



ST PIUS X COLLEGE

CHATSWOOD

School Registration

Enrolments 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 having recognition in civil law. EREA NSW Colleges Ltd (EREA NSW) was established by TEREA as the governing body of mainstream educational bodies in New south Wales.
- 1.2 EREA NSW operates Catholic Colleges offering a school curriculum for students from Year 5 to Year 12 based on the Australian National Quality Standards for early education and care services and NSW syllabuses for the Australian curriculum (or equivalent if superseded).
- 1.3 EREA is a proud member of the Catholic Church and at the heart of what the organisation does is a faith founded on the mission of Jesus, the vision of Blessed Edmund Rice and being part of the global Catholic community.
- 1.4 Each EREA NSW College follows the Charter for Catholic Colleges in the Edmund Rice tradition to offer a liberating education, based on a Gospel spirituality, within an inclusive community committed to justice and solidarity. The four touchstones of this charter include God, Jesus, Church and Edmund Rice.

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 child in a systemic Catholic College operated by EREA NSW (referred to as the College for convenience), including specifically the College's approach to inclusivity.

3 Aim and Key Principles

3.1 Through this policy, EREA NSW and the College aims to:

- a. Maintain an open and fair procedure for the enrolment of students seeking enrolment to the College.
- b. Ensure the procedure for enrolment to the **College** is fair, transparent and not unlawfully discriminatory.
- c. Explain clearly to prospective parents/guardians (referred to as parents for convenience) the College's enrolment process (from enquiry to enrolment).
- d. Ensure that the **College** can provide for the educational needs of all its students in a manner that reflects the College's duty of care obligations.
- e. Ensure that the **College** maintains its core values.
- f. Ensure that **EREA NSW** complies with its commitments to supporting students with disabilities, including by making reasonable adjustments where appropriate, and providing a pastoral and learning environment that supports their disabilities.
- g. Promote a Catholic education framework in the Edmund Rice tradition and Catholic ethos, and a learning environment where students are educated and nurtured as members of a Catholic community.
- h. Comply with the requirements of the Education Act 1990 (NSW) (as amended or replaced from time to time), and other relevant legislation.
- i. Ensure that procedures are in place for the management, storage and retrieval of enrolment data, including in relation to the child's identity, immunisation and visa status (for further detail, refer to clause 15).

3.2 To assist in achieving the above aims, EREA NSW has allocated the following responsibilities:

Position/Roles	Responsibilities
EREA NSW Colleges Ltd Board	<ul style="list-style-type: none">• Ensure the College meets its legal and regulatory responsibilities – including those which relate to inclusivity.• Review and approve this policy.• Establish and implement an enrolment policy and procedure that is open, fair and complies with all school registration and other applicable legislation.
Principal	<ul style="list-style-type: none">• Final decision-maker in relation to enrolment decisions.• Review and set the annual tuition fees on an annual basis and otherwise as required.

Registrar	<ul style="list-style-type: none"> • Ensure compliance with this policy. • Ensure enrolments are compliant with the College's Policies. • Provide prospective parents with the necessary information about the enrolment processes.
Parents	<ul style="list-style-type: none"> • Read and comply with this policy. • When seeking enrolment of a prospective student, complete the application for enrolment as contained in the College's enrolment documentation (available on the College's website). • Disclose their child's relevant needs (including those which are diagnosed, undiagnosed and suspected), or information which may otherwise be relevant to the College in providing an education to the child, the child's welfare, or the education and welfare of other students.

4 Entry Points

- 4.1 The main enrolment entry points into the College will depend upon the school being applied for, which are traditionally: (a) Year 5 (where applicable) and (b) Year 7 (only for secondary and K-12 Colleges).
- 4.2 Places of enrolment are offered at other levels if vacancies exist.
- 4.3 Parents may apply for a place at the College for their child at any time from two years prior to the date of commencement.

5 Eligibility Criteria

- 5.1 To be eligible for enrolment, the prospective student must be either:
- a. an Australian citizen;
 - b. a permanent resident in Australia; or
 - c. deemed eligible and approved for enrolment by the College as determined at its sole discretion (subject to any EREA NSW policy); or
 - d. a child of parents who have a current visa to work in Australia.

6 Open entry policy

- 6.1 EREA NSW Colleges have an open entry policy. However, the College may:

- a. Offer scholarships to specific groups of students, including for academic ability, hardship or general excellence.
- b. Determine enrolments based on its ability to provide educational services to the particular student.
- c. Apply the priorities for enrolment are set out in clause 7.8(d) of this policy.

7 Application Process

Getting Informed

- 7.1 Before submitting an application for enrolment, families of prospective students are encouraged to:
 - a. browse EREA NSW and the College's website
 - b. review this policy, and other policies and procedures available on EREA NSW and the College's website, to fully understand the Catholic vision, mission and values that will frame a student's Catholic education at the College
 - c. attend Open Days, as advertised
 - d. book a tour of the College and receive an Information Pack and/or Prospectus
 - e. request or download an application for enrolment
 - f. submit an application
- 7.2 An application for enrolment may be made by submitting a completed online application for enrolment with all supporting documentation.
- 7.3 An application for enrolment must be accompanied by:
 - a. any required documentation mentioned in the form (including the child's birth certificate, sacramental information, current immunisation certificate from Medicare and if applicable, passport, NAPLAN results, College reports, Kindergarten Transition Statements, visa grant notice, relevant court and parenting orders).
 - b. a non-refundable enrolment application fee is payable at the time an application for enrolment is made, to cover the College's administrative costs in managing the enrolment process.
 - c. evidence of the family's Catholic faith or desire for the prospective student receiving a Catholic education, for example: a baptismal certificate (if this applies).
- 7.4 Submitting the application for enrolment and paying the enrolment application fee, does not guarantee a place at the College.
- 7.5 Rather, the application process enables the College to receive information from a range of sources – including the prospective student and the prospective student's parents, current school and former school(s) – which is used to assist the College in:

- a. considering whether it can meet the child's behavioural, educational and welfare needs (including with regard to the College's duty of care obligations); and
- b. deciding whether to exercise its discretion to offer a place of enrolment.

7.6 Each completed application for enrolment and accompanying documents will be considered by the College on a case-by-case basis.

Waiting lists and priority of enrolment

7.7 The College, ultimately, has discretion whether to place a prospective student on the College's waiting list, offer an interview, or offer a place of enrolment.

7.8 In exercising that discretion, the College takes into account a range of criteria, including but not limited to the following:

- a. the date a fully completed application for enrolment is received (noting incomplete applications will not be processed).
- b. the information disclosed in the application for enrolment.
- c. the child's enrolment interview and if applicable, pre-enrolment assessments.
- d. whether the child is eligible for a priority offer of enrolment as:
 - set out elsewhere in this policy;
 - a sibling of a current student (noting that siblings will be prioritised provided an application for enrolment is submitted within 26 months of the start of the College year they are due to commence);
 - a result of their faith as a child of a family who is a practicing Catholic family, has demonstrable links to their Catholic faith community, and/or who are prepared to support the ethos and values of Catholicism (with consideration given to a child's family's links to Orthodox or other Christian faiths); or
 - alumni, or children or grandchildren of alumni of the College.
- e. the child's behavioural history.
- f. whether the values and beliefs of the child's family clearly align with the vision, mission and values of the College.
- g. the starting year level of the child and whether this aligns with a main year level entry point at the College and availability of places in year level.
- h. the College's capacity, as an inclusive College, to support a prospective student's relevant needs in the College environment.
- i. the merits of the application, prospective student's suitability for enrolment at the College, and individual circumstances and practical implications including the:
- j. the number of students currently enrolled at the College;
- k. prospective student's family circumstances (including the willingness of the student and their parent to comply with the College policies and procedures);
- l. prospective student's interests and participation in extra-curricular activities (including religious activities);
- m. reasonableness of the adjustments required to facilitate the prospective student's education (including their personalised plan);

- n. the College's resources and capacity to deliver an education to the student in accordance with its educational model;
- o. prospective student's willingness and ability to comply with the College's behavioural standards; prospective student's willingness and ability to derive a benefit from the College's educational model;
- p. prospective student's school-readiness;
- q. willingness of each family to endorse the College's vision, mission and values;
- r. any individual family circumstances requiring an exercise of discretion and compassion (such as financial hardship); and
- s. any other considerations set out in this policy.

8 Enrolment interview

- 8.1 If and when appropriate, the College will invite a prospective student and their parents to attend an enrolment interview with a member of the college leadership team (eg Principal, Deputy Principal, Assistant Principal).
- 8.2 For families seeking entry to the College, this interview will:
 - a. enable the College to understand the prospective student's strengths, weaknesses, school readiness and relevant needs, as well as what they and their family can contribute to the life of the College; and
 - b. enable the prospective student and their family to better understand the College and its approach to delivering an educational curriculum model, which is underpinned by a child's personalised plan.
- 8.3 Prior to the interview, families will be asked to provide the College with a number of documents, including a copy of the prospective student's current school reports (if applicable) and other assessment documentation. During the interview, or shortly after it, prospective students may be required to undertake assessments or testing (including psychometric and behavioural assessments).
- 8.4 Prospective students will be interviewed, either in person or by telephone, Zoom, Microsoft Teams or other platforms as appropriate.
- 8.5 Attending an enrolment interview does not guarantee a place at the College, and is not an offer of enrolment.
- 8.6 After attending the enrolment interview the prospective student's application will be reviewed by the College's Enrolment Panel, which typically comprises of the following persons: the Principal, Deputy Principal and nominated members of the College Leadership Team.
- 8.7 If for any reason, in the College's absolute discretion, the College forms the opinion, as a result of the enrolment interview, that it would be inappropriate for a child to be

enrolled at the College, the College may terminate the enrolment process (or if the child is already enrolled, the enrolment agreement).

9 Offer of Enrolment

- 9.1 At all times, the Principal has absolute discretion to make the final decision about whether an offer of enrolment should be made to a prospective student.
- 9.2 Any offer of enrolment made by the College will be made in writing.
- 9.3 It is not the College's practice to disclose a prospective student's place on the waiting list, or provide specific feedback regarding the timing of an offer of enrolment (or, where no offer is made, the reasons for this).
- 9.4 An offer of enrolment may be accepted in the form approved by the College from time to time, subject to the following:
- a. an offer of enrolment will not be accepted until both parents (or where supported by a court order or otherwise agreed at the College's absolute discretion, one parent) have agreed to be bound by the College's Terms and Conditions of Enrolment and any other terms set out in the offer of enrolment (including payment of the admission fee and return of requested documents by the stated deadline).
 - b. acceptance of the offer must be provided within 30 days unless the College's offer states otherwise.
 - c. The offer may be withdrawn by the College, regardless of the availability of places where:
 - information provided to the College is found to be withheld, false or misleading.
 - there is a significant change in the circumstances of the student or their family, which impacts the College's capacity to reasonably accommodate the student.
 - the offer of enrolment is not accepted on the terms provided by the College.
 - the Principal exercises their reasonable discretion to withdraw the offer.
- 9.5 Details about all the College's tuition fees and course levies, and other charges and levies, imposed by the College for that school year (collectively, the School Fees) and the terms on which School Fees must be paid are set out in the Terms and Conditions of Enrolment published by the College. A copy of the current Terms and Conditions of Enrolment is available on the College's website.
- 9.6 If parents accept an offer of enrolment but the child does not subsequently begin schooling at the College, the parents will forfeit the enrolment application fee and any tuition fees paid in advance to the College.

10 Defer, Refuse or Vary an Offer of Enrolment

- 10.1 An offer of enrolment is made for a specify 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 College's relevant complaints and grievances policies (which can be found on the College's website).

12 Period of enrolment

- 12.1 Once an offer of enrolment has been made and accepted, a child's enrolment is ongoing and will remain in place until such time as:
- a. a child's enrolment is withdrawn or otherwise ends in a manner provided for in the College's Terms and Conditions of Enrolment;
 - b. a child completes a Year 12 education at the College

13 Orientation

- 13.1 Orientation and induction takes place for all new students and their families, and includes:
- a. Orientation days.
 - b. Student orientation on commencement.
 - c. The use of the buddy system for those entering in non-major intake years. Information sessions and feedback opportunities.

14 The College's commitment to inclusivity

- 14.1 The College is an inclusive College and welcomes students and other members of the College community – including parents and staff - with a varying range of academic, behavioural, cultural, lifestyle, religious and relevant needs.
- 14.2 In this policy, a child's relevant needs include any needs which a child has (or has had) which may be relevant to the education or welfare of the child (or which may impact upon the education or welfare of others). A child's relevant needs may relate to (amongst other things) allergies, health conditions, physical or intellectual disabilities (whether diagnosed, undiagnosed or suspected), behavioural or learning challenges or difficulties, learning support requirements and needs of a medical, psychological, health or dietary nature.
- 14.3 The College is committed to complying with its legal obligations regarding students with disabilities, supports the National Disability Standards for Education, and is an

inclusive community. However, the College is not necessarily able to cater to every prospective student's relevant needs (including when having regard to the particular needs to the broader student cohort).

- 14.4 The College must be satisfied that it is equipped to adequately respond to a student's relevant needs, and ensure they are able to meaningfully derive from the educational program on offer. In this regard, the process of offering enrolment is informed by the availability of places, as well as the suitability of programs and support levels in relation to a child's relevant needs (and the child's level of school-readiness, if applicable). This consideration is had both in relation to an individual child and also, broadly with regard to the College's resources and capacity to support the needs of a cohort of students.
- 14.5 The College also reserves the right to set and enforce reasonable standards of dress, appearance and behaviour. Whilst the College will comply with its legal obligations, the College may not be able to facilitate an enrolment in circumstances where:
- a. a child poses a threat, or presents a risk of harm to a member of the College community (including staff, students and parents).
 - b. the child exhibits behaviours that significantly interfere with, or compromise with the teaching and learning experiences of others in the classroom, or social integration in the playground.
 - c. the child exhibits behaviours (including violent or sexualised behaviours) that otherwise have an emotional or psychological impact on others.
 - d. the child does not have, or does not effectively respond to, strategies or supports recommended from qualified medical professionals, to assist the child to self-regulate and best support their positive experiences at College.
- 14.6 Accordingly, prior to an offer of enrolment being made parents must inform the College of all relevant needs a prospective student has.
- 14.7 If a parent fails to promptly inform the College of a student or prospective student's relevant needs, or any significant change in those needs, this damages the trust and confidence required for an effective enrolment relationship between the College and the family of an enrolled student. In such circumstances the College, in its absolute discretion, may refuse to make an offer of enrolment (or, if the enrolment has already commenced, immediately terminate the enrolment of the student in accordance with the Terms and Conditions of Enrolment).
- 14.8 Where a parent promptly informs the College about a student or prospective student's relevant needs, or any significant change in those needs, the College will act in accordance with applicable laws and its Terms and Conditions of Enrolment.

15 Register of Enrolments

- 15.1 The College maintains a register of enrolments of all students who have been enrolled at the College in electronic form. The register includes the following information:

- a. Name, age, date of birth and residential address of student.
- b. Parent names and contact details.
- c. Date of enrolment.
- d. Medical information for emergency management purposes.
- e. Emergency contact details.
- f. Sacramental information.
- g. If applicable: Home care arrangements, court orders, transfer records.
- h. Date of leaving the College and details concerning student's departure, where appropriate. For students older than six years, details of previous schools or pre-enrolment situation.

15.2 The register is retained for a period (in accordance with the College's Record Retention Policy) after the student leaves the College, and copies of information in the register are stored on-site at regular intervals.

16 Related Documents and Resources

16.1 EREA NSW Related Policies, Procedures and Legislation including:

- a. EREA NSW Record Retention Policy (TBC)

16.2 EREA NSW Related Forms including:

- a. Offer of Enrolment and Acceptance Form
- b. Parent Code of Conduct

17 Document Version Control

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