



# Christian Brothers' High School Lewisham

A Catholic school in the Edmund Rice tradition  
Educating boys in Years 5 – 12 since 1891

## Enrolment Policy

### 1. Preamble

- 1.1. Edmund Rice Education Australia (EREA) is an organisation established by the Congregation of Christian Brothers in Australia to own, govern, manage, and conduct education ministries in the Catholic tradition and in the charism of Blessed Edmund Ignatius Rice. Trustees of Edmund Rice Education Australia (TEREA) is a body corporate established for the purposes of recognition in civil law. EREA NSW Colleges Ltd (EREA NSW) was established by TEREAs as the governing body of mainstream educational bodies in New South Wales.
- 1.2. EREA is a proud member of the Catholic Church, grounded in a faith inspired by the mission of Jesus, the vision of Blessed Edmund Rice, and a commitment to the global Catholic community.
- 1.3. EREA NSW operates Catholic schools that deliver a curriculum for students from Year 5 to Year 12 aligned with the NSW syllabuses for the Australian Curriculum (or any equivalent framework that supersedes them).
- 1.4. EREA NSW follows the Charter for Catholic Schools in the Edmund Rice Tradition, offering a liberating education rooted in Gospel spirituality, within an inclusive community committed to justice and solidarity.

### 2. Purpose and Scope

- 2.1. This Policy sets out the principles and requirements for families of prospective students who are seeking to enrol a student in a Catholic school operated by EREA NSW (referred to as **School** for convenience), including the School's approach to inclusivity.

### 3. Aim and Key Principles

- 3.1. Through this Policy, EREA NSW and Christian Brothers Lewisham aim to:
  - Maintain an open and fair procedure for the enrolment of students seeking a place at the School.
  - Ensure the enrolment process is fair, transparent, and free from unlawful discrimination.
  - Clearly communicate the School's enrolment process - from initial enquiry through to formal enrolment - to prospective parents/guardians (referred to as Parents for convenience).
  - Ensure the School is able to meet the educational needs of all students in a manner consistent with its duty of care obligations.
  - Uphold and promote the School's core values in all aspects of the enrolment process.
  - Fulfil EREA NSW's commitment to supporting students with disability, including by providing reasonable adjustments where appropriate, and ensuring a pastoral and learning environment that responds to and supports their needs.
  - Promote a Catholic educational framework grounded in the Edmund Rice tradition and Catholic ethos, fostering a learning environment in which students are formed, educated and nurtured as members of a Catholic community.
  - Comply with the *Education Act 1990* (NSW) (as amended or replaced from time to time), and all other applicable legislation.
  - Ensure robust procedures are in place for the management, storage and retrieval of enrolment data, including information relating to a prospective or enrolled student's identity, immunisation status and visa status (see clause 15 for further detail).
- 3.2. To support the achievement of these aims, EREA NSW assigns the following responsibilities:



ROLE	RESPONSIBILITIES
EREA NSW Colleges Ltd Board	<p>The Board is responsible for:</p> <ul style="list-style-type: none"> <li>ensuring the School meets all legal and regulatory responsibilities, including those relating to inclusivity;</li> <li>reviewing and approving this Policy;</li> <li>establishing and overseeing an Enrolment Policy and procedure that is open, fair and compliant with school registration requirements and all applicable legislation.</li> </ul>
Principal	<p>The Principal is responsible for:</p> <ul style="list-style-type: none"> <li>serving as the final decision-maker for all enrolment decisions;</li> <li>reviewing and setting annual tuition fees and adjusting fees as required subject to Board approval.</li> </ul>
Enrolments Manager	<p>The Enrolments Manager is responsible for:</p> <ul style="list-style-type: none"> <li>ensuring compliance with this Policy;</li> <li>ensuring all enrolments comply with the School's policies;</li> <li>providing prospective Parents with accurate and timely information about the School's enrolment process.</li> </ul>
Parents	<p>Parents are responsible for:</p> <ul style="list-style-type: none"> <li>reading and complying with this Policy;</li> <li>completing the School's application for enrolment when seeking a place for a prospective student (forms available on the School website);</li> <li>disclosing all relevant information about the prospective student's needs (including diagnosed, undiagnosed, and suspected needs), or any other information relevant to the School's ability to provide for the child's education, welfare, or the wellbeing of other students.</li> </ul>

#### 4. Enrolment Entry Points

- 4.1. The main entry points for enrolment include Year 5 and Year 7.
- 4.2. Enrolment at other year levels may be offered where vacancies exist.
- 4.3. Parents may apply for enrolment up to two years prior to the desired commencement date.

#### 5. Eligibility Criteria

- 5.1. To be eligible for enrolment, a prospective student must be one of the following:
  - 5.1.1. an Australian citizen;
  - 5.1.2. a permanent resident of Australia;
  - 5.1.3. a student deemed eligible and approved for enrolment at the School at its discretion (subject to any EREA NSW policy); or
  - 5.1.4. a child of Parents who hold a current visa permitting them to stay in Australia and for their child to study in Australia.



## 6. Open Entry Policy

- 6.1. EREA NSW schools operate an open entry policy. However, the School may:
- (a) offer bursaries to specific cohorts, including for academic merit, hardship, or general excellence;
  - (b) determine enrolments based on its capacity to provide appropriate educational services to the prospective student; and
  - (c) apply the priorities for enrolment outlined in clause **Error! Reference source not found.** of this Policy.

## 7. APPLICATION PROCESS

### 7.1. Getting Informed

- 7.1.1. Before applying for enrolment, prospective families are encouraged to:
- (a) browse the EREA NSW website and the School website;
  - (b) review this Policy and other policies and procedures to fully understand the School's Catholic vision, mission and values;
  - (c) attend Open Days, as advertised;
  - (d) arrange a School tour and obtain an Information Pack and/or Prospectus;
  - (e) request or download an application for enrolment; and
  - (f) submit the completed application.

### 7.2. Enrolment Application

- 7.2.1. An application for enrolment can be made by submitting a completed online application for enrolment with all supporting documentation.
- 7.2.2. Applications may include:
- (a) required documentation listed in the form (e.g., birth certificate, sacramental records, current Medicare immunisation certificate, passport, NAPLAN results, school reports, visa grant notice, and relevant court/parenting orders);
  - (b) a non-refundable enrolment application fee, payable at the time the application is lodged. This fee covers the School's administrative cost in managing the enrolment process;
  - (c) evidence of the family's Catholic faith or commitment to a Catholic education, such as:
    - i. a baptismal certificate (if applicable);
    - ii. a reference from a Parish Priest or Ethnic Chaplain (if applicable);
    - iii. a character reference attesting to the family's support for Catholic teaching and learning (where applicable). Where no parish relationship exists, two (2) character references may be provided.
- 7.2.3. Submitting the application for enrolment and paying the enrolment application fee does not guarantee a place at the School.
- 7.2.4. The application process enables the School to gather information from a range of sources - including the prospective student, their Parents, and their current or previous schools - to assist the School in:
- (a) assessing whether it can meet the prospective student's behavioural, educational, and welfare needs (consistent with the School's duty of care obligations); and
  - (b) deciding whether to offer a place of enrolment.
- 7.2.5. Each application for enrolment will be considered by the School on a case-by-case basis.



### 7.3. Waiting Lists and Priority of Enrolment

7.3.1. The School retains discretion to determine whether to:

- place a prospective student on a waiting list;
- offer an interview; or
- offer a place of enrolment.

7.3.2. In exercising this discretion, the School considers a broad range of factors, including but not limited to:

- (a) the date a fully completed application is received (noting incomplete applications cannot be processed);
- (b) information disclosed in the application;
- (c) outcomes of interviews or any required assessments; and
- (d) whether the prospective student qualifies for priority enrolment due to:
  - I. criteria elsewhere in this Policy;
  - II. being a sibling of a current student (noting that priority applies if the application is received within 24 months of the intended start year);
  - III. the family's Catholic faith practice, demonstrated links to a Catholic community, and/or willingness to support the Catholic ethos (consideration is also given to links with Orthodox or other Christian traditions); and
  - IV. alumni status or being a child or grandchild of alumni;
- (e) behavioural history;
- (f) alignment between the family's values and the vision, mission, and values of the School;
- (g) whether the student's entry year aligns with a main intake year;
- (h) the School's capacity, as an inclusive school, to support the prospective student's needs;
- (i) current School enrolment numbers; and
- (j) overall merits of the application, including:
  - I. family circumstances and willingness to comply with School policies;
  - II. the prospective student's interests and engagement in extra-curricular activities (including religious activities);
  - III. reasonableness of the adjustments required to facilitate the student's learning;
  - IV. School resources and capacity to deliver an education to the prospective student in accordance with its educational model;
  - V. the prospective student's willingness and ability to meet behavioural expectations;
  - VI. the prospective student's capacity to benefit from the School's educational model;
  - VII. the prospective student's school readiness;
  - VIII. the family's willingness to endorse the School's vision, mission and values;
  - IX. the family's previous school fee payment history; and
  - X. any other relevant considerations under this Policy.
  - XI.

7.4. The School may reserve several places for bursary recipients, and for offers made at the Principal's discretion.



## 8. Pre-enrolment Interview

- 8.1. Where appropriate, the School will invite a prospective student and their Parents to attend a pre-enrolment interview with a staff member.
- 8.2. For families seeking entry to the School, the interview will:
  - 8.2.1. help the School understand the prospective student's strengths, areas for development, school readiness, and relevant needs, as well as the contribution the prospective student and their family may make to the School community; and
  - 8.2.2. assist the prospective student and their family in understanding the School and its educational approach, including its personalised learning model.
- 8.3. Prior to the interview, families will be asked to provide relevant documents (e.g., school reports, assessments). During or following the interview, the prospective student may be required to complete assessments or testing (including psychometric or behavioural assessments).
- 8.4. Pre-enrolment interviews may be conducted in person or via telephone, Zoom, Microsoft Teams, or other appropriate platforms.
- 8.5. Attendance at a pre-enrolment interview does not guarantee a place at the School and does not constitute an offer of enrolment.
- 8.6. Following the interview, the application will be considered by the School's Enrolment Panel, typically comprising the Principal, Deputy Principal, and nominated members of the School Leadership Team.
- 8.7. If, in the School's absolute discretion, it is determined that it would be inappropriate to enrol a student (based on the interview or related information), the School may discontinue the enrolment process or, if the student is already enrolled, take appropriate action in accordance with the Terms and Conditions of Enrolment, which may include termination of enrolment.

## 9. Offer of Enrolment

- 9.1. The Principal retains absolute discretion in determining whether an offer of enrolment is made.
- 9.2. All offers of enrolment will be made in writing.
- 9.3. The School does not disclose a prospective student's position on the waiting list or provide specific feedback regarding the timing or outcome of an enrolment decision.
- 9.4. An offer of enrolment may be accepted in the form approved by the School, subject to the following:
  - 9.4.1. an offer of enrolment will not be accepted until both Parents (or one, where permitted by court order or at the School's discretion) agree to be bound by the Terms and Conditions of Enrolment and any other terms contained in the offer of enrolment (including payment of the admission fee and return of required documents by the due date);
  - 9.4.2. acceptance of the offer must be provided within 14 days unless otherwise stated;
  - 9.4.3. an offer may be withdrawn, even if places remain available, where:
    - (a) information provided is found to be withheld, false, or misleading;
    - (b) there is a significant change in family or student circumstances affecting the School's capacity to reasonably accommodate the student;
    - (c) the offer of enrolment is not accepted on the terms provided; or
    - (d) the Principal reasonably exercises discretion to withdraw the offer.



- 9.5. Details of School Fees (tuition fees, levies and other charges) and payment terms are set out in the Terms and Conditions of Enrolment, available on the School website.
- 9.6. If Parents accept an offer of enrolment but the prospective student does not commence at the School, the enrolment application fee.

## 10. Defer, Refuse or Vary an Offer of Enrolment

- 10.1. An offer of enrolment is made for a specified entry year. Parents are not permitted to defer or vary the date of entry for their child's enrolment.

## 11. Appealing an Enrolment Decision

- 11.1. Parents may appeal an enrolment decision in accordance with the School's Complaints Handling Policy, available on the School website.

## 12. Period of Enrolment

- 12.1. Once accepted, a student's enrolment continues until the enrolment is withdrawn or ends in accordance with the Terms and Conditions of Enrolment.

## 13. Orientation

- 13.1. Orientation and induction for all new students and families may include:
- (a) orientation days;
  - (b) student orientation on commencement;
  - (c) a buddy system for students commencing outside major intake years; and
  - (d) information sessions and opportunities for feedback.

## 14. The School's Commitment to Inclusivity

- 14.1. The School welcomes students, families, and staff with diverse academic, behavioural, cultural, lifestyle, religious, and other relevant needs.
- 14.2. "Relevant needs" includes any needs (past or present) that may affect the student's education or welfare, or that of others. These may relate to allergies, medical conditions, disabilities (diagnosed, undiagnosed, or suspected), behavioural or learning challenges, or support needs of a medical, psychological, health, or dietary nature.
- 14.3. The School meets its legal obligations regarding students with disabilities and supports the National Disability Standards for Education. However, the School may not be able to accommodate every prospective student's needs in all circumstances, particularly where broader cohort needs are affected.
- 14.4. The School must be satisfied that it can meaningfully meet a student's needs and that the student can benefit from the educational program on offer. This assessment considers both individual circumstances and the School's overall resources and capacity.
- 14.5. The School reserves the right to set and enforce reasonable standards of dress, appearance, and behaviour. Enrolment may not be possible where:
- 14.5.1. the student poses a risk of harm to any member of the School community (including staff, students, and parents);



- 14.5.2. the student's behaviour significantly disrupts teaching, learning, or social integration;
- 14.5.3. the student exhibits behaviour (including violent or sexualised behaviour) that has emotional or psychological impacts on others;
- 14.5.4. the student does not have, or does not effectively respond to, recommended strategies or supports required to self-regulate.
- 14.6.** Parents must inform the School of all relevant needs prior to an offer of enrolment being made.
- 14.7.** Failure to disclose relevant needs, or significant changes in needs, undermines the trust required for a successful enrolment relationship. In such circumstances, the School may refuse to offer enrolment or, if already enrolled, terminate the enrolment in accordance with the Terms and Conditions of Enrolment.
- 14.8.** Where Parents promptly disclose relevant needs or changes, the School will act in accordance with applicable laws and the Terms and Conditions of Enrolment.

## 15. Register of Enrolments

- 15.1.** The School maintains an electronic register of all enrolled students, recording:
- name, age, date of birth, and residential address;
  - Parent names and contact details;
  - date of enrolment;
  - medical information (for emergency purposes);
  - emergency contact details;
  - sacramental information;
  - home care arrangements, court orders, and transfer records (if applicable);
  - date of leaving and departure details where appropriate;
  - for students older than six years, details of previous schools or pre-enrolment circumstances.
- 15.2.** Records are retained in accordance with the EREA NSW Record Retention Policy, and copies are stored onsite at regular intervals.

## 16. EREA NSW Colleges Ltd Related Policies, Documents and Legislation

### 16.1. Related Policies and Documents

This Policy should be read in conjunction with the following related policies and documents:

- Terms and Conditions of Enrolment
- Offer of Enrolment and Acceptance Form
- Parent Code of Conduct
- CBHS Student Code of Conduct
- CBHS Student Rules and Expectations
- EREA NSW Record Retention Policy



### 16.2. Related Legislative Instruments

The following legislation, standards and regulations apply, and this Policy aligns with these mandated requirements:

- Education Act 1990 (NSW)
- NESAs Registration Manuals (NSW Registered and Accredited Individual Non-government Schools Manual, Registration Systems and Member Non-government Schools Manual)
- Public Health Act 2010 (NSW)
- Privacy and Personal Information Protection Act 1998 (NSW)
- Health Records and Information Privacy Act 2002 (NSW)
- Anti-Discrimination Act 1977 (NSW)
- Disability Discrimination Act 1992 (Cth)
- Disability Standards for Education 2005 (Cth)
- Children's Guardian Act 2019 (NSW)
- Work Health and Safety Act 2011 (NSW)

### 16.3. Document Version Control

ACTION	DETAIL
Subject Matter Expert	Chief Executive Officer
Approved by	EREA NSW Colleges Ltd Board
Approval date	3 April 2025
Review date	April 2028
Policy ID	2025-06
Update	Updated May 2026 to correct typographical errors