



## PROCEDURE

### 1. Purpose

1.1 The purpose of this procedure is to describe Brisbane Catholic Education's (BCE) requirements for the management of the enrolment process in a BCE school.

1.2 The objective of this procedure is to ensure the allocation of student places in our schools according to the vision, mission and values of BCE. As inclusive and evangelising communities, we welcome every family who seeks a Catholic Christian education for their children.

1.3 This procedure applies to all enrolments in BCE schools. Principals manage local enrolment processes and procedures in a manner consistent with the rationale and guiding principles articulated in the Enrolment Policy and accompanying procedures and guidelines.

### 2. Roles and Responsibilities

Principal	<ul style="list-style-type: none"> <li>• Oversee the enrolment process and ensure policy compliance.</li> <li>• Engage with families and promote the school's benefits.</li> <li>• Monitor enrolment trends and adjust strategies as needed.</li> <li>• Facilitate staff training on BCE enrolment policies and data protection.</li> </ul>
Admissions Team Enrolments Officer/Registrar	<ul style="list-style-type: none"> <li>• Process applications timely and maintain accurate enrolment records.</li> <li>• Follow up on pending documents and communicate status to families.</li> <li>• Provide initial information and schedule school visits for prospective families.</li> <li>• Attend training relevant to admissions and data management.</li> <li>• Schedule and maintain enrolment interviews.</li> <li>• Manage enrolments and maintain current enrolment records.</li> </ul>
Enrolment Support Team (EST)	<ul style="list-style-type: none"> <li>• Support the principal in implementing the Enrolment Application and Support Process (EASP).</li> <li>• Ensure clarity and accessibility of the enrolment process for all stakeholders.</li> <li>• Coordinate with BCE personnel and external contacts and specialists as needed.</li> </ul>

### 3. Requirements

#### 3.1 General requirements



3.1.1 BCE schools aim to provide a high-quality education that maximises the learning and wellbeing of every student in a faith-filled context.

3.1.2 BCE and the Principal have a co-responsibility to promote a high-quality education and to ensure a sustainable level of enrolments for each school to maximise the opportunity for families to access a Catholic Christian education.

3.1.3 We welcome families who genuinely seek the authentic Catholic Christian education we provide.

3.1.4 We welcome students and families who support the expressed values and special religious character of our schools.

3.1.5 BCE is committed to enabling a school environment that safeguards students and adults-at-risk from abuse and exploitation. The relevant safeguarding policies, procedures and practices apply during enrolment and throughout a student's educational journey at a BCE School. This includes upholding key safeguarding principles such as: equity and diversity, engagement and participation, addressing concerns and complaints, and commitment to continuous improvement.

3.1.6 This procedure provides clarity of processes for the enrolment of students in schools managed and operated by BCE. (A listing of the schools managed and operated by Brisbane Catholic Education is available on the BCE public website). When considering the enrolment of students into a BCE primary, secondary and P-12 school, our schools must apply the principles and procedures contained within this document.

### **3.2 Responsibilities**

3.2.1 Parents and Legal Guardians agree to respect and support the Catholic Christian identity of the school, its role in the parish and to acknowledge the importance of Religious Education for their children.

3.2.2 By enrolling their child, families enter a partnership with the school to promote and support their child's education. Students are required to participate in the learning and assessment of Religion Education, and the Religious Life of the School e.g. liturgies, prayer and retreats that will support the Catholic or Ecumenical Tradition.

3.2.3 Parents and legal guardians commit to support the school/college's policies, processes, Parent/Guardian Code of Conduct and safeguarding requirements.

3.2.4 Parents and legal guardians commit to meeting the payment of school/college fees and levies. No student will be denied a Catholic education because of a family's genuine inability to pay school fees. Financial assistance to families in need must be negotiated at a school/college level.

3.2.5 Parents/legal guardians are expected to work in partnership with the school and provide the school with full and relevant information about their child's learning and wellbeing needs. This enables effective planning for transition and support. A failure to disclose any relevant information may result in delays in the consideration of an enrolment application or the need to review an enrolment.

3.2.6 Parents/legal guardians are expected to raise any safeguarding concerns or complaints promptly through the school/college designated procedures, and respect confidentiality of the matter.



### 3.3 Principals

3.3.1 Principals and other staff with enrolment responsibilities are expected to act with procedural fairness and compassion in implementing this policy. The school must publish the BCE Enrolment Policy and the school's enrolments guidelines and processes on the school website.

3.3.2 Schools may charge an application fee to administer the enrolment process.

3.3.3 Acceptance of an application form does not guarantee an enrolment interview or subsequent offer of enrolment.

3.3.4 All applications will be considered in accordance with the enrolment criteria and the date of receipt of the application for enrolment.

3.3.5 Enrolment decisions are made by the Principal in accordance with this policy, the school/college's enrolment guidelines.

3.3.6 BCE Principals must work cooperatively to maximise enrolments where enrolments are at capacity.

3.3.7 BCE Principals in consultation with the Senior Leader School Progress and Performance may coordinate dates of offer and other enrolment processes as required.

### 3.4 Discernment process according to enrolment criteria and additional considerations

3.4.1 A process of discernment regarding the offer of enrolment places must be undertaken by each school/college following receipt of an enrolment application. Based on the availability of positions, each application must be judged on its merit with priority normally given to:

(i) Catholic students and applicants from Catholic families who have a demonstrated commitment to the faith within their Parish community (noting that our ecumenical schools/colleges support families who wish to actively develop their faith within a contemporary Christian community);

(ii) a sibling of a current or past student of the school/college;

(iii) a student from a BCE Catholic primary or secondary school;

(iv) a student from other Catholic schools or kindergarten managed by Catholic Early EdCare (if relevant).

(v) applicants from families from another or no faith tradition who are willing to commit to the values of the school/college and who are willing to support and contribute positively to the life of the school/college.

3.4.2 Additional considerations include:

- while applicants seeking enrolment who are current students of another Catholic primary or secondary school will normally be given priority, enrolment should not be seen as automatic or guaranteed especially when availability of places and the above priorities are considered
- BCE welcomes students from diverse backgrounds and with diverse needs in accordance with both legislation (Disability Discrimination Act; Anti-Discrimination Act) and BCE policy (Student Diversity and Inclusion Policy)

- The Enrolment Application and Support Process ensures that students with disability are afforded access to and participation in education on the same basis as other students and that thorough planning for successful transition to school, and support at school can occur.

3.4.3 During the enrolment process parents/guardians must disclose full, timely, and all relevant information, including in relation to their child's health, learning needs, behaviours and financial capacity. If such information has not been disclosed, the Principal may reconsider the enrolment offer.

3.4.4 BCE has a responsibility to assess and manage any risk of harm to its staff and students. Principals have a responsibility to ascertain whether there is anything in a child's history or circumstances which might pose a risk to the child, other students or staff.

3.4.5 If there are reasonable grounds to suspect that the student has a history of behaviour that gives rise to a risk at school, Principals must ensure a transfer note request is forwarded to any previous school.

3.4.6 'Reasonable grounds' may include, but are not limited to, information or omissions from the application form, discussions with the parents or prospective student, or credible information from reputable sources. These sources might include previous Principals, school counsellors, staff with prior experience with the student, or personnel from other government agencies with direct knowledge of the student.

- Based on the information gathered, the Principal must determine whether a Risk Management Assessment is warranted. This process is not intended for every student but is essential when necessary to enable the Principal to make a risk-managed and informed decision regarding a potential enrolment offer.
- Additionally, Principals have the authority to refuse enrolment if there are outstanding debts owed to another BCE school or college, except in cases where genuine financial hardship can be demonstrated.

3.4.7 In accordance with National Catholic Safeguarding Standard No 2 and 3 the student and parent/guardian are enabled to participate, as appropriate to the developmental capacity and age in respect of a student, in the process and decision making on any decision affecting them.

#### **4. Compliance Monitoring**

Non-compliance with this procedure is a breach of the Catholic Education Archdiocese of Brisbane Code of Conduct.

Compliance with this procedure will be monitored by:

<b>Role</b>	<b>Compliance responsibilities</b>
Head of School Progress and Performance	<ul style="list-style-type: none"> <li>• report frequent and serious non-compliance with this procedure to the Policy &amp; Performance Executive for remedial action.</li> </ul>

## 5. Associated Documents

- 5.1 Anti-Discrimination Act 1991 (Qld)
- 5.2 Australian Human Rights Commission Act 1986 (Cth)
- 5.3 Catholic Education Archdiocese of Brisbane Code of Conduct
- 5.4 Child and Youth Risk Management Strategy
- 5.5 Code of Conduct for Parents and Visitors
- 5.6. Discrimination Act 1992 (Cth)
- 5.7 Enrolment Application and Support Processes procedure
- 5.8 Enrolment Engagement and Processing guideline
- 5.9 Enrolment policy
- 5.10 Family Engagement in BCE Schools
- 5.11 National Catholic Safeguarding Standards Ed2
- 5.12 Privacy Act 1988 (Cth)
- 5.13 Racial Discrimination Act 1975 (Cth)
- 5.14 Safeguarding policy
- 5.15 Schools Fees and Concessions policy and procedure
- 5.16 Sex Discrimination Act 1984 (Cth)
- 5.17 Student Diversity and Inclusion policy
- 5.18 Student Wellbeing policy
- 5.19 Students with Disability Student and Parent Consultation procedure.

## Document Control

Procedure title	Enrolment procedure
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