



ENROLMENT FACT SHEET

EXAMPLE ENROLMENT CONDITIONS FORM

Parental attestation to legal obligations

When parents/caregivers apply to enrol a child at an integrated school, the Principal will ask them to fill in an Application for Enrolment form prepared by the school itself. Besides this form a further document is needed. This further document may be a panel on the school's enrolment form or on separate paper obtainable from the diocesan office. When completed it should be filed and, if requested, a copy sent to the diocesan office.

The purpose of this separate document is to ensure that parents or caregivers attest by signature that they are aware of and accept certain legal conditions of enrolment and of continued attendance of their child.

These obligations are:

- that the child participates in the general school programme that gives the school its special character (see Education Act, Section 443), and
- that they will pay Attendance Dues (see Education Act, Section 447(1)).

Unless these obligations are agreed to the child cannot be enrolled.

In addition the Principal must record whether the prospective student, if enrolled, will be a preference or non-preference student.

The Privacy Act 1993 does not prevent student information such as name, address, date of birth, parish, names of parents, preference status etc. being disclosed to the parish priest, the Catholic Education Office or the Ministry because these disclosures are among the purposes in connection with which the information is collated [see Privacy Principle 11(a)]. Nevertheless, it would be useful if the enrolment form made this clear.

A specimen form to supplement the school enrolment form, suitable to cover the points above, is over the page.

EXAMPLE ENROLMENT CONDITIONS RELATING TO SPECIAL CHARACTER AND ATTENDANCE DUES

Name of School:

PARENT/GUARDIAN INFORMATION:

Date:

Parent/Guardian Name:

Parent/Guardian Name:

Address:

Phone:

Mobile:

Name of student:

Previous school(s) attended:

PARTICIPATION IN SCHOOL PROGRAMME: The undersigned undertakes, as a condition of enrolment and attendance, that the above-named student will participate in the general school programme that gives the school its special character.

ATTENDANCE DUES: The undersigned undertakes, as a condition of enrolment and attendance, to pay Attendance Dues at a rate determined by the Proprietor and approved by the Minister of Education, or at such other rate as may be agreed from time to time between the undersigned and the person delegated by the Proprietors to act on their behalf, and furthermore accepts that the school can discontinue attendance of the above named student in default of this undertaking.

DISCLOSURE: The undersigned acknowledges that information about the student that is related to the functions of the school Proprietor may be disclosed to the Proprietor or the Proprietor's agents.

Parent Signature:

Date:

FOR OFFICE USE: PREFERENCE OF ENROLMENT

EITHER:

I have sighted evidence that the Proprietor has stated that the above named student shall be entitled to preference of enrolment.

Parish of parent(s):.....

Or

The applicant's name is on the list of non-preference students and therefore may be enrolled only if places are available after all preference pupils are enrolled.

The application is accepted/declined.

The enrolment is preference/non-preference.

Parent/Guardian Name:

Date:

(PLEASE PRINT)

Parent/Guardian Signature: