

# Guide to Enrolling

at a Catholic Education Diocese of Wagga Wagga  
Primary or Secondary School



Welcome and thank you for your interest in enrolling your child at one of our 29 Schools. We are a community of schools committed to providing a high-quality education that nurtures the whole child – intellectually, spiritually, physically, emotionally, and socially. Our schools are places of welcome, faith, service and learning, inspired by the Gospel and the teachings of Jesus Christ.

We believe that each child is a precious gift entrusted to us by their parents, and we are committed to partnering with families to provide an environment where all students can flourish. Our schools offer a learning experience infused with Catholic values, preparing students to serve their communities with justice, integrity, and compassion.

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# Enrolment Application Process

## APPLICATION TO ENROL

- Applications are submitted online via Compass by the Parents/Legal Guardians.
- Should technology not be available, a hard copy of the Application to Enrol form is available on the <https://ww.catholic.edu.au/enrol-now/> webpage or from the school office.

## INTERVIEW

- The focus of the interview is to determine the needs of each student.
- If a family declines an interview from any preferenced school, the application will be withdrawn.

## CONFIRMATION OF OFFER AND ACCEPTANCE OF ENROLMENT

- Parents/Legal Guardians will receive a Letter of Offer via email. We ask you to respond as soon as possible with your intention. This may be via your online application or in writing via email.
- Parents/Legal Guardians will also be provided a copy of the Enrolment Agreement. This legally binding document must be signed and returned to the school before the student can commence.
- Unsuccessful applicants will be notified in writing.
- Students may also be placed on a waiting list. Any formalised waiting list is to be prioritised and procedurally fair. Appeals against the decision shall be made firstly to the Principal and then to the Director of Catholic Education or delegate at CEDWW.

## CONFIRMATION OF OFFER AND ACCEPTANCE OF ENROLMENT

- Orientation/Transition Programs for incoming students are usually held in Terms 3 or 4. The arrangements may vary depending on the school and the needs of the students.

# Documents Required to Apply



Please ensure you have the following documentation ready before starting your application, as these will need to be uploaded as part of the online application process. These must be clear to read and PDF format is preferred.

## Original/Certified Birth Certificate

If the applicant has received Sacraments:

- Certificates (Baptism, First Holy Communion & Confirmation)

## Immunisation History Certificate

Previous School records such as:

- Most recent School Reports and
- Most recent NAPLAN results

If the applicant is not born in Australia:

- Visa and Passport or
- Citizenship Certificate

If the applicant's Parents/Legal Guardians were not born in Australia:

- Parent's VEVO or
- Citizen Certificate

If the applicant has medical needs:

- ASCIA Action Plans for Anaphylaxis or Allergic Reactions
- Asthma Action Plans
- Medical Reports

If the applicant has learning support needs or disabilities:

- Specialist Assessments,
- Reports and other relevant documentation
- Previous personalised plans (if applicable)

If the applicant has special circumstances or is at risk:

- Relevant documentation regarding student Risk of Harm Assessment
- Family Court Order or Parenting Plan
- Violence Orders (APVO, ADVO, FVIO)

The following documents must be brought to the interview to be sighted, copies are not required.

Medicare Card

Proof of residential address, such as rates notice or utility bill

# Parent Occupation Groups

All parents across Australia, no matter which school their child attends, are asked to provide information about family background. The main purpose of collecting this information is to promote an education system fair for all Australian students regardless of their background. You will need this table to complete the parent/guardian additional information section of the application. Parents/carers who have retired or stopped work in the past 12 months, should choose the group in which they used to work. Parents/carers who have not been in paid work for more than 12 months should indicate occupation group code 8.

OCCUPATION GROUP DESCRIPTION	EXAMPLES
Group 1 Senior management in large business organisation, government administration and defence, and qualified professionals	<ul style="list-style-type: none"> <li>● Senior executive/manager/department head in industry, commerce, media or other large organisation</li> <li>● Public service manager (section head or above), regional director, health/education/police/fire services administrator</li> <li>● Other administrator (school principal, faculty head/ dean, library/ museum/gallery director, research facility director)</li> <li>● Defence Forces Commissioned Officer</li> <li>● 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</li> <li>● Health, Education, Law, Social Welfare, Engineering, Science, Computing professional</li> <li>● Business (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer)</li> <li>● Air/sea transport (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller)</li> </ul>
Group 2 Other business managers, arts/media/ sportspersons and associate professionals	<ul style="list-style-type: none"> <li>● Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business</li> <li>● Specialist manager (finance/engineering/production/ personnel/ industrial relations/sales/marketing)</li> <li>● Financial services manager (bank branch manager, finance/ investment/insurance broker, credit/loans officer)</li> <li>● Retail sales/services manager (shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency)</li> <li>● Arts/media/sports (musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proofreader, sportsman/woman, coach, trainer, sports official)</li> <li>● Associate professionals generally have diploma/technical qualifications and support managers and professionals</li> <li>● Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional</li> <li>● Business/administration (recruitment/employment/ industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/ project manager)</li> <li>● Defence Forces senior Non-Commissioned Officer</li> </ul>

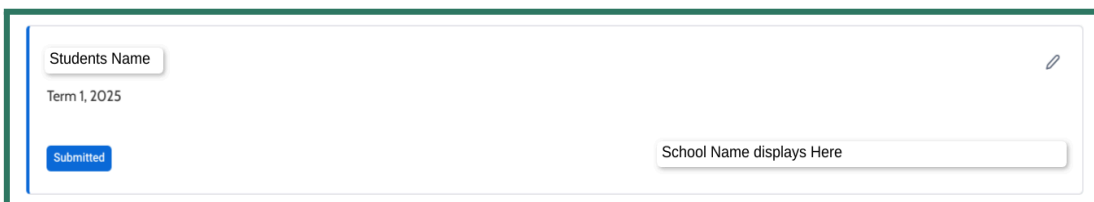
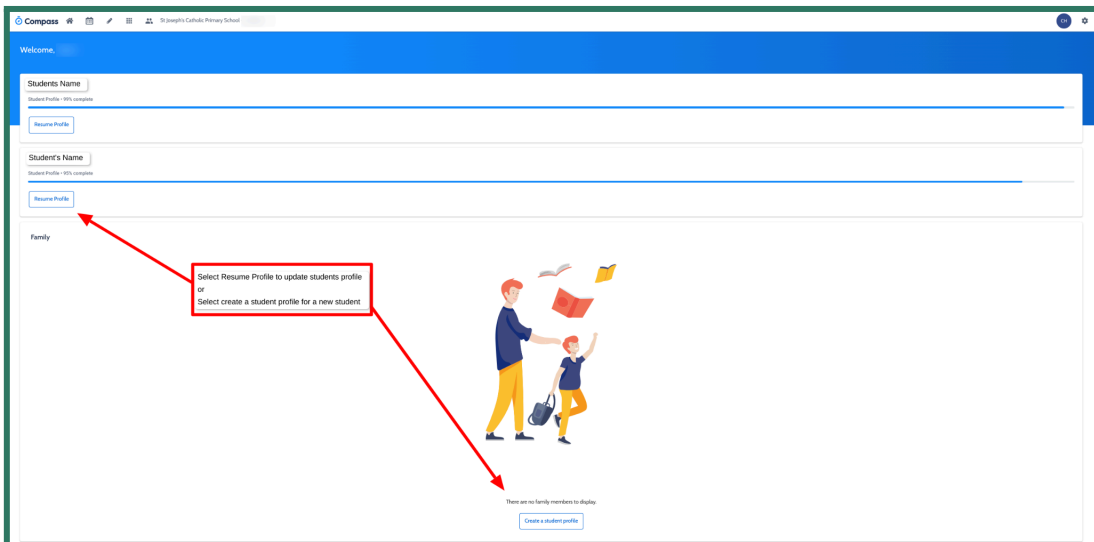
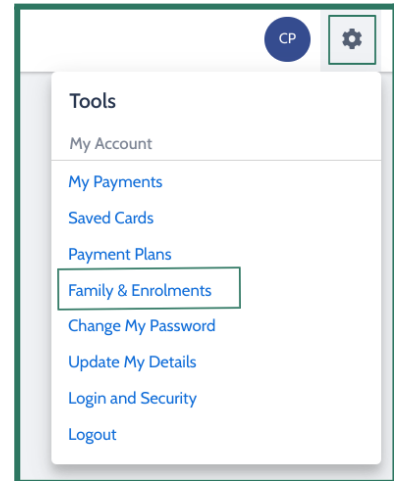
<p>Group 3 Tradesmen/ women, clerks and skilled office, sales and service staff</p>	<ul style="list-style-type: none"> <li>• Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.</li> <li>• Clerks (bookkeeper, bank/PO 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)</li> <li>• Skilled office, sales and service staff</li> <li>• Office (secretary, personal assistant, desktop publishing operator, switchboard operator)</li> <li>• Sales (company sales representative, auctioneer, insurance agent/ assessor/loss adjuster, market researcher)</li> <li>• 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)</li> </ul>
<p>Group 4 Machine operators, hospitality staff, assistants, labourers and related workers</p>	<ul style="list-style-type: none"> <li>• Drivers, mobile plant, production/processing machinery and other machinery operators</li> <li>• Hospitality staff (hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper)</li> <li>• Office assistants, sales assistants and other assistants</li> <li>• Office (typist, word processing/data entry/business machine operator, receptionist, office assistant)</li> <li>• 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)</li> <li>• 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</li> <li>• Defence Forces ranks below senior NCO not included above</li> <li>• 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)</li> <li>• Other worker (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor)</li> </ul>



# How to submit an online application

If you already have a child attending one of our 29 schools?

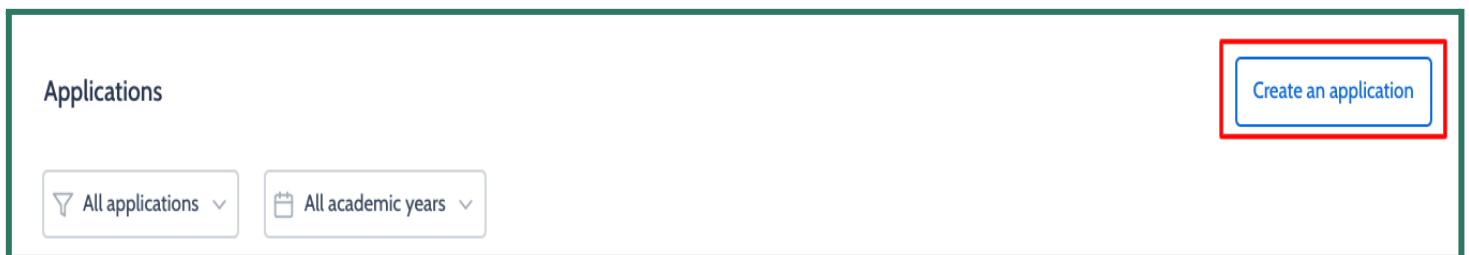
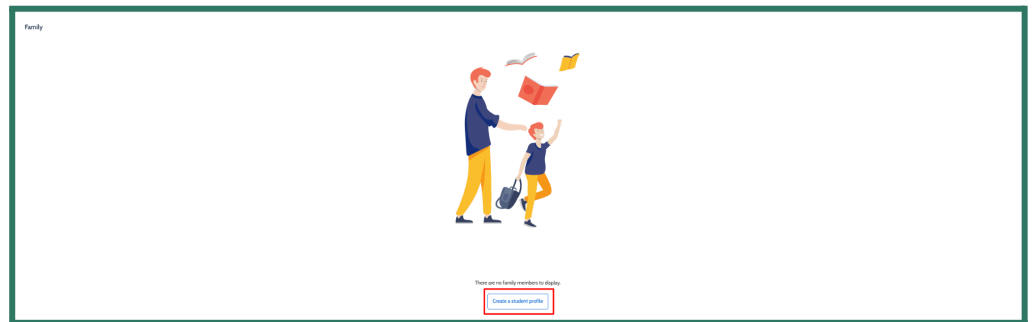
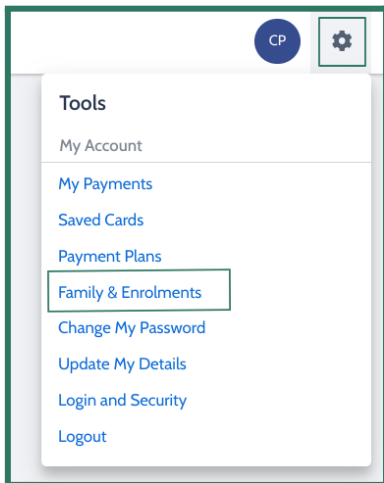
- Log on to your Compass Portal
- Find the 'family & enrolments' option under the cog.
- Update your student's profile, or for a new student, create a new profile
- Create an application
- Confirmation that the application has been submitted will be sent to the parent's email account, and the application status will also appear in the applications section.



# How to submit an online application

If this is the first child you are enrolling at one of our 29 schools?

- In your web browser go to [www.catholic.edu.au/create-a-new-compass-account](http://www.catholic.edu.au/create-a-new-compass-account) or use the QR code
- select the school you would like to apply to, then create an account
- Select the 'family & enrolments' tile located under the cog
- Create a student profile
- Create an application
- Confirmation that the application has been submitted will be sent to the parent's email account, and the application status will also appear in the applications section.





# Support

If you require further assistance, please contact the school you are applying to directly. Alternatively, there is a comprehensive support guide available at <https://ww.catholic.edu.au/enrol-now/>



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## Enrol Now

Thank you for considering enrolment in one of 29 Catholic Schools in the Diocese of Wagga Wagga. We invite you to apply using the links below.

Use our '[Find Your School](#)' tool to find the schools in your local area.

For detailed support, please refer to the [Help Guide](#), which includes step-by-step instructions and tips.

