

Enrolment Procedures for MACS Schools

Purpose

The Melbourne Archdiocese Catholic Schools Ltd (MACS) Enrolment Procedures for MACS Schools contains specific directions applicable to the enrolment of domestic students in MACS primary and secondary schools, including specialist schools operated by MACS subsidiary, Melbourne Archdiocese Catholic Specialist Schools (MACSS).

The procedures reflect the mandatory requirements for enrolment in MACS schools under the minimum standards for school registration pursuant to the *Education and Training Reform Act 2006* (Vic.) and Education and Training Reform Regulations 2017 (Vic.). These requirements are set out within the Victorian Registration and Qualifications Authority (VRQA) *Guidelines to the Minimum Standards and Requirements for School Registration*.

Parents seeking to enrol their child in a MACS school should review the school's enrolment policy and these procedures to understand their obligations and the procedure should their application to enrol their child be successful. A reference to 'parent' in this document includes a reference to a parent, guardian, or carer (as applicable).

Enrolment procedures for MACS schools

To ensure consistency and transparency, MACS schools are required to follow this mandated enrolment procedure.

The parent/guardian/carer makes an enguiry with the administration team at the school

- 1. The parent/guardian/carer submits an application for enrolment form to the school
- 2. Structured interview with parent/guardian/carer, according to the school's enrolment policy
 - (a) If a student was previously enrolled in a school interstate, use the Interstate Student Data Transfer Note (ISDTN) to collect additional information.
- If the student is an Australian citizen, continue with school enrolment process, taking into
 consideration the school enrolment policies and procedures, privacy policies, and other
 relevant policies and procedures.
 - (a) Review the student's enrolment application with reference to minimum and maximum school entry age policies
 - (b) As part of the process, the principal or delegate provides enrolment agreement, Parent /Guardian / Carer Code of Conduct, and Student Code of Conduct to parent/guardian/carer and student to review and sign if offered a place. Acceptance and signing of these documents is a condition of enrolment.
- 4. If the student is not an Australian citizen, obtain the student and parent/guardian/carer's visa number and refer to schedule of visa sub-classes to determine eligibility for government funding General Recurrent Funding (GRG).
 - (a) If the student is eligible for government funding, the principal or delegate must comply with the Education Services for Overseas Student Act 2000 (ESOS Act). for independent international students and determine eligibility for targeted funding support as a new arrival (migrant or refugee), collects travel documents (passport, visa grant notice, Visa Entitlement Verification Online (VEVO) notice, ImmiCard), and completes funding application process for targeted new arrivals support. The principal or delegate continues with the school enrolment process.
 - (b) If the student is not eligible for government support, the student is classified as Full-Fee Paying Overseas Student (FFPOS) and is fee-liable. The principal completes attached

Dependent International Application Enrolment Form with the application lodgment fee and submits to MACS at ffpos@macs.vic.edu.au for assessment.

Please refer to the Mandated Enrolment Procedures flowchart (Appendix 1).

Enrolling children under the minimum school entry age and pre-Prep / Foundation programs

Exemption for enrolment under minimum school entry age

Under the *Education and Training Reform Act 2006* (Vic.), schooling is compulsory for students aged between 6 and 17 years unless an exemption from attendance has been granted. Victorian children are eligible to commence school if they are 5 years of age on 30 April in the year they start school.

If a parent/guardian/carer is seeking to enrol their child in a school at a younger age, a minimum age exemption is required. Exemptions are the exception rather than the norm and will only be granted when commencement of formal education is deemed to be in the child's best interests. Enrolment can only proceed with written approval by the Executive Director (or the delegate of the Executive Director) subject to the following minimum age exemption application criteria:

Minimum age exemption application criteria

- 1. Suitable academic ability as evidenced by cognitive assessment documenting an at or above 130 Full Scale IQ, (two standard deviations or more above the mean)
- 2. Evidence of enrolment in formal schooling and attendance for more than one term at an interstate or overseas school (not pre-school), and transfer documentation including evidence of appropriate academic achievement
- 3. Student will be aged at least 4 years 6 months on or before 30 April in the year they commence school as evidenced by a birth certificate or passport (in addition to meeting criteria 1 or 2)
- 4. Evidence from childcare, kindergarten, allied health or other relevant professionals that support early-age entry and the detrimental impacts to the longer-term interests of the child were they not to attend school.

Minimum age exemption application process

- The parent/guardian/carer should contact the principal to seek advice about the minimum age exemption procedure. Note additional support (e.g., an interpreter) can be provided upon request.
- 2. The principal will determine if there is sufficient evidence to meet the minimum age exemption application criteria.
- 3. The principal will apply to the relevant regional general manager for approval by the Executive Director (or their delegate). The application should include:
 - a minimum age exemption application form
 - a supporting letter from the parent/guardian/carer(s) requesting an exemption for enrolment under minimum school entry age
 - supporting documentation from appropriate health or educational professionals detailing cognitive assessment results (IQ at or above 130) and substantive reasons for early school entry
 - if relevant, evidence of enrolment in formal schooling and attendance for more than one term at an interstate or overseas school (not pre-school), and transfer documentation including evidence of appropriate academic achievement (e.g., school report).

If the criteria are met, parent/guardian/carer(s) are required to complete the Minimum Age Exemption Application Form (link) and submit to the principal for submission to the MACS Regional Offices.

Pre-Prep/Foundation programs

These procedures do not support the promotion of pre-Prep/Foundation programs which provide two years of schooling at the Foundation level. Indeed, repetition of a school year at any level has not been proven to create the opportune conditions for future learning development and is often detrimental to future progress and not recommended.

A child's perceived lack of readiness for school in the Foundation year may be caused by developmental needs, which would be better identified and addressed through flexible arrangements that cater for the needs of every child from the point of school entry, i.e. the Foundation year.

Enrolling students at Year 7

Year 7 enrolment

In enrolling students at Year 7, secondary colleges that share priority parishes are required to collaborate to ensure all applicants are offered a place at a MACS secondary college. Collaboration aims to be open and transparent and consistent with local school enrolment policies and practices.

Secondary colleges must comply with the upper limit ceiling for Year 7 enrolments for each MACS school and consider the priority parishes for each school together with the agreed timeline for the Year 7 enrolment procedure. If, during the annual applications assessment for Year 7 enrolment, a college receives applications above the ceiling limit, an application may be made to MACS to request an additional stream of students for Year 7.

The Executive Director will consider the advice received from the Archdiocesan Enrolment Committee (AEC) to either approve or not approve the proposed enrolment increase and the length of time it will remain in place.

Enrolment of students with consideration of the maximum age exception and exemption

Generally, a person who is aged over 18 years must not be enrolled at, or allowed to attend, a MACS school, or participate in any program or course conducted unless they:

- have been granted an exemption by the Executive Director or delegate
- fall within an exception to the maximum age requirements.

Maximum Age Exception Criteria

The principal of a MACS school may enrol a student (without completion of this form), where either of the following exception criteria are met:

- the student will turn 18 during the year of enrolment in an accredited senior secondary course, such as the Victorian Certificate of Education (VCE), Victorian Certificate of Education Vocational Major (VCE VM), the Victorian Certificate of Applied Learning (VCAL) (according to the VCAA's 2023 teach out arrangements), the International Baccalaureate (IB), Vocational Education and Training (VET) or an accredited foundation secondary course, for example, Victorian Pathways Certificate (VPC).
- the student will turn 19 during the year of enrolment for the sole purpose of completing an accredited senior secondary course in that year, accredited foundation secondary course in that year, or the student is expected to successfully complete their course in the year of enrolment based on the current course plan and assessment information.

Maximum Age Exemptions

An exemption must be sought where the student does not meet the exception criteria outlined above. There are three categories for maximum age exemption: Special Circumstances, English Language, and Other exemption as approved by Executive Director's delegate. Each category has specific requirements which must be met if a person is to be eligible for an exemption.

Applying for a Maximum Age Exemption

After determining the appropriate maximum age exemption category, the application form must be completed and submitted to the regional general manager.

- Section 1 must be completed by the person seeking the exemption, or their parent/guardian/carer.
- Section 2 must be completed by the principal of the college the person wishes to attend.
 Together with all supporting documents, this should be forwarded to the regional general manager.
- 3. Section 3 must be completed and signed by the Director, Learning and Regional Services.

The person, or their parent/guardian/carer, should inform the college if they require assistance, including an interpreter, to support them to understand the exemption process. Note: if a person is eligible for an exemption in more than one category, they must submit a separate application form for each exemption.

If the criteria are met, parent/guardian/carer(s) are required to complete the Maximum Age Exemption Application Form (link) and submit to the principal for submission to the regional office.

Enrolment of students with additional learning needs

We welcome parents who wish to enrol a child with additional learning needs and explore available options to fully understand and accommodate the child's needs. The procedure for enrolling students with additional learning needs is the same as that for enrolling any student. There is collaboration between primary and secondary MACS schools to ensure coordination and consistency of policy and procedures. We are required to comply with the relevant Australian and Victorian government legislation when considering the enrolment of a child with additional learning needs.

Enrolment of students from an interstate school

When enrolling students whose previous school was interstate, we use the protocols of the Interstate Student Data Transfer Note (ISDTN). This is a mandatory requirement of the Australian Government. It is the responsibility of the enrolling school to initiate and manage this procedure and be sensitive to parent/student consent requirements for the provision of information. All relevant documents and information are available on the Australian Government's Department of Education website: https://www.dese.gov.au/collections/interstate-student-data-transfer-note-and-protocol-non-government-schools

Enrolment of full fee-paying overseas students (FFPOS)

Full fee-paying overseas students who wish to enrol at MACS schools are to refer to the Dependant Full-Fee Paying Overseas Students (FFPOS) Application Procedure (link) which explains the application procedure and requirements and the relevant visa classes and fees that apply. All relevant information pertaining to visa classes are available from the Australian Government website: https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing

Please ensure parents/guardians/carers provide up to date evidence of visa status from the Department of Home Affairs, including any changes to visa or citizenship as soon as notified.

If the criteria are met, parents/guardians/carers and the Principal are required to complete the Dependant Full-Fee Paying Overseas Students (FFPOS) Application Form (link) and submit to Executive Director delegate for assessment and approval at ffpos@macs.vic.edu.au.

Enrolment procedures for secondary schools

Each MACS secondary college will build a relationship with primary schools, both Catholic and government, in their priority parishes to ensure that prospective parents are fully aware of the opportunities that exist at that school.

MACS secondary colleges will not advertise or actively seek enrolments other than in their priority parishes.

It is essential that families are allowed, where choice is available, to indicate their preference for one secondary college and still remain eligible for a first-round offer from the secondary college of second choice if they are unable to be accommodated by the secondary college of first choice. Such applicants will be a resident of a priority parish for the secondary college of second choice. An offer should not be made to a family who has accepted an enrolment place at another Catholic secondary college.

Where two or more secondary colleges share a priority parish, parents/guardians/carers are afforded a greater degree of choice, but it is essential that the schools work in partnership to develop a process for handling applications made to more than one secondary school.

Procedures for determining offers

- 1. Exchange lists of applicants in electronic form with neighbouring secondary colleges, with applicants listed in alphabetical order, and containing the following information:
 - name
 - religion
 - gender
 - current school
 - residential address
 - · parish of residence
 - sibling and/or parent connection.
- 2. Identify students with applications to more than one Catholic secondary college.
- 3. Communicate with surrounding secondary colleges to confirm applicants to more than one college and establish an agreed process to determine the order of preference of secondary colleges. Generally, applicants who do not belong to a priority parish should not be considered further by that college. However, during the consultative process it is necessary to ensure such applicants are made an offer by a secondary college which is a priority parish for that college.
- 4. Share the outcome of these processes to establish a revised list of applicants who have nominated the secondary college as their first preference.
- 5. Rank the reduced list of students according to the criteria outlined in the enrolment policy of each college.
- 6. Identify students who did not receive a first-round, or realistically, a second-round offer and who have an application at another secondary college.
- 7. Communicate the names of these applicants to neighbouring secondary colleges for which they have lodged an application and for which they are a resident of a priority parish with the expectation that the student would receive a first-round offer from the secondary college of second choice.
- 8. Exchange lists of offers with neighbouring secondary colleges (including the same details as in 1).
- 9. Maintain a waiting list of applicants who have not accepted an offer at another Catholic secondary college.
- 10. Liaise with neighbouring Catholic secondary colleges before making second-round offers to ensure that each applicant receives one offer only.

Roles, responsibilities, and reporting

Role	Responsibility	Reporting requirement (if applicable)
Principal	Accept and manage all enrolments	Report enrolment data to Executive Director through the February and August censuses
Principal	Determine if sufficient evidence exists to support minimum age exemption for enrolment	Submit application to the relevant regional general manager for approval by the Executive Director (or delegate)
Principal	Determine if sufficient evidence exists to support maximum age exemption for enrolment	Submit application to the relevant regional general Manager for approval by the Executive Director (or delegate)
Principal	Determine if student has a visa class that falls under Full Fee Overseas Paying student	Submit application to General Manager, Learning Diversity for assessment and approval by the Executive Director (or delegate) at ffpos@macs.vic.edu.au

Delegations and authorities

Role	Description of power/function	Limitations/conditions	Reporting requirement (if applicable)
Executive Director (or delegate)	Approval of proposal to increase Year 7 enrolment ceiling in a MACS secondary school	Consider advice from the Archdiocesan Enrolment Committee	Chief Planning and Infrastructure Officer maintains register of approved Year 7 ceilings and updates the Executive Director annually
Executive Director (or delegate)	Exemption for enrolment under the minimum school entry age	Prior written approval of the Executive Director (or delegate, Director, Learning and Regional Services)	All approved exemptions to minimum school entry age to be reported to the MACS Executive Director
Executive Director (or delegate)	Exemption for enrolment under the maximum school entry age	Principal to send completed application form and all supporting documents to the relevant Regional General Manager for approval by the Executive Director or delegate (Director, Learning and Regional Services)	
Executive Director (or delegate)	Approval for students who are Full-Fee Paying Overseas Students (FFPOS)	Prior written approval of the Executive Director (or delegate, Director, Learning and Regional Services	

Definitions

Melbourne Catholic Archdiocese Schools Ltd (MACS)

MACS is a reference to Melbourne Archdiocese Catholic Schools Ltd, and / or its subsidiaries, MACSS and/or MACSEYE (as the context requires).

MACS school or school

A school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by MACS, directly or through MACSS (as the context requires). References to schools or MACS schools also includes boarding premises of schools operated by MACS and specialist schools operated by MACSS.

Melbourne Archdiocese Catholic Specialist Schools Ltd (MACSS)

Melbourne Archdiocese Catholic Specialist Schools Ltd, a wholly owned subsidiary of MACS established to conduct and operate specialist schools.

Parish

Parish refers to the local parish as defined by its geographical boundaries and student location is based on home address.

Priority parish

A priority parish is defined as a parish included in the catchment area of a school. Children living within a priority parish receive priority in enrolment over children who reside outside the priority parish catchment area.

Related policies and documents

Supporting documents

Appendix 1: Mandated Enrolment Procedures Flowchart

Related MACS policies and documents

Consent to Transfer Information Form

Dependant Full Fee-Paying Overseas Students Application Procedure

Enrolment Agreement - Primary Schools

Enrolment Agreement - Secondary Schools

Enrolment Form - Primary Schools

Enrolment Form - Secondary Schools

Enrolment Policy for MACS schools

Enrolment Policy - Primary Schools

Enrolment Policy - Secondary Schools

Family Occupation Index – Parent/Guardian/Carer Occupation GroupsMaximum Age Exemption Application Form

Minimum Age Exemption Application Forms

Photography and Recording Permission Form - Schools - Template

Parents/Guardians/Carers Code of Conduct

Repeating a Year Level Application Form - Template

Standard Collection Notice - Template

Student Acceleration Application Form

Student Acceleration and Retention Policy for MACS Schools

Student Acceleration and Retention Policy - Template for Schools

Student Code of Conduct

Related policies and documents

Australian Government - Interstate Data Transfer Note for non- government schools

Legislation and standards

Child Wellbeing and Safety Act 2005 (Cth)

Disability Discrimination Act 1992 (Cth)

Disability Standards for Education 2005 (Cth)

Education and Training Reform Act 2006 (Vic.)

Education and Training Reform Regulations 2017 (Vic.)

Education Services for Overseas Student Act 2000 (Cth)

Equal Opportunity Act 2010 (Vic)

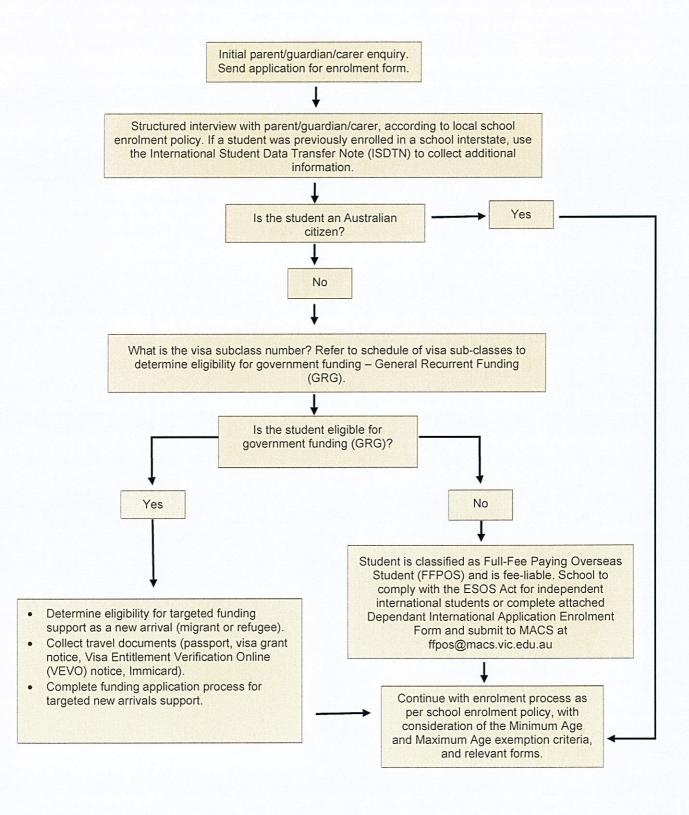
Privacy Act 1988 (Cth)Victorian Registration and Qualifications Authority (VRQA) minimum standards for schools

Policy information table

Responsible director	Director, Learning and Regional Services
Procedure owner	General Manager, Learning Diversity
Approving authority	Director, Learning and Regional Services
Assigned board committee	Education Strategy and Policy
Approval date	10 May 2023
Risk rating	High
Date of next review	May 2025
Publication details	CEVN, school website

POLICY DATABASE INFORMATION	
Assigned framework	Enrolment of Students
Related documents	Refer to Supporting Documents list above
Superseded documents Enrolment Procedures for Schools – v1.0 – 2021	

Appendix 1: Mandated Enrolment Procedure





Enrolment Policy for MACS schools

Purpose

This policy, and accompanying procedures, ensure schools maintain the highest possible level of Catholic enrolment consistent with requirements of the Victorian Registration and Qualifications Authority (VRQA).

Scope

This policy applies to all MACS schools, being schools that are owned, operated and governed by MACS or through its subsidiary, Melbourne Archdiocese Catholic Specialist Schools (MACSS), and as contextualised for the circumstances, offering and the needs of the student cohort of each specialist school by a directive of the board.

Principles

The following principles underpin this policy:

- MACS schools are established primarily for Catholic children from the school's priority parish or parishes;
- MACS encourages and supports schools to extend assistance to children who are poor, disadvantaged or considered most at risk;
- MACS considers it important for schools to develop strategies to raise the percentage of Catholic children attending Catholic schools;
- MACS and its schools are open to the enrolment of children of other Christian traditions and faiths, however, priority will be given to children from non-Catholic Eastern churches;
- Children from other religious traditions or of no religion should also be provided with an
 opportunity to enrol in Catholic schools, should they choose to apply and there is sufficient
 capacity within the school;
- By enrolling their child in a Catholic school, parents/guardians/carers enter a partnership with the school to promote and support their child's education, in particular their education in faith. It is the responsibility of parents/guardians/carers to support the school in furthering the spiritual and academic life of their child:
- Local pastoral discretion is an important element of decision-making about enrolment in a MACS school.

Policy

Schools are required to have a clearly defined enrolment policy and procedures which make clear who is eligible for enrolment as a domestic student.

Schools must also have an enrolment agreement with parents/guardians/carers which is publicly available and easily accessible to current and prospective parents/guardians/carers. The enrolment agreement must, at a minimum, include:

- codes of conduct for students, parents, carers, and guardians
- fees
- educational services provided
- the grounds on which enrolment can be terminated.

Schools should strive to be open and welcoming to all Catholic students, regardless of their background, and do everything reasonable to accommodate each student's individual needs.

While the first priority of the principal is to enrol the children of Catholic parents, pastoral discretion may be exercised in enrolment decisions where deemed appropriate.

Enrolment priorities

Schools must followed the order of enrolment priority outlined below. As systemic Catholic schools, the first priority of Catholic schools is the provision of a Catholic education for Catholic children from the school's priority parish/s. Schools can elaborate on this list but must ensure that any local criteria are published widely so that enrolment places are offered within acceptable timeframes. The list should be attached to the school's enrolment policy as a guide to parents/guardians/carers.

While Catholic schools in the Archdiocese of Melbourne are open to families of all faith and non-religious backgrounds, they must aim and give priority to enrol Catholic and Orthodox children ahead of other Christian denominations, non-Christians or children of no religious affiliation.

MACS primary schools

The order of priority for MACS primary schools is:

- 1. Catholic children who are residents of the parish
- 2. siblings of children already enrolled in the school
- 3. Catholic children who are not residents of the parish but are recognised as parishioners by the parish priest
- 4. Catholic children from other parishes (for pastoral reasons)
- 5. children from non-Catholic Eastern churches (i.e. Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and other Orthodox) who are residents of the parish
- 6. children from non-Catholic Eastern churches (i.e. Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and Other Orthodox) who reside outside the parish
- 7. other Christian children who are residents of the parish
- 8. other Christian children who reside outside the parish
- 9. non-Christian children who are residents of the parish
- 10. non-Christian children who reside outside the parish.

MACS secondary colleges

The order of priority for MACS secondary colleges is:

- 1. Catholic children who are residents of a designated priority parish and have attended a Catholic primary school in one of those parishes
- 2. siblings of children already enrolled in the school
- Catholic children who are residents of a designated priority parish and have not attended a Catholic primary school
- 4. Catholic children from other parishes (for pastoral reasons)
- 5. children from non-Catholic Eastern churches (i.e. Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and other Orthodox) who have attended a Catholic primary school and are residents of a priority parish
- 6. children from non-Catholic Eastern churches (i.e. Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and other Orthodox) who have not attended a Catholic primary school and are residents of a priority parish
- other Christian children who have attended a Catholic primary school and are residents of a priority parish

- 8. other Christian children who have not attended a Catholic primary school and are residents of a priority parish
- 9. non-Christian children who have attended a Catholic primary school and are residents of a priority parish
- 10. non-Christian children who have not attended a Catholic primary school and are residents of a priority parish.

Year 7 ceilings

When prioritising students for enrolment in Year 7, all MACS secondary colleges must adhere to the Year 7 ceiling that is currently agreed to between the college and MACS. Secondary colleges cannot enrol Year 7 students beyond the Year 7 ceiling without the express consent of the Executive Director.

Overseas Students

When considering the enrolment of students on visa, each principal of a MACS school is required to comply with MACS procedures and legislative requirements. Each school will determine a student's eligibility for government funding and where not eligible, consider the Dependant Full-Fee Paying Overseas Student (FFPOS) application process.

Achieving a High Level of Catholic Enrolment

Catholic schools are expected to maintain and/or work towards the highest possible level of Catholic enrolment. If a school does not have a high level of Catholic and non-Catholic Eastern Church enrolments, it must attempt to increase its percentage by establishing a realistic target.

Parental Responsibilities

At the time of enrolment, each school should ensure that parents/guardians/carers understand they have a responsibility to provide ongoing support for their child's Catholic education. In particular, parents/guardians/carers should be asked to make an explicit commitment to the following responsibilities:

- When enrolling a child in a MACS school they should complete the school's enrolment form
 and ensure it is returned by the due date. This does not guarantee enrolment in the school,
 which is finalised following the signing of the enrolment agreement as formal acceptance of the
 offer of enrolment.
- Be prepared to support the school in the Catholic education of their child and involve themselves as much as possible, as well as committing to adhering to the expected standards of parental behaviour as outlined in the school's Parent / Guardian / Carer Code of Conduct.
- Acknowledge and commit to meeting the financial responsibilities arising from the ongoing enrolment of their child. Any difficulties in meeting this commitment should be discussed with the principal.
- Advise the principal of any court order or custodial arrangement/s that may exist in relation to their child, or any changes to such order/s, and provide a copy of the court order/s and any subsequent changes for the child's school file.
- Provide the school with an immunisation history statement from the Australian Immunisation Register
- Provide evidence of visa status from the Department of Home Affairs as soon as notified where applicable.

Termination of enrolment

In certain limited circumstances a termination of enrolment may occur where the relationship between a school and a family has irretrievably broken down as a result of significant and/or repeated breaches by a parent/guardian/carer of the school's Parent / Guardian / Carer Code of Conduct (Code of Conduct), the school's Enrolment Agreement, and relevant school policies. Parents/guardians/carers are, as a condition of enrolment, expected to read, sign, and comply with the Code of Conduct, the school's Enrolment Agreement, and relevant school policies.

Parents/guardians/carers who breach the Code of Conduct, Enrolment Agreement, and/or school policies will be contacted by the principal. Appropriate action, which may include limiting or reducing access to the school grounds, attending school functions or school-based activities or, setting mandatory parameters around methods and timing of communication, or imposing an Immediate or Ongoing School Community Safety Order is at the discretion of the principal and other authorised persons.

A termination of enrolment on the basis of parental/guardian/carer conduct must be approved by the Director, Learning and Regional Services, and such approval would only be provided in the following circumstances:

- a breach of the Code of Conduct on the part of a parent/guardian/carer has previously
 occurred
- the parent/guardian/carer has, because of that previous breach, been warned that any subsequent breach of the Code of Conduct by them (or the family) may result in a termination of enrolment
- a further breach of the Code of Conduct by the parent / guardian / carer, or by another family
 member in appropriate circumstances (including where the principal is satisfied on reasonable
 grounds that that other family member has been warned or is otherwise aware that a warning
 has previously been given) occurs.

A termination of enrolment may also occur where any parent/guardian/carer has engaged in conduct on a single occasion which constitutes a serious breach of the Parent / Guardian / Carer Code of Conduct (involving for example, conduct which poses a serious risk to staff or student health and safety.) In these circumstances, it will not be necessary for a warning to be given before consideration is given to termination of enrolment.

A decision to withdraw or terminate the enrolment of a student may only be made by the Director, Learning and Regional Services upon consideration of the following:

- the view of the principal of the school
- an objective assessment of all presenting circumstances, including the nature and gravity of the conduct and whether any previous warnings have been provided to the parent/guardian/carer
- the principles of procedural fairness are followed in the decision-making process, including an
 opportunity for the student and their family/guardians/carers to be heard, all relevant
 information considered.

Before any final decision as to termination of enrolment is made, the student's family will be provided with an opportunity to comment on and/or provide any relevant information for consideration in this regard.

Students are also, as a condition of enrolment, expected to read and comply with the school's Student Code of Conduct (**Code of Conduct**).

In cases of serious and/or persistent breaches of the student code of conduct, the Student Behaviour Policy outlines the consequences for student misbehaviour. The school's Suspension, Negotiated Transfer, and Expulsion of Students Policy and procedures outlines the management of suspension and expulsion and appeals processes.

In accordance with applicable legislation and the school's Child Safety and Wellbeing Policy, the police, 'Families and Children's Services' within the Department of Families, Fairness and Housing (DFFH), Commission for Children and Young People (CCYP), and/or any other relevant bodies will be informed of any unlawful breaches of these codes.

Complaints regarding enrolment

All MACS schools are required to maintain a fair, effective, and efficient complaints-handling process so that complaints about enrolment and other matters at the school can be addressed.

If a parent/guardian/carer of the student would like to make an appeal on the enrolment process, or termination of enrolment, parents/guardians/carers can raise the concerns to the principal or relevant person either in writing or by making an appointment. Please ensure the relevant person/s is given a reasonable amount of time to take the steps required to resolve or address the concerns. Please refer to the school's complaints handling policy and/or guidelines for further information.

If the matter cannot be resolved at the school level, or if the complaint is about the principal of the school, complainants are advised to contact the relevant MACS Regional Office. Alternatively, parents/guardians/carers may lodge a complaint online and read the MACS Complaint Handling policy at https://www.macs.vic.edu.au/Contact-Us/Complaints.aspx.

Archdiocesan Enrolment Committee

The Archdiocesan Enrolment Committee provides advice to the Executive Director on enrolment matters such as:

- Catholic/non-Catholic Eastern Church enrolments for each school and the strategies undertaken by schools to attain and/or maintain a high level of Catholic enrolment
- identifying and assisting schools which are experiencing difficulty in increasing and/or maintaining enrolment of Catholic students
- requests by schools relating to their inability to increase their Catholic / non-Catholic Eastern Church percentage
- monitoring and assisting secondary schools in terms of the Year 7 enrolment ceilings and priority parish arrangements
- strategies to assist in the resolution of any complaints by schools concerning the enrolment practices of other schools
- establishing a higher profile for Catholic education so that all Catholic families are aware of and welcomed by the appropriate Catholic school.

All committee positions are nominees of the Executive Director. The core membership of the Archdiocesan Enrolment Committee includes:

- the Chair, appointed by the Executive Director
- a regional general manager
- one representative of RI/MPJP schools
- two representatives of MACS secondary colleges
- a representative of MACS primary schools
- one parish priest
- · the Chief Planning and Infrastructure Officer.

Appointments to further augment the core membership of the committee are made at the discretion of the Executive Director, as required.

Information to be collected

At enrolment, MACS schools are required to collect particular information about parents/guardians/ carers and their child. Parents/guardians/carers are required to provide particular information about their child during the enrolment process in order for MACS and the school to meet the duty of care obligations and to satisfy government requirements. Lodging an enrolment form does not guarantee enrolment at the school. For secondary enrolments, students are required to nominate two preferences. Schools are required to confirm that a student agrees to identify as Aboriginal and/or Torres Strait Islander to be counted in the census.

Roles, responsibilities and reporting

Role	Responsibility	Reporting requirement (if applicable)
MACS board	Define the catchment area for each MACS school	
Executive Director	Determines nominees for Archdiocesan Enrolment Committee positions	
Executive Director or delegate (Director, Learning and Regional Services)	Approval for exemption for enrolment under the maximum school entry age	Written approval required. Subject to student meeting criteria outlined in these procedures
	Approval for exemption for student retention	Written approval required. Subject to student meeting criteria outlined in these procedures
Archdiocesan Enrolment Committee	Advice to the Executive Director on enrolment matters	
Local Enrolment Committee (or Principal where Local Enrolment Committee is not established)	Endorse enrolment decisions made at the school	
Principal	Accept and manage all enrolments	Report enrolment data to Executive Director through the February and August censuses
	Publish enrolment policies, procedures, agreement, enrolment pack, forms, and School Community Safety Order internal review process on school website	Annual attestation to the Executive Director
	Ensure compliance with MACS enrolment policies	Annual attestation to the Executive Director with any breaches identified
	Catholic/non-Catholic Eastern Church enrolment numbers and strategies to increase this percentage	Through annual census data collection
	Adopt strategies to increase the percentage of Catholic / non-Catholic Eastern Church enrolment numbers	Through annual census data collection process

Delegations and authorities

Role	Description of power/function	Limitations/conditions	Reporting requirement (if applicable)
Executive Director	Approval of Year 7 enrolment in excess of approved ceiling level	Prior written approval of the Executive Director following advice from the Archdiocesan Enrolment Committee	Chief Planning and Infrastructure Officer maintains register of approved Year 7 ceilings and updates the Executive Director annually
Executive Director (or delegate, Director, Learning and Regional Services)	Exemption to minimum age of school entry	Principal to send completed application form and all supporting documents to the relevant Regional General Manager for approval by the Executive Director or delegate (Director, Learning and Regional Services)	All approved exemptions to minimum school age to be reported to the Executive Director.
Executive Director (or delegate, Director, Learning and Regional Services)	Exemption to the maximum age, year-level acceleration, and retention	Principal to send completed application form and all supporting documents to the relevant Regional General Manager for approval by the Executive Director or delegate (Director, Learning and Regional Services)	N/A
Director, Learning and Regional Services	Decision to withdraw or terminate a student's enrolment following parental breach of code of conduct	Consideration of the view of the principal and all circumstances, nature, and gravity of actions of student	
Principal (or Acting Principal)	Decision to expel a student aged 9 or older	Only on prescribed grounds in accordance with prescribed procedures, in line with the School Expulsion policy, with guidance from regional general manager	Mandatory reporting to the Regional General Manager prior to expulsion
Director Learning and Regional Services	Decision to expel a student aged 8 or younger	Only on prescribed grounds in accordance with prescribed procedures, in line with the School Expulsion policy, in consultation with MACS Learning Diversity or Student Wellbeing Unit	
Executive Director (or delegate)	Approval for students who are Full-Fee Paying Overseas Students (FFPOS)	Prior written approval of the Executive Director (or delegate, Director, Learning and Regional Services	

Procedures

Procedures for the enrolment of students in MACS schools are documented separately. Schools are required to have a local enrolment policy and procedure aligned with the directives in this policy.

Definitions

Catholic child

For enrolment in a Catholic school, a child is considered to be Catholic if they are a member of the Catholic Church, usually established by a Certificate of Baptism, and have fully participated in a sacramental program or there is evidence of an intention to complete their sacramental journey.

Catholic school

A Catholic school operated by MACS is one which operates with the consent of the Archbishop of Melbourne, where formation and education are based on the principles of the Catholic doctrine.

Enrolment Agreement and Enrolment Form

The Enrolment Agreement and Enrolment Form is an agreement parents/guardians/carers enter with MACS for enrolment at the particular MACS school. The Enrolment Agreement stipulates the terms and conditions of enrolment and the way in which the school seeks to work in collaboration with families. Schools must have an Enrolment Agreement with parents/guardians/carers which is publicly available and easily accessible to current and prospective parents/guardians/carers.

The enrolment form outlines the information that must be collected by the principal of each school, to enable MACS to satisfy its duty of care obligations and ensure it has the relevant information about each student to determine any need for adjustments.

Enrolment catchment area

The enrolment catchment area is a defined area from which a school enrols students as officially designated to a school by the MACS board.

For the majority of primary schools, this will be the parish to which the school belongs. In parishes with more than one primary school, the catchment for each school is determined by the parish in consultation with MACS. For secondary colleges, it will be those parishes designated as priority parishes by MACS.

Orthodox child

Orthodox refers to non-Catholic Eastern churches which includes Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and Other Orthodox.

Parish

Parish refers to the local parish as defined by its geographical boundaries and student location is based on home address.

Priority parish

A priority parish is defined as a parish included in the catchment area of a school. Children living within a priority parish catchment area receive priority in enrolment over children who reside outside the priority parish catchment area.

Related policies and documents

Supporting documents

Consent to Transfer Information Form

Dependant Full-fee Paying Overseas Students Application Procedure - Schools

Enrolment Agreement- Primary Schools

Enrolment Agreement - Secondary Schools

Enrolment Form - Primary Schools

Enrolment Form - Secondary Schools

Enrolment Policy - Primary - Template for Schools

Enrolment Policy - Secondary - Template for Schools

Enrolment Procedures for MACS Schools

Family Occupation Index - Parent/Guardian/Carer Occupation Groups

Maximum Age Exemption Application Form

Minimum Age Exemption Application Form

Photography and Recording Permission Form - Schools - Template

Parents/Guardians/Carers Code of Conduct

Repeating a Year Level Application Form - Template

Standard Collection Notice - Template

Student Acceleration Application Form

Student Code of Conduct

[insert any school developed guidelines or processes]

Related MACS policies and documents

Concessional Fees Policy

[insert school] Complaints Handling Policy

Complaints Handling Policy for MACS Schools

Guidelines for Schools - Suspension, Negotiated Transfer, and Expulsion

Privacy Policy

Recordkeeping Policy for MACS Schools

School Community Safety Order Scheme - Internal Review Process

School Suspension of Students Policy

School Negotiated Transfer of Students Policy

School Expulsion of Students Policy

Student Acceleration and Retention Policy for MACS Schools

Student Acceleration and Retention Policy – Template for Schools

Related policies and documents

<u>Australian Government - Interstate Data Transfer Note</u> for non- government schools Legislation and standards

Child Wellbeing and Safety Act 2005 (Cth)

Disability Discrimination Act 1992 (Cth)

Disability Standards for Education 2005 (Cth)

Education and Training Reform Act 2006 (Vic.)

Education and Training Reform Regulations 2017 (Vic.)

Education Services for Overseas Student Act 2000 (Cth)

Equal Opportunity Act 2010 (Vic.)

Privacy Act 1988 (Cth)

Victorian Registration and Qualifications Authority (VRQA) minimum standards for schools

Policy information

Responsible director	Director, Learning and Regional Services
Policy owner	General Manager, Learning Diversity
Approving authority	Executive Director
Assigned board committee	Education Strategy and Policy
Approval date	10 May 2023
Risk Rating	High
Date of next review	May 2025
Publication	CEVN, MACS website

POLICY DATABASE INFORMATION	
Assigned framework	Enrolment of Students
Supporting documents	Refer to Supporting Documents list above
Superseded documents	MACS Enrolment Policy – v1.0 – 2021
New policy	

St. Paul's Primary School Privacy Policy and Procedures



St. Paul's Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

Purpose

This policy sets out how personal information provided to or collected by St. Paul's Primary School is managed, to ensure St. Paul's Primary School acts in accordance with relevant legislative requirements.

Scope

This policy applies to information held and acquired by St. Paul's Primary School.

Principles

St. Paul's Primary School will apply a number of principles in collecting and managing personal information. It will:

- manage personal information in an open and transparent way.
- only collect personal information that is reasonably necessary for the school's functions or activities.
- use fair and lawful means to collect personal information.
- obtain consent to collect sensitive information unless specified exemptions apply.
- take reasonable steps to protect the personal information the school holds from misuse, interference and loss and from unauthorised access, modification or disclosure.
- only use or disclose personal information for the primary purpose of collection unless an exception applies.

Policy

The school collects and holds personal information, including health and other sensitive information about students, parents /guardians/carers and others, who come into contact with the school.

The school will generally collect personal information held about an individual by way of:

- forms filled out by parents / guardians / carers or students
- · face-to-face meetings and interviews
- emails and telephone calls
- through the school's online portals Operoo & Seesaw

St. Paul's Primary School will use personal information it collects from parents / guardians / carers for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected or consented to, by parents / guardians / carers.

St. Paul's Primary School ensures that personal information is stored securely and that access is provided only to persons who need such access. Depending on the nature of the personal information, it may be stored in locked rooms or cabinets (in the case of paper records), on secure digital devices or on the school computer systems with appropriate level of access in place.

Exception in relation to employee records

Under the Privacy Act, the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the school's treatment of an employee record where the treatment is directly related to a current or former employment relationship between the school and employee. The school handles staff health records in accordance with the Health Privacy Principles in the Health Records Act 2001 (Vic.).

Anonymity

The school needs to be able to identify individuals with whom it interacts and to collect identifiable information about them to facilitate the delivery of schooling to its students and its educational and support services, conduct the job application process and fulfil other obligations and processes. However, in some limited circumstances some activities and interactions with the school may be done anonymously where practicable, which may include making an inquiry, complaint or providing feedback.

Procedures

What information may be collected by the school

Student information

Name

Contact details (including next of kin)

Date of birth

Gender

Language background

Previous school

Religion

Medical and welfare information (including details of disability and / or allergies and details of any assistance the student receives for that disability and / or allergies, medical reports,

Medical reports

Cognitive assessments

Conduct and complaint records, or other behaviour notes, school attendance, school reports

Information about referrals to government welfare agencies

Information obtained during counselling

Any court orders

Photographs and videos at school events

Parent / guardian / carer information

Name

Address

Contact details

Education, occupation, and language background

Health fund details

Medicare number

Job applicants, staff members, volunteers, and contractors

Name

Contact details (including next of kin)

Date of birth

Information on job application form

Information provided by a former employer or a referee

Professional development history

Salary and payment information, including superannuation details

Medical information (e.g., details of disability and / or allergies, medical certificates)

Complaint records and investigation report

Employee records

Photos and videos at school events

Workplace surveillance information

Work email and private email (using work email address) and internet browsing history

Other people who come into contact with the school

Name

Contact details

Relationship to student / family / school

Personal information provided by other people

In some circumstances the school may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school. The type of information the school may collect from another school may include:

- academic records and/or achievement levels
- information that may be relevant to assisting the new school to meet the needs of the student, including any adjustments.

How will the school collect and hold personal information?

Students and parents / guardians / carers

In some cases where the school requests personal information about a student or parent / guardian / carer, if the information requested is not provided, the school may not be able to enrol or continue the enrolment of the student or permit the student to take part in a particular activity.

In relation to the personal information of students and parents / guardians / carers, the school's primary purpose of collection is to enable the school to provide schooling to students enrolled at the school (including educational and support services for the student), 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. This includes satisfying the needs of parents / guardians / carers, the needs of the student and the needs of the school throughout the whole period the student is enrolled at the school.

In particular, the purposes for which the school uses the personal information of students and parents / guardians / carers include:

- to keep parents / guardians / carers informed about matters related to their child's schooling, through correspondence, newsletters and magazines
- · day-to-day administration of the school
- looking after students' educational, social and medical wellbeing
- seeking donations and marketing for the school
- to satisfy the school's legal obligations to discharge its duty of care
- to satisfy the legal obligations of the school's governing authority Melbourne Archdiocese Catholic Schools Ltd (MACS) and the Catholic Education Commission of Victoria Ltd (CECV)
- to satisfy the school service providers' legal obligations.

Job applicants and contractors

In relation to the personal information of job applicants and contractors, the school's primary purpose of collection is to assess and (if successful) engage the applicant, or contractor, as the case may be.

The purposes for which the school uses the personal information of job applicants and contractors include:

- administering the individual's employment or contract, as the case may be
- for insurance purposes
- seeking donations and marketing for the school
- satisfying the school's legal obligations, for example, in relation to child protection.

Volunteers

The school also obtains personal information about volunteers who assist the school in its functions or conduct associated activities, such as [include the name of any alumni associations].

The purposes for which the school uses the personal information of volunteers includes:

- enabling the school to manage the engagement process of volunteers
- · for insurance purposes
- satisfying the school's legal obligations, for example, in relation to child protection
- to confirm their suitability and to manage their visits.

Counsellors

The school contracts with external providers to provide counselling and/or psychology services for some students. The principal may require the counsellor and/or psychologist to inform him or her or other teachers of any issues the principal and the counsellor and/or psychologist believe may be necessary for the school to know for the wellbeing or development of the student who is counselled or other students at the school.

Parish

The school will not disclose any personal information to the school parish to facilitate religious and sacramental programs, or other activities such as fundraising, without consent.

Marketing and fundraising

The school treats marketing and seeking donations for the future growth and development of the school as an important part of ensuring that the school continues to provide a quality learning environment in which both students and staff thrive. Personal information held by the school may be

disclosed to organisations that assist in the school's fundraising, for example, the school's foundation or alumni organisation, or on occasion, external fundraising organisations.

Parents / guardians / carers, staff, contractors, and other members of the wider school community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information and sometimes people's images, may be used for marketing purposes.

Who might the school disclose personal information to?

The school may disclose personal information, including sensitive information, held about an individual for educational, administrative and support purposes. This may include to:

- school service providers which provide educational, support and health services to the school, either at the school or off campus
- people providing educational support such as sports coaches, volunteers, counsellors, sports coaches and providers of learning and assessment tools
- third party service providers that provide online educational and assessment support services, document and data management services, training and support services, hosting services, and software-as-a-service applications, such as the Integrated Catholic Online Network (ICON) and Google G Suite
- authorised agencies and organisations to enable the school to discharge its responsibilities, e.g. under the Australian Education Regulation 2013 (Regulation) and the Australian Education Act 2013 (Cth) relating to students with a disability, including Nationally Consistent Collection of Data (NCCD) quality assurance processes, participation in the Australian Early Development Census (AEDC) and government audits
- authorised organisations and persons who support the school by providing consultative services
 or undertaking assessments for the purpose of educational programming or providers of health
 services such as counsellors, psychologists, school nursing services, dental vans. Specific
 consent is obtained to collect and disclose this type of sensitive and health information as part of
 a service request which may include release of relevant medical or allied health reports,
 educational planning and evaluation documents such as personalised
 learning/behaviour/medical management plans
- other third parties which the school uses to support or enhance the educational or pastoral care services for its students or to facilitate communications with parents / guardians / carers
- support the training of selected staff in the use of the school's systems
- another school including to its teachers to facilitate the transfer of a student
- federal and state government departments and/or agencies engaged by them
- · health service providers
- recipients of school publications, such as newsletters and magazines
- students/parents / guardians / carers and their emergency contacts
- assessment and educational authorities including the Victorian Curriculum and Assessment Authority (VCAA) and the Australian Curriculum, Assessment and Reporting Authority (ACARA)
- anyone to whom the parent / quardian / carer authorises the school to disclose information
- anyone to whom the school is required or authorised to disclose the information by law, including under child protection and information sharing laws.

Nationally Consistent Collection of Data on School Students with Disability

The school is required by the Australian Education Regulation 2013 (Cth) and Australian Education Act 2013 (Cth) to collect and disclose certain information to inform the Students with a Disability (SwD) loading via the NCCD. The school provides the required information at an individual student level to an approved authority. Approved authorities must comply with reporting, record-keeping and data quality assurance obligations under the NCCD. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any student.

Sending and storing information overseas

The school may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange or a student overseas tour. However, the school will not send personal information about an individual outside Australia without either:

- · obtaining the consent of the individual
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

The school may from time to time use the services of third-party online service providers (including for the delivery of services and third-party online applications, or apps relating to email, instant messaging and education and assessment, such as Google G Suite and Gmail) which may be accessible by the parent / guardian / carer. Some personal information, including sensitive information, may be collected and processed or stored by these providers in connection with these services. These online service providers may be located in or outside Australia.

School personnel and the school's service providers may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the system and services ensuring their proper use.

The school makes reasonable efforts to be satisfied about the security of any personal information that may be collected, processed and stored outside Australia, in connection with any cloud and third-party services and will endeavour to ensure the cloud is located in countries with substantially similar protections as the Australian Privacy Principles.

Where personal and sensitive information is retained by a cloud service provider on behalf of the school to facilitate human resources and staff administrative support, this information may be stored on servers located in or outside of Australia.

Otherwise, it is not practicable to specify in this policy the countries in which overseas recipients of personal information are likely to be located.

How does the school treat sensitive information?

In referring to sensitive information, the school means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless the parent / guardian / carer agrees otherwise, or the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information

The school's staff are required to respect the confidentiality of students' and parents / guardians / carers' personal information and the privacy of individuals.

The school has in place steps to protect the personal information the school holds from misuse, interference and loss, unauthorised access, modification, or disclosure by use of various methods including locked storage of paper records and appropriate security to limit access to digital records.

This includes responding to any incidents which may affect the security of the personal information it holds. If the school assesses that anyone whose information is affected by such a breach is likely to suffer serious harm as a result, we will notify them and the Office of the Australian Information Commissioner of the breach.

Access and correction of personal information

Under the Privacy Act and the Health Records Act, an individual has the right to seek and obtain access to any personal information and health records respectively which the school holds about them and to advise the school of any perceived inaccuracy. Students will generally be able to access and update their personal information through their parents / guardians / carers, but older students may seek access and correction themselves.

There are some exceptions to the access rights set out in the applicable legislation.

To make a request to access or to update any personal information the school holds about parents/guardians/carer or children, please contact the school principal [principal name] or the school administrator [administrator name] by telephone or in writing. The school may require verification of identity and specification of what information is required. The school may charge a fee to cover the cost of verifying the application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the school will advise the likely cost in advance. If the school cannot provide access to that information, we will provide written notice explaining the reasons for refusal.

There may be circumstances where the reason for refusal is not provided, if doing so may breach the privacy of another person.

Consent and rights of access to the personal information of students

The school respects every parent / guardian / carer's right to make decisions concerning their child's personal information.

Generally, the school will refer any requests for consent and notices in relation to the personal information of a student to the student's parents / guardians / carers. The school will treat consent given by parents /guardians/carers as consent given on behalf of the student and notice to parents / guardians / carers will act as notice given to the student.

Parents / guardians / carers may seek access to personal information held by the school about them or their child by contacting the school principal, Mr. Denis Daly, by telephone or in writing. However, there may be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the school's duty of care to the student.

The school may, at its discretion on the request of a student, grant that student access to information held by the school about them, or allow a student to give or withhold consent to the use of their personal information, independently of their parents / guardians / carers. This would normally be done only when the maturity of the student and/or the student's personal circumstances warrant it.

Complaints

If parents / guardians / carers wish to complain that the school has interfered with their privacy because of an alleged breach of the Australian Privacy Principles, they should contact the school principal, Mr. Denis Daly, in writing at:

Principal: Mr. Denis Daly

School name: St. Paul's Primary School

School address: 230-240 Sunshine Avenue, Kealba VIC 3021

Email: principal@spkealba.catholic.edu.au

The school will investigate the complaint and will notify the parent / guardian / carer of the making of a decision in relation to the complaint as soon as is practicable after it has been made.

If the parents / guardians / carers are not satisfied with the school's decision, a complaint in relation to an alleged breach of the Australian Privacy Principles can be made to the MACS Privacy Officer at privacy@macs.vic.edu.au.

MACS Privacy Officer
Melbourne Archdiocese Catholic Schools Ltd
PO Box 3
EAST MELBOURNE 8002
Phone 03 9267 0228

Email: privacy@macs.vic.edu.au.

MACS will investigate any complaint and notify you of a decision in relation to your complaint as soon as practicable after the decision has been made. If you are not satisfied with MACS' decision, you may make a complaint to the Office of the Australian Information Commissioner (OAIC). Contact details are:

GPO Box 5218, Sydney, NSW 2001 Telephone: 1300 363 992

An online privacy complaint form is available from www.oaic.gov.au.

Related policies and documents

Supporting documents

- St. Paul's Primary School Standard Collection Notice
- St. Paul's Primary School Photographic and Recording Permission Form

Related MACS policies and documents

- Privacy Policy for MACS Schools
- Recordkeeping Policy Schools

Legislation and standards

Australian Education Act 2013 (Cth) Australian Education Regulation 2013 (Cth) Health Records Act 2001 (Vic.) Privacy Act 2001 (Cth)

Approval Date	10 May 2023
Review Date	May 2025