



# **Our Lady of the Way Primary School**

Green Avenue, Kingsbury

P.O. Box 159  
KINGSBURY, Vic 3083

Tel: 9460 6684  
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## **GENERAL ENROLMENT POLICY**

Our Lady of the Way school community aims to inculcate Christian values and to foster a new life in Christ, thus establishing 'a synthesis of culture, faith and life'. This is to emphasize the importance of an educational integration in which the academic subjects together with regular religious instruction contribute towards the development of a mature Christian person. After initiation by Baptism into the Catholic community, growth in that faith is encouraged within the climate of the Catholic school. It is therefore the right of every Catholic child to be given these opportunities wherever and whenever it is practical to do so. Each child, thus accepted into the school must be allowed the chance for optimum development, having regard to the rights of others. Whilst equal educational opportunity is a general aim, there will be in our school, some children who require varied or additional aid for appropriate development. Considerations must be made and continually reviewed as to how best to cater for the Intellectual, Physical, Social, Emotional, Moral, Spiritual and Aesthetic needs of each and all in our care.

Thus we have formulated certain guidelines for the enrolment of pupils into our school. In the first instance, we will deal with the proposed structure for Preparatory intake. The following procedure is to be standard practice.

The enrolment of pupils for the Preparatory grades may be held at a time deemed suitable by the Principal. Enrolment is carried out by the Principal in accordance with the Diocesan and local policy. Only children who will be five years old on or before April 30th of the year in which they are to start may be enrolled. Permission of the Director of Catholic Education must be sought for children under this age. Though permission is not usually granted, it may, in special circumstances be granted according to very definite conditions. Children over 6 years of age are required by law to attend school every school day unless there is a reasonable reason for not doing so.

The prime criteria for consideration for enrolment at Our Lady of the Way are in order as follows.

- The child is a sibling of a child(ren) currently enrolled at Our Lady of the Way.
- The child is a baptised Catholic, or at the least, one parent is Catholic.
- The family resides within the school's designated enrolment zone within the parish, or approval has been given to vary this.
- The family should already be, or be prepared to financially support the established fee and levy requirements of the school.
- The family should, where possible, be willing to actively support the school programs.

*If a strong presentation is made and numbers allow, consideration will be given to children of other Christian traditions whose parents are prepared to fulfil the commitment to education in Christian values as stated in School Policies.*

In the event of the number of applications for enrolment exceeding the number of available places, then a waiting list will be prepared. Places will be distributed on the following schedule.

1. The child is a sibling of a child(ren) currently enrolled at Our Lady of the Way.
2. Baptised children of Catholic parent/s in the Kingsbury Parish.
3. Non-Baptised children of Catholic parent/s in the Kingsbury Parish.
4. Baptised children from other Parishes.
5. Children from families of committed Christian families.
6. Others.

All families seeking enrolment at Our Lady of the Way need to meet with the Principal before their enrolment procedure can be completed. The Parish Priest may also be in attendance at this interview. In the interview with parents, the Principal will require a copy of the child's Baptismal Certificate and also a copy of the child's Birth Certificate. Any medical information, particularly that of a serious nature which might affect the child's learning ability or mobility within the school context, should be handed over at this time.

All new families seeking enrolment at Our Lady of the Way need to meet with the Parish Priest before the enrolment process can be completed.



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## ***Draft Privacy Policy***

### **Your privacy is important**

This statement outlines Our Lady of the Way's policy on the use and management of personal information provided to or collected by it.

The school is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

Our Lady of the Way may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the school's operations and practices and to make sure it remains appropriate to the changing school environment.

What kind of personal information does a school collect and how does a school collect it?

The type of information schools collect and hold includes (but is not limited to) personal information, including sensitive information, about:

- ◆ pupils and parents and/or guardians ('Parents') before, during and after the course of a pupil's enrolment at the school;
- ◆ job applicants, staff members, volunteers and contractors; and
- ◆ other people who come into contact with the school.

***Personal Information you provide:*** A school will generally collect personal information held about an individual by way of forms filled out by Parents or pupils, face-to-face meetings and interviews, and telephone calls. On occasions people other than Parents and pupils provide personal information.

***Personal Information provided by other people:*** In some circumstances a 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.

***Exception in relation to employee records:*** Under the Privacy Act the National 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.

### **How will a school use the personal information you provide?**

A school will use personal information it collects from you 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 to which you have consented.

***Pupils and Parents:*** In relation to personal information of pupils and Parents, a school's primary purpose of collection is to enable the school to provide schooling for the pupil. This includes satisfying both the needs of Parents and the needs of the pupil throughout the whole period the pupil is enrolled at the school.

The purposes for which a school uses personal information of pupils and Parents include:

- ◆ to keep Parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- ◆ day-to-day administration;
- ◆ looking after pupils' educational, social, spiritual and medical well-being;
- ◆ seeking donations and marketing for the school;
- ◆ to satisfy the school's legal obligations and allow the school to discharge its duty of care.

In some cases where a school requests personal information about a pupil or Parent, if the information requested is not obtained, the school may not be able to enrol or continue the enrolment of the pupil.

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

The purposes for which a school uses personal information of job applicants, staff members and contractors include:

- ◆ in administering the individual's employment or contract, as the case may be;
- ◆ for insurance purposes;
- ◆ seeking funds and marketing for the school;
- ◆ to satisfy the School's legal obligations, for example, in relation to child protection legislation.

**Volunteers:** A school also obtains personal information about volunteers who assist the school in its functions or conduct associated activities, such as [alumni associations], to enable the school and the volunteers to work together.

**Marketing and fundraising:** Schools treat marketing and seeking donations for the future growth and development of the school as an important part of ensuring that the school continues to be a quality learning environment in which both pupils and staff thrive. Personal information held by a school may be disclosed to an organisation that assists in the school's fundraising, for example, the school's Foundation or alumni organisation.

Parents, 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, may be used for marketing purposes.

### **Who might a school disclose personal information to?**

A school may disclose personal information, including sensitive information, held about an individual to:

- ◆ another school;
- ◆ government departments;
- ◆ your local parish;
- ◆ medical practitioners;
- ◆ people providing services to the school, including specialist visiting teachers and sports coaches;
- ◆ recipients of school publications, like newsletters and magazines;
- ◆ Parents; and
- ◆ anyone you authorise the school to disclose information to.

**Sending information overseas:** A school will not send personal information about an individual outside Australia without:

- ◆ obtaining the consent of the individual (in some cases this consent will be implied); or
- ◆ otherwise complying with the National Privacy Principles.

### **How does a school treat sensitive information?**

In referring to 'sensitive information', a school means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health 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 you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

### **Management and security of personal information**

The schools' staff are required to respect the confidentiality of pupils' and parents' personal information and the privacy of individuals.

Each school has in place steps to protect the personal information the school holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and pass worded access rights to computerised records.

### **Updating personal information**

Each school endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by a school by contacting the Secretary of the school at any time.

The National Privacy Principles require a school not to store personal information longer than necessary.

You have the right to check what personal information a school holds about you. Under the Commonwealth Privacy Act, an individual may seek access to personal information which the school holds about them. There are some exceptions to this set out in the Act. Pupils will generally have access to their personal information through their parents, but older pupils may seek access themselves.

To make a request to access any information the school holds about you or your child, please contact the school's Principal in writing.

The school may require you to verify your identity and specify what information you require. The school will advise the likely cost in advance.

### **Consent and rights of access to the personal information of pupils**

The school respects every Parent's right to make decisions concerning their child's education.

Generally, a school will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's Parents. A school will treat consent given by Parents as consent given on behalf of the pupil, and notice to Parents will act as notice given to the pupil.

Parents may seek access to personal information held by a school about them or their child by contacting the Principal. However, there will 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 pupil.

A school may, at its discretion, on the request of a pupil grant that pupil access to information held by the school about them, or allow a pupil to give or withhold consent to the use of their personal information, independently of their Parents. This would normally be done only when the maturity of the pupil and/or the pupil's personal circumstances so warranted.

### **Enquiries**

If you would like further information about the way the school manages the personal information it holds, please contact the Principal.



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## **Standard Collection Notice**

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