



Enrolment Policy

Policy

1. Purpose/Objective

1.1 Christian Brothers' High School, Lewisham is an independent Catholic school providing education for boys from Years 5 to 12. It is governed by Edmund Rice Education Australia (EREA) and is committed to providing Catholic education in the tradition of Blessed Edmund Rice. The school serves those who share the values of EREA and strives to give practical expression to the EREA Charter.

1.2 The School's values are expressed in the Touchstones for Catholic Schools in the Edmund Rice tradition which are:

- Liberating Education
- Gospel Spirituality
- Inclusive Community
- Justice and Solidarity

1.3 Christian Brothers' High School, Lewisham seeks to be an inclusive school community, participating in the evangelising mission of the Church.

1.4 Guiding Principals

- a) The guiding principles of this policy provide direction for the Principal and his/her delegate in determining the processes and procedures when considering enrolment of students.
- b) This policy seeks to articulate a consistent basis for the Principal or his/her delegate when considering enrolments.
- c) Acceptance of enrolments is at the absolute discretion of the Principal and based on the following guiding principles:
 - i. Applications for enrolment at Christian Brothers' High School will be considered from any family that shares the vision and mission of the School.
 - ii. The School encourages boys and their families to connect to their Catholic faith through both the School and their Parish communities. The emphasis on the family gives witness to our founders' desire to encourage a family spirit within our schools and communities.



- iii. On enrolment, all parents and students commit to supporting the Catholic ethos of the school, participating in the religious education program and in the prayer and liturgical life of the school.
- iv. The School is committed to the inclusion of students with additional needs and will observe all relevant state and federal legislation. Consideration will be made of the school's capacity to provide reasonable adjustments for students with disability and/or special needs during the enrolment process.
- v. Planning and provision for the educational and wellbeing needs of the student is dependent on full and frank disclosure of parents/guardians both at the point of enrolment and throughout the course of a student's ongoing education at the school.
- vi. The school has a practice of providing educational opportunities for indigenous students through the provision of a bursary program. Indigenous families may apply for enrolment on the basis of special pastoral circumstances.

2. Policy Statements

- 2.1 The Principal retains absolute discretion as to the selection of students who will be accepted into the school and to their continuing enrolment.
- 2.2 The Principal will consider the Guiding Principles and Procedures outlined in this policy when assessing applications, and will balance competing priorities through reference to the EREA Charter and the needs of the school.
- 2.3 The Principal will establish the processes and procedures associated with the implementation of this policy. These may be varied from time to time.
- 2.4 At enrolment all students are required to be under the care of a parent or legally recognised guardian. The Principal may exercise discretion if it is considered to be warranted in a particular circumstance.
- 2.5 All offers of enrolment are offered on the expectation that the enrolment will cover the period from commencement to the completion of Year 12. Enrolment applications for students to attend CBHS Lewisham for Years 5 & 6 only are not accepted.
- 2.6 Overseas students who are not Australian citizens or permanent residents will only be accepted once all Australian Government requirements have been satisfied and if there are any vacancies.
- 2.7 Continued enrolment at the School is subject to satisfactory behaviour, performance, the payment of fees and commitment to the life of the School and will be reviewed on a regular basis.



- 2.8 The School reserves the right to withdraw a student's enrolment where the student (or his parents/guardian) is not acting in a manner acceptable to the Principal, or the School believes that it can no longer appropriately meet the needs of the student.
- 2.9 On enrolment, all parents are required to give an undertaking that they will jointly and severally honour the financial commitments required by the school and that failure to do so may jeopardise the enrolment or ongoing enrolment of the student or subsequent students in line with the School Fee Collection Policy.
- 2.10 When applying for, and throughout the course of enrolment, parents/guardians are required to disclose all relevant information related to their child including information on relevant additional needs. Failure to disclose at the point of enrolment, or during the course of enrolment, may result in revocation of the offer of enrolment.
- 2.11 Where demand exceeds the number of available positions, the priority for allocating enrolment places is to be in accordance with the criteria listed below.

3. Guidelines

3.1 Considerations for Enrolment

- a) The School welcomes applications from prospective students whose families are supportive of the vision and mission of the School.
- b) The Principal will consider applications for enrolment based on the following:
 - i. Siblings of current and/or previous students of the School.
 - ii. Baptised Catholic students attending Catholic primary schools.
 - iii. Baptised Catholic students from non-Catholic schools and who are members of a Catholic community.
 - iv. Sons of 'Old Boys' of the School.
 - v. Non-Catholic students attending Catholic schools.
 - vi. Students from other faith traditions or non-religious backgrounds who are prepared to support Catholic education and the Catholic ethos of the school may be considered.
 - vii. Special circumstances other than the above may at the Principal's discretion be used to determine a priority.
- c) Equity of consideration will be given to all students regardless of their learning needs. The application of these priorities and considerations may be varied at the discretion of the Principal.



3.2 Conditions of Enrolment

- a) In addition to the factors set out above, in determining priority in enrolments at Christian Brothers' High School Lewisham, the following criteria are taken into consideration:
- i. A satisfactory current report from the student's current school including academic progress, attendance and effort.
 - ii. A commitment from both the family and the student to supporting the School, the Catholic ethos and the schools vision and mission.
 - iii. A commitment to making a contribution to the life of the School;
 - iv. Commitment to meet the fees and other charges as agreed;
 - v. Satisfactory outcome of the interview process with the Principal or his/her delegate;
 - vi. Advice on relevant academic and behavioural history, including any relevant assessments and reports;
 - vii. The health and safety and other identified risks from the student's past behaviour;
 - viii. The availability and/or cost of any additional resourcing required to support the learning and/or wellbeing of the student;
 - ix. Date of initial application.
- b) The Principal may decline to proceed with an enrolment process where information obtained by the School suggests:
- i. a profile of wilful misconduct, illegal activities or strong anti-social behaviour that indicate the boy's enrolment at the School is likely to be detrimental to other boys, the staff or the School; or
 - ii. the parents may not be able to meet the financial commitment.

4. Procedures

The enrolment process consists of:

1. Expression of interest
2. Enrolment Application
3. Interview process
4. Offer of Enrolment
5. Acceptance



4.1 Expression of interest

- a) An Expression of Interest is available and completed by parents/guardians online via the school's website. Completion of the Expression of Interest does not constitute an enrolment offer or a place on the waiting list.
- b) Families who have completed an Expression of Interest will be invited to complete an enrolment application.
- c) It is the parent's responsibility at all times to keep the School informed of changes in contact details, especially email addresses and telephone numbers.

4.2 Enrolment Application

- a) For all applications, an Initial Application for Admission is to be completed by the parent/guardian online. When submitting the application form, the following information is required to be included or the application will be deemed incomplete and will not proceed further:
 - i. A non-refundable application fee
 - ii. Photocopies of:
 - Australian Birth Certificate
 - Proof of Australian Citizenship or Residency (if student was born overseas or is not an Australian citizen)
 - Baptism Certificate (if applicable)
 - Most recent school report (if student is in Year 4 or above)
 - Years 3, 5, 7 and 9 NAPLAN test results (where applicable)
 - Any applicable medical or specialist reports
 - Any applicable legal papers or court orders
- b) The application form must be signed by the parent/s or legal guardian with whom the child resides.

4.3 Interview Process

- a) Parents/guardians will be invited to attend an interview with a member of the School Leadership Team. Failure to either provide all required documentation or attend an interview may result in the School not being able to offer placement to the student.



4.4 Offer of Enrolment & Acceptance

- a) The Principal, through the Enrolment Secretary, informs the parents/guardians of an offer of enrolment in writing.
- b) To signify their acceptance of the offer, parents/guardians are required to
 - i. Complete and sign the relevant paperwork and
 - ii. Sign, together with the applicant, a copy of the Conditions of Enrolment.
 - iii. The above are returned to the Enrolment Secretary by the due date as stipulated in the offer letter.
 - iv. Pay a non-refundable Enrolment Fee
- c) If no offer of enrolment is made, parents/guardians will be informed in writing.

4.5 Enrolment Procedure for Students with Learning Support Needs

- a) Where any application has disclosed a health and/or learning need, the School may make additional reasonable enquiries including:
 - i. contacting the student's current school to obtain further information;
 - ii. with the parent's consent, contacting medical or allied health professionals to obtain information about the boy's health and/or needs; and
 - iii. request an independent assessment of the student.
- b) Where the School determines that a student requires additional measures or actions, the School will seek to identify whether those measures or actions are reasonable in that they balance the interests of all parties affected in the relevant circumstances. The School will take measures and actions that are reasonable but will not necessarily take measures or actions that would impose unjustifiable hardship on the School in the relevant circumstances.
- c) Where the Principal determines that the enrolment of a student would cause unjustifiable hardship to the School, the Principal may decline the offer of a position or defer the offer.

4.6 General Information and Procedures on Enrolment

- a) Duty of Disclosure
 - i. In order that the school may respond to your sons educational needs it is necessary for parents and carer's to disclose all relevant academic, medical and behavioural information to the school. This advice will be used to assess each boy's educational needs.



- ii. All information and records provided will be kept confidential and only accessed by School staff involved in planning and decision making relevant to the applicants schooling.
 - iii. All personal information collected will be managed in accordance with the School's Privacy Policy/Student & Parents/Carers Information Collection Notice.
 - iv. Failure to provide all required information may result in the School declining an applicant's enrolment. Where parents/guardians, having been aware of their boy's specific educational needs do not declare those needs or withhold relevant information, the School reserves the right not to make an offer of enrolment or to terminate or withdraw an offer if it has already been made.
- b) Waiting List Information
- i. Applicants who do not make the first-round offers will be placed on a waiting list. Further offers will be made as soon as places become available. Waiting lists are fluid and offers can come as late as the beginning of the new school year.

5. Related Policies and Procedures

5.1 Christian Brothers' High School, Lewisham will observe all relevant state and federal legislation in assessing students for enrolment, including:

- Education Act 1990 (NSW)
- The Privacy Act 1988 (Cth)
- Anti-Discrimination Act 1977 (NSW)
- Disability Discrimination Act 1992 (Cth)

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