



MATER DEI



SCHOOL
ENROLMENT PACKAGE

A Message from the CEO/Principal

Thank you for your interest in enrolling your child at Mater Dei School.

Mater Dei is a coeducational school for students from Kindergarten to Year 12 who have been assessed with mild to moderate cognitive impairment as their primary disability. Mater Dei is a Catholic, Congregational school located within the Wollongong Diocese and is a proud member of the ten Colleges who together comprise Good Samaritan Education (GSE).

I am proud to present our school as a world leader in the provision of contemporary and innovative education for students with specific needs and therefore as a place of opportunity for children where they will have access to a range of programs that will allow them to become the very best person they can be; developing their unique gifts and talents in a way that will enable them to become fully participating members of their respective communities. We achieve this by:

1. Prioritising an integrated program of inclusion opportunities through our partnerships with neighbouring Catholic primary schools and high schools as well as local businesses and community based organisations.
2. Facilitating an innovative educational program informed and delivered by world leaders in research and pedagogy working with a teaching and support staff highly engaged in professional development and the art of teaching students with a range of support needs.
3. Conducting a work experience and structured work place program that builds specific capacity in our secondary students to more thoroughly prepare them for a life of work and ongoing learning when they leave Mater Dei.

If you wish your son/daughter to be considered for enrolment in 2021, please return the following by **Friday 27 March 2020**. Applications received after this time will only be considered if there are vacancies after 'on-time' placements have been offered.

If you require any further information please contact the enrolment officer at Mater Dei via email enrolment@materdei.org.au or phone on 4655 7481.

Yours sincerely
Mark Raue
CEO/Principal





MATER DEI

ENROLMENT TIMELINE

TERM 1

- **Thursday 30th January 2020** - Enrolment Applications Open for 2021
- **Saturday 22nd February 2020** - Enrolment Open Day
- **Friday 27th March 2020** - Enrolment Applications close
- **Thursday 9th April 2020** - Notification of Enrolment Interviews sent

TERM 2

- **Monday 11th May 2020** - Enrolment Interviews commence
- **Monday 25th May 2020** - Enrolment Observations commence
- **Friday 26th June 2020** - Enrolment advice letter sent

TERM 3

- **Friday 24th July 2020** - Letters of Acceptance due to enrolment officer
- **Friday 21st August 2020** - Orientation package sent
- **Friday 11th September 2020** - Orientation paperwork due to enrolment officer

TERM 4

- **Wednesday 14th October** - New Parent Information session
- **Monday 19th October 2020** - New Student transition visits commence

ENROLMENT GUIDELINES

Enrolment Procedure

The CEO/Principal is responsible for ensuring that students are enrolled consistently with the following procedures:

Enrolment Application

1. Enrolment Packages are available on the Mater Dei website, distributed at the Enrolment Open Day held in Term One each year or can be requested from the School Enrolment Officer at enrolment@materdei.org.au.
2. The Enrolment Application Form, together with supporting documentation outlined in this package, and Application Fee (a \$150 non-refundable fee), should be returned to the School Enrolment Officer before the enrolment application closing date outlined in the Enrolment Timeline. Applications received after this date will fall into the second round of applications and will be processed if there are still vacancies after placements have been offered to first round applicant.

Enrolment Interview

3. Where there is a vacancy in a year group, an on-time applicant will have an interview with one of the members of the Mater Dei Enrolment Committee. The student MUST attend the interview. This interview will allow parents/guardians to discuss their child's needs, interests and any other information of importance. Parents/guardians will have the option of bringing with them to the interview any person/s of support that they feel necessary. Dates and times of interviews will be arranged by the School Enrolment Officer. Interviews for second round applicants will only be conducted if there are still vacancies after placements have been accepted by first round applicants.

Enrolment Observation

4. Following the interview, each on-time applicant will have an observation carried out at their current educational setting. A member of the Mater Dei Enrolment Committee will make an observation visit and talk with the applicant's current educator/s. Parents/guardians will be notified beforehand of the date of this observation visit by Mater Dei so that in the event of an absence, Mater Dei can be advised prior to attending.
5. First round placement offers will be made in writing. A non-refundable Confirmation of Enrolment Fee of \$350 will need to accompany the family's acceptance of Mater Dei's Letter of Offer. If a family forfeits their place of enrolment before the commencement of the school year, this fee is non-refundable. Where a student commences enrolment, this fee will be wholly deducted from the first term's fee charge. If payment of this fee may result in financial hardship the family is to contact the CEO/Principal to discuss alternate options.
6. After the family has accepted the offer of enrolment, an Enrolment Orientation Package will be sent outlining New Parent Information Session and a Transition Program. There will also be forms to be completed and returned to the school.

Mater Dei's main intake of students is for Kindergarten, however students do move on and occasionally vacancies do become available in other year groups during the school year. If you have placed an application and a vacancy does become available in the class year level you require, Mater Dei will contact you.

Enrolment Criteria

Mater Dei's Enrolment Procedures complies with the National Disability Standards for Education. The main criteria for enrolment of a student at Mater Dei is that the student is diagnosed with a mild to moderate intellectual disability as their primary impairment and that the support levels needed for that student are primarily based around their cognitive functioning.

The decision to accept a student for enrolment is a matter for the CEO/Principal of the School. In making a determination to offer an enrolment the CEO/Principal shall gather relevant information so that he/she can determine if Mater Dei has the capacity to address the student's individual needs. Information may include:

- supporting documentation within enrolment application
- information collected from the enrolment interview and observation

- seeking appropriate collegial advice such as current educators, religious, medical or psychological professionals
- evidence to demonstrate the student and family would support the mission of Mater Dei and its expectations of students and parents/guardians

On the basis of information and advice at hand, the CEO/Principal will determine whether or not Mater Dei is an appropriate educational setting for the student and where deemed to be the case, an Offer of Enrolment will be made.

Conditions of Enrolment

In accepting an offer of enrolment parents/guardians agree to the following Conditions of Enrolment:

Fees and Associated Costs

School fees shall be such as are determined by the Mater Dei School Board and are subject to variation each year. Fees are calculated annually and are billed in four equal installments. Additional charges for services provided by the School outside of the fee schedule will be billed throughout the year.

All fees and charges must be paid within fourteen days of the due dates regardless of whether fees are paid in four installments or by agreed payment plans. All fees and charges must be paid 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. Parents who are experiencing financial difficulties in meeting scheduled fee payments at any time during the year, are asked to contact the CEO/Principal to make suitable arrangements.

If a student leaves Mater Dei during the school year, a term's notice must be given to the CEO/Principal, in writing, before the removal of the student or a full term's fees may be payable.

Religious Inclusion

Acceptance of a position at Mater Dei implies both parents/guardians' 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. Spirituality days and Senior Retreats are a compulsory part of the School's ethos and a vital element in the spiritual development of students. 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.

Attendance

Students are expected to be in attendance at Mater Dei for the duration of each term. Only in exceptional circumstances will permission be given for a student to return late or leave early for vacations or to be absent during the term. In the case of an absence during term time, parents/guardians must seek permission in writing from the CEO/Principal. If a student is away from school on any given day, the parent/carer must call Mater Dei with the reason for the absence, which will then be recorded on the student's absentee register. If no explanation is given via phone, a written note, stating the child's name, the dates and the reason for the absence is required upon return to school within seven days of their absence. A doctor's certificate is required for four or more days of an illness/sickness related absence.

Student Code of Behaviour

At Mater Dei we believe in a supportive and harmonious school atmosphere in which all members of staff, children, parents and guardians are consistently treated with dignity, respect and compassion. We believe that the rights and responsibilities of all should be recognised in a place of quality learning and teaching.

Mater Dei provides a positive approach to supporting student behaviour. The balance between duty of care, dignity of risk and Workplace Health and Safety (WHS) issues will always be carefully considered. Please refer to the Mater Dei Behaviour Management Guidelines on our school website. Where individual students are consistently encountering difficulty in meeting appropriate behaviour outcomes, individual Incident and Prevention Response Plans will be devised and implemented. It is expected that parents/guardians will support the requirement for students to respond and act in accordance with the directions of school staff within the implementation of the Mater Dei Behaviour Management Guidelines and/or individual Incident and Prevention Response Plan.

Standards of Dress

All students are required to be neatly groomed and wear the prescribed Mater Dei school and sport uniforms. Please refer to the Mater Dei Uniform and Grooming Guidelines.

Student Welfare

At the beginning of each year, parents/guardians will be required to complete/update their child's database information including medical, personal and family details as well as emergency contact information. Parents/guardians must update the School of any changes to these details throughout the year, as soon as possible.

Parents/guardians must notify the CEO/Principal in writing of any change of guardianship or custodial arrangements. Where parents/guardians are intending to travel without their child, a guardian must be nominated.

It is expected that parents/guardians will support the School's decision for a student to be collected from school for medical/health reasons and comply with this request in a reasonably appropriate amount of time. Parents/guardians and emergency contacts must all be contactable during school hours.

In the event of a medical emergency, First Aid will be administered by the School Nurse or First Aid staff. If a student needs an ambulance to be called or urgent medical treatment is required and the School is unable to contact the parent/guardian after making reasonable efforts, the parents/guardians authorise Mater Dei to give authority for such treatment. Parents/guardians indemnify the School, its employees and agents in respect to all costs and expenses arising directly or indirectly out of such treatment.

If a student is required to have medication administered at school the parent/guardian is required to access Mater Dei's Medication Policy, available on the school website. A parent/guardian is required to read the Medication Policy and submit necessary forms and documentation to Mater Dei's Registered Nurse (RN) BEFORE any medication can be administered. Medication will only be administered to a student if all the procedures outlined in the policy have been correctly followed and adhered to.

Parents/guardians acknowledge the triage and facilitatory support of our Registered Nurse and School Psychologist at school. This school support in no way replaces or substitutes regular or ongoing specialised medical advice.

Parent/Guardian Engagement with Mater Dei

A Personalised Plan for Students with a Disability (PPSD) is written for each student and involves a collaborative process with the student, parents, guardians, Pastoral Teacher and advocates directly concerned. Relevant, achievable goals for the student to work towards during the year, are determined and reviewed. Parent/Teacher Interviews take place twice during the school year and any additional times as required, based on the student's needs and supports. This is one part of the communication process that forms an important mosaic of how teachers report to parents/guardians about student progress. Other forms of communication may include school diaries, email, informal interviews, telephone calls and parent information sessions. It is an important requirement that parents/guardians mutually participate in these communication processes and reciprocate the relationship of trust and co-operation between the parent/guardian and the School.

Amendment of Conditions of Entry

The Mater Dei Board or CEO/Principal may alter these Conditions of Entry at any time.

Reasons for Non-Continuation of Enrolment

- a. If a student no longer meets the enrolment criteria of a mild to moderate intellectual disability as the primary impairment, the CEO/Principal, or any person deputising for the CEO/Principal, may request and facilitate the transition of the student to an alternate, more appropriate educational setting.
- b. If the CEO/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, then the CEO/Principal, or any person deputising for the CEO/Principal, may request and facilitate the transition of the student to an alternate educational setting.
- c. If the CEO/Principal considers that a student is guilty of a breach of the Student Code of Behaviour or has otherwise engaged in conduct which is prejudicial to the school or its students or staff the CEO/Principal, or any person deputising for the CEO/Principal, may discontinue the student's enrolment permanently or temporarily at their discretion.
- d. If the CEO/Principal believes that a mutually beneficial relationship of trust and co-operation between a parent/guardian and the school has broken down to the extent that it adversely impacts on that relationship, then the CEO/Principal, or any person deputising for the CEO/Principal, may require the parent/guardian to remove the student from the School. 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 CEO/Principal regarding outstanding fees, then the CEO/Principal, or any person deputising for the CEO/Principal, may require the parent/guardian to remove the student from the School.

- e. If the CEO/Principal believes that any or all of the enrolment Conditions of Entry have not been met by the student and/or parents/guardians then the CEO/Principal, or any person deputising for the CEO/Principal, may discontinue the student's enrolment permanently or temporarily at their discretion.
- f. Mater Dei will only discontinue a student's enrolment permanently if it has provided the student and their parents/guardians 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.
- g. No remission of fees will apply in relation to parts (c) through (f) above.

Schedule of Fees – 2020 Calendar Year

Year	Fee Per Annum	Discount Fee Per Annum*	4 instalments of
Tuition Fees			
K-6	\$2864.00	\$2792.40	\$716.00
Years 7 - 8	\$3432.00	\$3346.20	\$858.00
Years 9 - 10	\$3936.00	\$3837.60	\$984.00
Years 11 - 12	\$5152.00	\$5023.20	\$1288.00
*Discount: A 2.5% discount is applied to Tuition Fees when payment is received in full by 28 February 2020			

Capital Levy			
Per Family	\$400	N/A	\$100
Sports Levy			
Per Student	\$20	N/A	\$5

Enrolment Application Fee

A \$150 non-refundable fee is to be paid with each student's enrolment application.

Enrolment Fee

A \$350 fee is payable for each new student to confirm their enrolment at Mater Dei. This payment should be accompanied by the family's acceptance of Mater Dei's Letter of Offer. If a family forfeits their place of enrolment before the commencement of the school year, this fee is non-refundable. Where a student commences enrolment, this fee will be wholly deducted from the first term's fee charge.

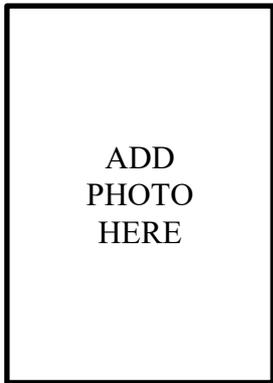
Building Fund

Voluntary contributions of \$ 70 per term (\$280 annually) to the school building fund help ensure the high quality of facilities offered at Mater Dei. These contributions are receipted separately and are fully tax deductible.



MATER DEI

APPLICATION FOR SCHOOL ENROLMENT



Proposed Calendar Year of Entry (e.g. 2020)		Proposed Academic Year of Entry (e.g K, Yr 6, Yr 8)	
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Student Personal Details				
Surname			Given Name	
Date of Birth			Preferred Name	
Residential Address <i>Include postcode</i>				
Gender			Country of Birth	
Nationality			Language/s 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
Religion	<input type="checkbox"/> Catholic <input type="checkbox"/> Other _____ <input type="checkbox"/> No Religion			
<i>This section must be completed</i>	<i>(If Catholic tick sacraments received)</i> <input type="checkbox"/> Baptism <input type="checkbox"/> First Communion <input type="checkbox"/> Reconciliation <input type="checkbox"/> Confirmation			

Diagnosed level of Intellectual Disability	<input type="checkbox"/> Mild	<input type="checkbox"/> Moderate	<input type="checkbox"/> Other _____
Other Diagnosed Disabilities <i>(i.e. Autism, Down Syndrome etc)</i>			

Please ensure you have included the following in the application:

- | | |
|--|---|
| <input type="checkbox"/> Application fee of \$150 (see page 17) | <input type="checkbox"/> Sacramental Certificates (if applicable) |
| <input type="checkbox"/> Psychometric Assessment (WISC, WPPSI) | <input type="checkbox"/> Court Orders/Parenting Plan (if applicable) |
| <input type="checkbox"/> Adaptive Assessment (excluding ABAS) | <input type="checkbox"/> Personalised Learning Plan (if applicable) |
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Previous School Report (if applicable) |
| <input type="checkbox"/> AIR Immunisation History Statement | <input type="checkbox"/> Medical Plans (if applicable - ASCIA, Seizure Management etc) |
| <input type="checkbox"/> Allied Health Therapy Reports (if applicable)
(i.e. Speech/Occupational) | <input type="checkbox"/> Autism Assessment (if applicable)
(DSM-V criteria from Paediatrician/Clinical Psychologist - if applicable) |

All reports must be current (within two years of application date)

Parent/Guardian Details – 1st Contact

Relationship		Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other			
Surname		Given Name				
Residential Address		Postal Address (if different)				
Home Number		Mobile Number				
Business Number		Email				
Religion		Country of Birth				
Nationality		Marital Status				
Languages Spoken at Home						
Occupation			Employer/ Company			
<i>Refer to Parental Occupations – page 18</i>	<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"/> Certificate I to IV (including trade certificate)			
	<input type="checkbox"/> Advanced Diploma/Diploma		<input type="checkbox"/> No non-school qualification			

Parent/Guardian Details – 2nd Contact

Relationship		Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other			
Surname		Given Name				
Residential Address		Postal Address (if different)				
Home Number		Mobile Number				
Business Number		Email				
Occupation			Employer/ Company			
Religion		Country of Birth				
Nationality		Marital Status				
Languages Spoken at Home						
Occupation			Employer/ Company			
<i>Refer to Parental Occupations – page 18</i>	<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"/> Certificate I to IV (including trade certificate)			
	<input type="checkbox"/> Advanced Diploma/Diploma		<input type="checkbox"/> No non-school qualification			

Family Relations			
Student Resides with	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Grandparents <input type="checkbox"/> Other _____
If parents are separated/divorced, or both parents named above are not the biological parents of student, please give details (e.g. Custody, Step-Parent, Out of Home Care, Guardianship) If applicable please attach court orders or documentation			
Siblings	Name/s:	Age/s:	School/s:

Emergency Contact Details			
Contact 1 Name		Address	
Relationship			
Mobile Number		Other Number	
Contact 2 Name		Address	
Relationship			
Mobile Number		Other Number	

Taking/Use of Photographs and Digital Media	
I give consent to photographs, visual or audio content, or other identifying material, relating to my child and their 'works' as defined in the Copyright Act 1968, being used in hard copy, digital form or online for the promotion and communication of Mater Dei.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I understand, if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school in writing.	

Current School or Setting			
I give my permission for Mater Dei to contact my child's current school or setting for information exchange and/or observation visits. (If Yes, please sign attached Parent/Guardian Consent to Obtain Information)			<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Current School/Setting		Address of Current Setting	
Contact name at Current Setting		Contact number	
Days student attends Current School	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday

Medical Details

I give my permission for Mater Dei to seek information from the doctor/medical centre named below regarding any allergy or medical condition experienced by the student.
(If Yes, please sign attached Parent/Guardian Consent to Obtain Information)

Yes No

Doctor/Medical Centre Name		Phone Number	
Student's Medicare Number		Expiry Date	
Health Fund	<input type="checkbox"/> No <input type="checkbox"/> Yes	Provider:	Provider Number:
Immunisation	<input type="checkbox"/> No <input type="checkbox"/> Yes (Attach AIR Immunisation History Statement)		
Seizures	<input type="checkbox"/> No <input type="checkbox"/> Yes <small>(If Yes, attach Seizure Management Plan)</small>	Please provide details: Frequency: Triggers: Medication:	
Asthma	<input type="checkbox"/> No <input type="checkbox"/> Yes <small>(If Yes, attach Asthma Action Plan)</small>	Please provide details: Frequency: Triggers: Medication:	
Anaphylaxis	<input type="checkbox"/> No <input type="checkbox"/> Yes <small>(If Yes, attach ASCIA Action Plan)</small>	Please provide details:	
Allergies	<input type="checkbox"/> No <input type="checkbox"/> Yes <small>(If Yes, attach ASCIA Action Plan)</small>	Please provide details:	
Other Medical Conditions	<input type="checkbox"/> No <input type="checkbox"/> Yes	Please provide details:	
Past Illnesses and/or Operations	<input type="checkbox"/> No <input type="checkbox"/> Yes	Please provide details:	

National Disability Insurance Scheme (NDIS) Information

Does your child have a current NDIS plan?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, review date:
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Mobility Supports

Access stairs independently		Uses specialised equipment	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Requires hand held on stairs		If Yes, provide details:		
Requires lift access instead of stairs				

Therapy and External Services

I give my permission for Mater Dei to contact my child's current therapy or external service provider for information exchange.
 (If yes, please sign attached Parent/Guardian Consent to Obtain Information)

Yes No

Does your child attend regular therapy sessions? If Yes, provide information below

Yes No

Speech Therapy	Name:	Address:
	Phone Number:	
Occupational Therapy	Name:	Address:
	Phone Number:	
Other Therapy _____	Name:	Address:
	Phone Number:	
Other Therapy _____	Name:	Address:
	Phone Number:	

Communication

Main form/s of communication (Tick all relevant boxes)	<input type="checkbox"/> Verbal	<input type="checkbox"/> Augmentative and Alternative Communication (AAC)	<input type="checkbox"/> Picture Exchange Communication (PECs)
	<input type="checkbox"/> Non-verbal	<input type="checkbox"/> Key Word Signing (KWS)	<input type="checkbox"/> Gestures

Skills	Developing	With Assistance	Independent
Expresses needs, feelings and wants appropriately			
Makes simple requests			
Greets known adults and peers appropriately			
Engages & relates well with peers			
Listens and follows simple instructions			

Personal Care

Skills	Developing	With Assistance	Independent
Uses the toilet appropriately			
Attends to post toilet hygiene			
Dresses and undresses			
Is aware of privacy for themselves and others			
Eats appropriately, including the use of utensils			

Safety			
Behaviour	Frequently	Occasionally	N/A
Wanders &/or absconds			
Verbally disruptive or noisy			
Physically aggressive (Including hitting, punching, kicking or biting)			
Destructive behaviour			
Triggers observed:	Successful interventions & strategies used:		
Does your child currently have a Behaviour Management Plan?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Uses furniture and equipment appropriately			
Has age appropriate awareness of road safety			
Has age appropriate awareness of stranger danger			
Travels safely in a vehicle e.g. wears a seatbelt			

Student's Interests

School Community and Fees			
An expectation of enrolment at Mater Dei is the payment of school fees. Do you foresee any problems with payment of school fees? <small>(Please see attached fee schedule)</small>		<input type="checkbox"/> No	<input type="checkbox"/> Yes
If yes, provide details:			
Have you placed any other applications with others schools?		<input type="checkbox"/> No	<input type="checkbox"/> Yes
If yes, provide details:			
In what ways would you be willing to participate within our school community?	<input type="checkbox"/> P & F	<input type="checkbox"/> Attendance at Events	<input type="checkbox"/> Country Fair
	<input type="checkbox"/> Canteen	<input type="checkbox"/> Assembly Attendance	<input type="checkbox"/> Fundraisers

Student's History Relevant to Risk Assessment

Mater Dei has a legal responsibility under the relevant sections of the Education Act 1990 and the Children and Young Persons (Care and Protection) Act 1998 to assess and manage any risk of harm to its staff and students. This application gives you the opportunity to provide information that will help facilitate the smooth transition of students into our school setting. This may include preparing a risk assessment, an Incident Prevention and Response Plan or other appropriate strategies directed at meeting the particular needs of the student. The action taken in response to the information you provide will help to safely support students in our school and contribute to ensuring the safety of your child, other students and staff.

To your knowledge, 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 at this school?	<input type="checkbox"/> No <input type="checkbox"/> Yes
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If yes, please complete information below and provide a brief description of your child's history or circumstances that might pose a risk of any type to themselves, other students or staff at Mater Dei.

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

Does your child have any past history of violent behaviour, including self-harm?	<input type="checkbox"/> No <input type="checkbox"/> Yes
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If yes, please provide details

Has your child ever been suspended, transferred and/or excluded from any previous school, preschool or other educational setting?	<input type="checkbox"/> No <input type="checkbox"/> Yes
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If yes, was this for any of the following:

- | | |
|--|---|
| <input type="checkbox"/> Actual violence to any person | <input type="checkbox"/> Possession of a weapon or any item used to cause injury or harm |
| <input type="checkbox"/> Illegal drugs | <input type="checkbox"/> Threats of violence or intimidation of staff, students or others |

Are you aware of any other incidents of the kind listed above in which your child has been involved outside of the school setting?	<input type="checkbox"/> No <input type="checkbox"/> Yes
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If yes, please provide details

If your child is enrolled, it is essential that Mater Dei has all the information about his/her needs in order to make **REASONABLE ADJUSTMENTS** to meet those needs. Under Chapter 16A of the CYPCP Act, Mater Dei may request from a Prescribed Body or the Department of Family and Community Services information that they may hold that related to the safety, welfare and well being of a child or young person. Mater Dei **MUST** be advised promptly of any changes to the needs of your child at any stage of his/her enrolment period.

Additional Information

To your knowledge, is there anything in your child's history or circumstances (including medical history) that might pose a risk to safety, welfare or well being of your child, other students or staff at this school?	<input type="checkbox"/> No <input type="checkbox"/> Yes
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Are there any matters/issues or further information relating to this application you wish to provide?



PARENT/GUARDIAN CONSENT TO OBTAIN INFORMATION

To:	Mater Dei Limited 229 Macquarie Grove Road Camden NSW 2570 ABN. 44054 606 987
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I (Full name)			
Of (Address)		Postcode	
<input type="checkbox"/> Parents <input type="checkbox"/> Legal Guardians	of _____ <small>(child's name)</small> <i>(hereinafter referred to as 'my child')</i>		

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. Please list below:

Provider	Name	Address	Contact Number
Current School/Setting			
General Practitioner			
Speech Therapist			
Occupational Therapist			
Psychometric Assessment Provider			
Other Relevant Services <small>(e.g. paediatrician)</small>			

Parent/Guardian Name		Signature	
Date			
Parent/Guardian Name		Signature	
Date			

Please Note
If your child is enrolled, it is essential that Mater Dei has all the information about his or her needs in order to make reasonable adjustments to meet those needs. Under chapter 16A of the CYPCP act Mater Dei may, without consent, request from a prescribed body or the Department Of Family And Community Services information that they may hold that relates to the safety, welfare and well-being of a child or young person. It is the responsibility of the parents/legal guardians to inform the school and/or services regarding any alteration to the information supplied on this form.

Payment Details

Payment must be received at the time or prior to submitting application

Preferred payment method for application fee of \$150:

Cash

Cheque

Direct Transfer

Credit Card
(via phone/reception)

Money Order

Account Name: Mater Dei

BSB: 062 516

Account Number: 00112432

Reference: Child's name

Please return completed application (including reports and documentation)

In person:

229 Macquarie Grove Rd
Camden NSW 2570

via email:

enrolment@materdei.org.au

via post:

The Enrolment Officer
Mater Dei School
PO Box 3090
Narellan NSW 2567

Declaration

- ✓ I/we enclose our non-refundable application fee of \$150.
- ✓ I/we understand that submitting an Application for Admission to Mater Dei does not constitute acceptance of our child.
- ✓ I/we understand that an interview and/or observation may follow and a written letter of offer from the Principal (after consideration of the Enrolment Committee) confirms a place. An additional fee of \$350 is payable on acceptance of an offer and will be deducted from the first term fees but if the placement is not taken up after acceptance, then this fee is non-refundable.
- ✓ I/we understand that we will be required to agree to the Conditions of Entry which apply at the time, if our child is offered a placement at Mater Dei.
- ✓ I/we declare that the information provided by us is accurate at time of application and must be kept up to date throughout the application process.
- ✓ In the event that the attached psychometric assessment does not contain the relevant scores, I/we hereby give permission for Mater Dei to obtain the scores from relevant service providers.

Parent/Guardian Name		Signature	
Date			
Parent/Guardian Name		Signature	
Date			

Parental Occupation Definition Sheet (refer page 10)

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)Michele

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, proof reader, 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/refugee/child care 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:
 - o other schools and teachers at those schools;
 - o government departments;
 - o 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
 - o medical practitioners and people providing educational, support and health services to Mater Dei, including specialist visiting teachers, coaches, volunteers and counselors
 - o providers of learning and assessment tools;
 - o 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);
 - o people providing administrative and financial services to the School;
 - o anyone you authorise Mater Dei to disclose information to; and
 - o 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