

Compass Enrolment Module

PARENT AND CARER GUIDE

Important Information to note

There are two parts to submitting an application for consideration of enrolment.

- 1. Creating a Student Profile** – this is the process of completing the form and providing all necessary supporting documentation.
- 2. Creating the enrolment application** - Once you have completed the student profile you will need to continue to application. At this point you will nominate the starting term choose your preference schools and accept the agreements.

Please note: When choosing your schools, a list will appear, based on your location but this is only a guide and you are able to submit your application for any school within the Diocese.



Welcome to the Maitland-Newcastle Test A6 Portal student profile creation form

This form allows you to create a student profile. Upon it's completion, you can then proceed to the enrolment process.

This form should take you approximately 30 minutes to complete providing you have all supporting information at hand.

The profile wizard allows you to move around the application form between sections. You can also leave it and return to it at another time. You will need to have a complete profile before you can submit the application to a school for consideration.

- Start
- Students details
- Family and relationships
- Demographic information
- Additional information
- Medical information
- Supporting documentation
- Review

Continue >



Start

Students details

General information

Address

Family and relationships

Demographic information

Additional information

Medical information

Supporting documentation

Review

Enter the student details

Note: Any field with a red asterix indicates that it is a mandatory field and the application can not be completed without the data being entered.

Preferred first name is mandatory.

General information

Title *

Miss



Student's first name *

As shown on their birth certificate.

Penny

Student's middle name (optional)

Emily

Student's last name *

Walsh

Student's preferred first name *

The name that is most commonly used to address the student.

Penny

Student's preferred surname *

Walsh

Student's gender *

Residential Address

← Add primary address

Address details

Enter an address *

841 Hunter|

📍 841 Hunter Street Sydney NSW, Australia

📍 841 Hunter Street Newcastle West NSW, Australia

📍 841 Hunter Crescent North Sydney NSW, Australia

📍 841 Hunter Street Waterloo NSW, Australia

📍 841 Hunter Street Hornsby NSW, Australia

powered by Google

Sometimes

Rarely

Never


Cancel

Update

When adding your address,
please select from the
validated options if
possible

Complete all Parent and Sibling information as per the enrolment form.

Family and relationships Close



- Start
- Students details
- Family and relationships**
- Parents/guardians
- Siblings
- Demographic information

Parents/guardians *

Please provide details on all parents or guardians of Penny. If you are creating this application on behalf of yourself and are over the age of 18, you are considered as independent.

Mrs Adelaide(GA) Walsh Mother	...	Requires attention
Mr Oscar(GB) Walsh Father	...	Requires attention

[+ Add a parent/guardian](#)


If you are an existing parent record - the information should be checked and updated.

If you are a new parent select the Add parent option

Add Person

Complete the Demographic data for the student

Demographic information Close



- Start
- Students details
- Family and relationships
- Demographic information**
 - Demographic details
 - Languages
- Additional information
- Medical information
- Supporting documentation
- Review

Demographic details

Nationality *

Australian

Country of birth *

Australia

What is Remy's residency status *

Citizen

Is Remy of Aboriginal or Torres Strait Islander origin? *

Neither Aboriginal nor Torres Strait Islander

Living arrangements *

Home With One Parent

Religion *

Catholic-Western (Roman)

Nationality - if a student was born in Australia or is now an Australian citizen then their nationality should be recorded as Australian

Country of Birth - as per enrolment form

Residency status -
Citizen: born in Australia or has Australian citizenship
Permanent: student will need to have a permanent visa
Temporary: student will need a temporary visa


If the student has a visa then the number will need to be selected and the date of arrival in Australia.

A copy of the student passport and visa will also need to be uploaded as supporting documentation at the end of the form.

Religion: Catholic is generally identified as "Catholic-Western Roman" in Compass. If you nominate that the student is Catholic then you will need to upload a copy of the Baptismal certificate as supporting documentation.

School History or Childcare information Data needs to be entered for at least one.

Additional information Close



- Start
- Students details
- Family and relationships
- Demographic information
- Additional information**
- Early childcare information
- School history
- Student history
- Medical information
- Supporting documentation
- Review

Early childcare information

Please provide details of any childcare information.

[+ Add previous childcare](#)

Must be completed for any Kindergarten enrolments

School history

Please add any other schools your student has attended

[+ Add previous school](#)

School history

School name *

-- Start typing to filter --

Leaving Reason *

-- Select Leaving Reason --

Start *

dd / mm / yyyy

Finish *

dd / mm / yyyy

School History includes the school where the student is currently enrolled and the end date would be 20 Dec.

Dates can be approximate - the year is the most important part

Adding a language/s

Languages

Language *

-- Select language --

Set as home language

Set as primary language

Tick the box/es. This is a mandatory field. Every student must have a home and primary language.

Cancel Add

Home Language:

This identifies the language this person speaks in the home.


Primary Language:

This identifies the main language that this person speaks.

These could both apply to the same language eg English.

Medical Information

Medical information Close



- Start
- Students details
- Family and relationships
- Demographic information
- Additional information
- Medical information**
- Medical information
- Immunisations
- Emergency contacts
- Doctors
- Learning needs
- Supporting documentation
- Review

Medical information

If [] has any medical conditions or medical restrictions, please add them below. It is essential that you inform the principal before Isaac starts school if Isaac has any allergies, including ANAPHYLAXIS or an allergy to nuts, penicillin, bee stings, etc., or other medical conditions (e.g. asthma, diabetes, epilepsy etc.). You must also advise the school as soon as you are aware of any new allergies or other medical conditions.

[+ Add medical condition](#)

Once you have selected Add medical condition - a Title is mandatory. If you have selected in error just use the back arrow.

← Add medical condition

Medical Information

Title *

Description (optional)

Symptoms (optional)

Action (optional)

Attachments (optional)
Please upload any supporting documentation, for example, medical Action Plans.

Drop files here or [browse](#)

Check and/or add any action plans. If the student has Asthma and/or Anaphylaxis then an Action Plan should be uploaded here.

Complete all data for any Medical Conditions – multiple conditions can be added

Medical information

If [] has any medical conditions or medical restrictions, please add them below. It is essential that you inform the principal before Isaac starts school if Isaac has any allergies, including ANAPHYLAXIS or an allergy to nuts, penicillin, bee stings, etc., or other medical conditions (e.g. asthma, diabetes, epilepsy etc.). You must also advise the school as soon as you are aware of any new allergies or other medical conditions.

Asthma

...

Diabetes

...

[+ Add medical condition](#)

Immunisation

Immunisation

Title *

Diphtheria, Tetanus, Pertussis (DTP) × ▾

Description (optional)

Immunisation date (optional)

dd / mm / yyyy 📅

Expiry date (optional)

dd / mm / yyyy 📅

Status (optional)

Fully Immunised × ▾

Attachments (optional)

Please upload any supporting documentation, for example, vaccination certificates.

Add the immunisations as per the History Statement. There is no need to include Covid or Influenza vaccinations.

Do NOT upload the Immunisations History statement in this section.

The statement will need to be uploaded in the supporting documents.

Emergency Contacts

Emergency contacts

Please add at least one emergency contact for Louis. Ideally, the emergency contact person should be someone who lives in the school's local area.

[Redacted Name] [Redacted Phone] [Redacted Address] [Redacted Email] [Redacted City] [Redacted State] [Redacted Zip] [Redacted Country] [Redacted Notes]

[Redacted Name] [Redacted Phone] [Redacted Address] [Redacted Email] [Redacted City] [Redacted State] [Redacted Zip] [Redacted Country] [Redacted Notes]

[Redacted Name] [Redacted Phone] [Redacted Address] [Redacted Email] [Redacted City] [Redacted State] [Redacted Zip] [Redacted Country] [Redacted Notes]

+ Add emergency contact

Add the Emergency Contact details.

An Emergency contact is a person that can be contacted in addition to any parents included on the form. Parents will always be contacted before Emergency contacts and should not be listed in this section.

If there are any existing contacts, their details should be checked for any changes or replaced if appropriate.

Supporting Documentation

Attachments

Please attach any relevant files.

[View all uploaded files](#)

<input checked="" type="checkbox"/>	Birth Certificate (official copy required) Please provide a copy of the official Birth Certificate
<input checked="" type="checkbox"/>	Residential address verification (required) Please provide at least 2 documents verifying the residential address (eg Utility bill, rates notice, drivers licence, Centrelink card, car registration, insurance)
<input checked="" type="checkbox"/>	Immunisation History Statement (required) Please provide a copy of Cruz's Immunisation History statement
<input checked="" type="checkbox"/>	Religious Milestones (if applicable) Please provide a copy of Religious sacramental certificates (Baptism, Reconciliation, Eucharist, Confirmation)
<input type="checkbox"/>	Passport or Australian Citizenship Please provide a copy of Cruz's passport or Certificate of Australian Citizenship
<input type="checkbox"/>	Visa (if applicable) Please provide a copy of the current Visa
<input type="checkbox"/>	Family Court Orders and/or AVO (if applicable) Please provide a copy of any current Family Court Orders and/or AVO
<input checked="" type="checkbox"/>	Academic Report Year 1-12 (if applicable) Please provide a copy of Cruz's most recent academic report
<input checked="" type="checkbox"/>	NAPLAN (if applicable) Please provide a copy of Cruz's most recent NAPLAN report
<input type="checkbox"/>	Other (if applicable) Please provide any other documents for supporting the application


All supporting documentation needs to be uploaded as per the checklist. **When uploading a document please select the Title and not the button.**

If any required documents are missing then the enrolment application will not be able to proceed for consideration. You may receive an email requesting further information..

Important: A student cannot be enrolled if required supporting documents have not been supplied.

Review

Review Close



- Start
- Students details
- Family and relationships
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Confirm details

Please check through the application carefully. If you need to amend anything, please do so before you submit.

Student details

- [+ General information](#) Edit section
- [+ Address](#) Edit section

Family and relationships

- [+ Parents/guardians](#) Edit section
- [+ Siblings](#) Edit section

Demographic information

- [+ Demographic details](#) Edit section
- [+ Languages](#) Edit section

Additional information


- [+ School history](#) Edit section

The review section is an opportunity to do a final check of the profile. If there are any missing details the relevant section/s will be highlighted in red.

Once complete the profile can then continue to application.

Applicant Information

Applicant information Close



- Applicant information
- Student
- Year level
- Application term
- Schools
- Agreements

Student

Who is this application for? *

If the student you intend on creating an application for is not appearing below, then you will have to create a student profile for them first.

Year level

What year level do you want to enrol Natasha into? *

This is the year level the student will start in at their enrolled school.

Application term

Year *


Term *

Select the Year level you are applying for eg Year 7, Kindergarten

The Year and Term the student will start

School Preferences

Schools Close



- Applicant information
- Schools**
- Agreements

Preferences

Your preferences will appear here. If you would like to add a specific school to your preferences that is not appearing under our recommendations, please search for it below.

Search schools

PREFERENCE	SCHOOL
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A list of suggested schools may appear but these are based on location only and do not reflect the Diocesan catchment or pathway preferences. You can search for any school in the Diocese and select it as your preference.

You only need to enter one preference but you are able to nominate three.

Please Note: Generally only your 1st preference will be considered. If you have made an out of catchment request and it is unsuccessful, your application will be sent to your catchment or pathway school.

Agreements



- Applicant information
- Schools
- Agreements

The final step in the process is to read and acknowledge your acceptance of the agreements. Please note: You will have the option to agree or disagree to the Taking/Use of photographs and digital media. If you skip this agreement, the default will be disagreed.

Agreement

School Community Code of Conduct *

Parents/Carers in Catholic school communities agree to:

- Understand and abide by all diocesan policies, procedures and guidelines, which are available on the CSO website www.mn.catholic.edu.au/about/policies
- Model positive behaviour to their child and all children in the school community.
- Ensure children attend school on time, every day the school is open for instruction.
- Take an active interest in their child's school and their learning and to engage positively in all aspects of their child's learning.
- Participate in the Liturgical and Faith Life community of the school including participation in all aspects of the Religious Studies program regardless of personal beliefs.
- Work in a positive manner with the school to achieve the best outcomes for their child.
- Communicate constructively, respectfully and in a spirit of partnership with the school and use processes and protocols outlined in the CSO Complaints Resolution Policy and Procedure documents when raising concerns.
- Communicate with their child's teacher or the Principal directly regarding any concerns about their child, other students, staff or community members.
- Reject aggressive, abusive and confrontational language and behaviour, as this is counterproductive to the sustainability of any relationship. Approaching students, community members and/or staff in a confronting manner will not be tolerated.
- Support all school staff to maintain a safe learning environment for all students.
- Treat all school staff, students, other members of the school community, visitors and volunteers with respect in all dealings with them both personally and through the use of all social media technologies at all times.
- Discuss with the Principal any barriers to meeting the financial obligations agreed to at the time of enrolment and seek to form an agreement with the school to meet these.

Acknowledgment of application

Once your application has been successfully submitted you will receive an email acknowledging the submission.

Thank You