence | <input type="checkbox"/> Mild <input type="checkbox"/> Moderate <input type="checkbox"/> Other: | |
| Other Diagnosed Disabilities e.g. Autism, Down Syndrome | | |
| Religion | <input type="checkbox"/> Catholic <input type="checkbox"/> No Religion <input type="checkbox"/> Other: | |
| | Sacraments received: <input type="checkbox"/> Baptism <input type="checkbox"/> First Communion <input type="checkbox"/> Reconciliation <input type="checkbox"/> Confirmation | |

MANDATORY ATTACHMENTS

The following attachments **MUST** be included (tick to confirm attachment):

| | |
|--------------------------|---|
| <input type="checkbox"/> | Diagnostic evidence of Intellectual Disability Including intelligence AND adaptive assessment (parent and educator responses), conducted in the last 2 years (See page 4) |
| <input type="checkbox"/> | Birth Certificate |
| <input type="checkbox"/> | AIR Immunisation History Statement |

IF APPLICABLE ATTACHMENTS

Tick other documents attached if applicable:

| | |
|--------------------------|---|
| <input type="checkbox"/> | Diagnostic evidence of any additional diagnosis i.e. Report by a Paediatrician/Psychologist, confirming diagnosis of Autism Spectrum Disorder, inc. the level of impairment |
| <input type="checkbox"/> | Medical Plans e.g. emergency medical plans inc. Asthma, Anaphylaxis & Epilepsy |
| <input type="checkbox"/> | Court Orders / Parenting Plans |
| <input type="checkbox"/> | Allied Health Reports e.g. Speech/Occupational Therapy |
| <input type="checkbox"/> | Previous School Report |
| <input type="checkbox"/> | Personalised Plans e.g. Learning Plan, Behaviour Support Plan, Mobility Plan |

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| ADDITIONAL STUDENT INFORMATION | | | |
|--------------------------------|--|--------------------------|--|
| Gender | | Country of birth | |
| Nationality | | Languages spoken at home | |
| Origin | <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both <input type="checkbox"/> None | | |
| Residency Status | <input type="checkbox"/> Australian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Temporary Resident <input type="checkbox"/> Visa Holder | | |

| FAMILY ARRANGEMENTS | | | |
|--|---------|--------|-----------|
| Residential Address | | | |
| Student resides with | | | |
| Additional Family Arrangements e.g. Custody, Out of Home Care | | | |
| Siblings | Name/s: | Age/s: | School/s: |

| PARENT/GUARDIAN DETAILS – 1 st (Primary) CONTACT | | | |
|---|--|-------------------------------|--|
| Relationship | | Title | |
| Surname | | Given Name | |
| Residential Address | | Postal Address (if different) | |
| Home number | | Mobile number | |
| Work number | | Email address | |
| Religion | | Country of Birth | |
| Nationality | | Marital Status | |
| Occupation | | Employer/Company | |
| Parental Occupation Group (refer page 22) | <input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Group 8 | | |
| Highest Year of Schooling | <input type="checkbox"/> Year 12 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 9 (equivalent or below) | | |
| Highest Qualification Completed | <input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification | | |

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| PARENT/GUARDIAN DETAILS – 2 nd CONTACT | | | |
|---|--|----------------------------------|--|
| Relationship | | Title | |
| Surname | | Given Name | |
| Residential Address | | Postal Address (if different) | |
| Home number | | Mobile number | |
| Work number | | Email address | |
| Religion | | Country of Birth | |
| Nationality | | Marital Status | |
| Occupation | | Employer/Company | |
| Parental Occupation Group (refer page 17) | <input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Group 8 | | |
| Highest Year of Schooling | <input type="checkbox"/> Year 12 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 9 (equivalent or below) | | |
| Highest Qualification Completed | <input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification | | |

| EMERGENCY CONTACT DETAILS | | | |
|--|--|------------------|--|
| Please list contact information for two people, other than Parent/Guardian above, who can be contacted in the event of an emergency, if Parent/Guardians are unable to be contacted. | | | |
| Emergency Contact 1 | | | |
| Name | | Relationship | |
| Contact Number | | Alternate Number | |
| Emergency Contact 2 | | | |
| Name | | Relationship | |
| Contact Number | | Alternate Number | |

| Photograph and Video Permission | |
|---------------------------------|--|
| Please select one option below: | |
| <input type="checkbox"/> | I give consent to photograph, video or audio content, or other identifying material, relating to my child and their 'works' as defined in the Copyright Act 1968, being used in print, digital or online forms for the purpose of promotion and communication of the Mater Dei Organisation (encompassing all Mater Dei service offerings). I authorise this without acknowledgment, remuneration or compensation. I understand that this permission is for the duration of my child's enrolment at Mater Dei. If I wish to withdraw this authorisation and consent in the future, it is my responsibility to notify the school in writing. |
| <input type="checkbox"/> | I do not wish to consent to my child's photograph/video appearing in all of the modes above. |

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CURRENT SETTING/SCHOOL

If your child attends multiple settings, list the setting where they spend the most time:

| | | | |
|--------------------|---|--------------------|--|
| Name of setting | | Address of setting | |
| Contact name | | Contact number | |
| Days of attendance | <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday | | |

MEDICAL INFORMATION

| | | | |
|---------------------------|---|----------------|--|
| Doctor/Centre Name | | Contact Number | |
| Medicare Number | | Expiry Date | |
| Health Fund | <input type="checkbox"/> No <input type="checkbox"/> Yes Provider Name: Number: | | |
| Epilepsy | <input type="checkbox"/> No <input type="checkbox"/> Yes If yes (Seizure Management Plan MUST be attached) Frequency: Triggers: Medication: | | |
| Asthma | <input type="checkbox"/> No <input type="checkbox"/> Yes If yes (Asthma Action Plan MUST be attached) Frequency: Triggers: Medication: | | |
| Anaphylaxis | <input type="checkbox"/> No <input type="checkbox"/> Yes If yes (ASCIA Plan MUST be attached) Reaction to: Medication: | | |
| Allergies | <input type="checkbox"/> No <input type="checkbox"/> Yes If yes (Allergy Plan MUST be attached) Reaction to: Medication: | | |
| Other Medical Conditions | <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, provide details: | | |
| Past Illnesses/Operations | <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, provide details: | | |

OTHER INFORMATION

NATIONAL DISABILITY INSURANCE SCHEME (NDIS)

Does your child have a current NDIS plan?

Yes No

ALLIED HEALTH

Tick therapy that your child attends on a regular basis:

Speech Therapy Occupational Therapy Physiotherapy Psychology Behavioural Specialist Other

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SUPPORT INFORMATION

MOBILITY

Tick one option to indicate appropriate level of mobility support:

Accesses stairs independently
 Requires support on stairs
 Requires lift access
 Uses specialised equipment
 List equipment:

| PERSONAL CARE | Independent | With Assistance | Developing |
|---|--------------------------|--------------------------|--------------------------|
| Uses the toilet appropriately | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Attends to post toilet hygiene | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Dresses and undresses | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is aware of privacy for themselves and others | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Eats appropriately, including the use of utensils | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

COMMUNICATION

Tick one option to indicate main form of communication:

Verbal
 Key Word Sign (KWS)
 Augmentative Alternative (AAC)
 Picture Exchange (PECs)
 Gestures

| EXPRESSIVE AND RECEPTIVE | Independent | With Assistance | Developing |
|---|--------------------------|--------------------------|--------------------------|
| Expresses needs, feelings and wants appropriately | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Makes simple requests | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Greets known adults and peers appropriately | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Engages & relates well with peers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Listens and follows simple instructions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| SAFETY | N/A | Occasionally | Frequently |
|---|--------------------------|--------------------------|--------------------------|
| Wanders and/or absconds | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Verbally disruptive or noisy | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Physically aggressive (e.g. hitting, kicking, biting) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Destructive Behaviour | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Dangerous Behaviour (e.g. running on road, removing seatbelt) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

OTHER SUPPORT INFORMATION

Mater Dei has a legal responsibility under the Education Act 1990 and the Children and Young Persons (Care and Protection) Act 1998, to assess and manage any risk of harm to staff and students. It is essential all relevant information is provided, in order to make reasonable adjustments to support students. This may include preparing particular plans and strategies directed at meeting the particular needs students. Under Chapter 16A of the Children and Young Persons (Care and Protection) Act 1998, Mater Dei may also request information from a Prescribed Body, related to the safety, welfare and wellbeing of a child or young person.

| | |
|--|--|
| Is there anything in your child's history or circumstances (including medical history), that might pose a risk to the safety, welfare or wellbeing of your child, other students or staff? | If yes, provide details: <input type="checkbox"/> No <input type="checkbox"/> Yes |
| Does your child have any past history of violent behaviour, including self-harm? | If yes, provide details: <input type="checkbox"/> No <input type="checkbox"/> Yes |
| Has your child ever been suspended, transferred and/or excluded from any previous school, preschool or other educational setting? | If yes, provide details: <input type="checkbox"/> No <input type="checkbox"/> Yes |

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PARENT/GUARDIAN CONSENT TO OBTAIN/RELEASE INFORMATION

Please complete the below to provide consent to obtain/release information with the services listed on this form.

I/we _____ of _____
Insert full name/s Insert address

Select one:

Parent/s Legal Guardian/s of _____
Insert child's full name

Do hereby give permission for Mater Dei School to request both written and verbal information concerning my child from my child's current external setting/s as listed below:

| Provider | Name | Address | Email and or Phone Number |
|------------------------|------|---------|---------------------------|
| Current School/Setting | | | |
| Speech Therapist | | | |
| Occupational Therapist | | | |
| Physiotherapist | | | |
| Psychologist | | | |
| Behaviour Specialist | | | |
| Other: | | | |

| | | | | | |
|----------------------|--|-----------|--|------|--|
| Parent/Guardian Name | | Signature | | Date | |
| Parent/Guardian Name | | Signature | | Date | |

Please note: It is essential that Mater Dei has all necessary information about student needs, in order to make reasonable adjustments to support the student. It is the responsibility of the Parent/Legal Guardian/s to ensure the school is updated when any circumstances change or the alteration of information supplied on this document.

Chapter 16A of the Children and Young Persons (Care and Protection) Act 1998 provides for the exchange of information among prescribed bodies without consent, regarding the safety, welfare or wellbeing of a particular child or young person or class of children or young persons.

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DECLARATION

By signing this declaration, I/we _____ agree to the following:
Insert name/s

- I/we understand that submitting an Application for School Enrolment does not constitute an offer of enrolment. An enrolment interview and observation will take place. After consideration by the Enrolment Committee, outcomes of applications are advised by way of a letter.
- If an offer of enrolment is made and accepted, I/we will meet the obligations listed in this package and the policies of Mater Dei and Mater Dei School.
- I/we agree to all Conditions of Enrolment outlined in this package.
- I/we understand that an additional fee of \$350 is payable on acceptance of an Enrolment offer, which will be deducted from the first term fees. If the placement is not taken up after acceptance, then this fee is non-refundable.
- I/we declare that the information provided in this Enrolment Application is, to the best of my/our knowledge, accurate and complete. Information must be kept up to date throughout the application process.
- I/we recognise that, should statements in this application later prove to be false or misleading, any decision made as a result of this application may be reversed.
- In the event that the attached Assessment of Intellectual Disability does not contain the relevant scores, I/we hereby give permission for Mater Dei to obtain the scores from the relevant service provider.

| | | | | | |
|----------------------|--|-----------|--|------|--|
| Parent/Guardian Name | | Signature | | Date | |
| Parent/Guardian Name | | Signature | | Date | |

SUBMISSION

Please return completed application including mandatory attachments* (outlined on Page 9) to (select one):

- | | | |
|---|--|--|
| <input type="checkbox"/> In Person (preferred) School Reception Mater Dei School 229 Macquarie Grove Rd Camden NSW 2570 | <input type="checkbox"/> Email enrolment@materdei.org.au | <input type="checkbox"/> Post The Enrolment Officer Mater Dei School PO Box 3090 Narellan NSW 2567 |
|---|--|--|

** Incomplete Applications without ALL mandatory attachments will NOT be processed.*

OFFICE USE ONLY

| | | | |
|--------------------------------|--------------------------|-------------------|--|
| Application received on (date) | | Staff Member Name | |
| Mandatory Documents Included | <input type="checkbox"/> | Staff Member Name | |
| Application fee received | <input type="checkbox"/> | Staff Member Name | |
| Entered into system | <input type="checkbox"/> | Staff Member Name | |



Parental Occupation Definition Reference (refer page 11)

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

- Senior executive/manager/department head in industry, commerce, media or other large organisation
- Public service manager (section head or above), regional director, health/education/police/fire services administrator
- Other administrator (school principal, faculty head/dean, library/museum/gallery director, research facility director)
- Defence forces Commissioned Officer
- 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.
- 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)

Group 2: Other business managers, arts/media/sportspersons and associate professionals

- Owner/manager of 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/services 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, proofreader, sportsman/woman, coach, trainer, sports official)
- Associate professionals generally have diploma/technical qualifications and support managers and professionals.
- Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional
- Business/administration (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager)
- Defence Forces senior Non-Commissioned Officer (NCO)

Group 3: Tradespeople, clerks and skilled office, sales and service staff

- Tradespeople generally have completed a 4-year trade certificate, usually by apprenticeship. All tradespeople are included in this group.
- 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)
- 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)

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

- 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 (trades assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant)
- Labourers and related workers
- Defence Forces ranks below senior NCO not included above
- 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)

Group 8: Not in paid work in the last 12 months



Standard Collection Notice (Privacy)

1. The School collects personal information, including sensitive information, about students and parents or carers, before and during the course of a student's enrolment at the School. This may be in writing or obtained in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to students enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the School.
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 and comply with all relevant state and federal legislation and regulations.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, Public Health and Child Protection laws
4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. We may ask you to provide medical reports about pupils from time to time. If we are unable to obtain such information, we may be unable to enrol, or continue the enrolment, of your child.
5. Mater Dei may disclose personal and sensitive information for educational, administrative and support purposes. This may include to:
 - other schools and teachers at those schools;
 - government departments;
 - Catholic Education Offices, the Catholic Education Commission, Good Samaritan Education and Association of Independent Schools NSW parish, other related church agencies/entities, and schools in various sectors
 - medical practitioners and people providing educational, support and health services to Mater Dei, including specialist visiting teachers, coaches, volunteers and counselors
 - providers of learning and assessment tools;
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority; Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
 - people providing administrative and financial services to the School;
 - anyone you authorise Mater Dei to disclose information to; and
 - anyone to whom Mater Dei is required or authorised to disclose the information to by law, including children protection laws.
6. Personal information collected from pupils is regularly disclosed to their parents/guardian, as appropriate
7. Mater Dei may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's server which may be situated outside Australia.
8. Mater Dei's Privacy Policy, accessible on the School's website, sets out how parents/guardians or pupils may seek access to and correction of their personal information which the School has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the Mater Dei's duty of care to the pupil, or where pupils have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
9. Mater Dei's Privacy Policy also sets out how parents/guardians and students can make a complaint about a breach of the APPs and how the complaint will be handled.
10. Mater Dei may engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in Mater Dei'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. On occasions information such as academic, sporting or other school-related achievements, student activities and similar news is published in School newsletters, on our websites or official social media platforms. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The School obtains permission on enrolment, from the student's parent or carer, to use photographs, visual or audio content, or other identifying material in our promotional material or otherwise make this material available in the public domain.
12. We may include students' and students' parents'/guardians contact details in a class list and/or School directory.
13. If you provide Mater Dei 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 the reason for doing so.



MATER DEI
SCHOOL