



ENROLMENT POLICY

January 2026

CATHOLIC SCHOOLS BROKEN BAY

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Catholic Schools Broken Bay (**CSBB**) is committed to providing authentic, professional Catholic education delivered with care and compassion. Every child is known, valued and supported through faith, learning and wellbeing from Baptism to Post School Life.

CSBB's mission is to inspire hearts and minds to know Christ, and to empower all students to become the very best they can be.

Purpose

This CSBB Enrolment Policy (**Policy**) sets out CSBB's position on the enrolment of students across all CSBB systemic schools.

This policy aims to ensure that CSBB:

- has a fair process for families seeking to enrol in its schools
- is able to meet the educational needs of all our students in line with our duty of care obligations
- makes enrolment decisions with consistency and compassion
- adheres to our vision for schools throughout the enrolment process
- complies with the requirements of the Education Act 1990 (NSW), the Disability Discrimination Act 1992 (Cth) and the Disability Standards for Education 2005.

Audience

This Policy applies to all CSBB employees (**Staff**), parents/carers and students.

Policy

CSBB is a system of schools committed to providing an inclusive model of education for all students. Our schools exist to form young people in Christ's vision of love as it has been interpreted by the Catholic community of faith. Our inclusive model of education focuses on strengths to promote engagement, enable learning growth and flourishing.

ELIGIBILITY CRITERIA

To be eligible for enrolment at a CSBB school, the prospective student must be either:

- a) an Australian citizen;
- b) a valid Visa holder; or
- c) entitled to stay in Australia without limitation.

APPLICATION PROCESS

Submit an Application

The main enrolment intake years for our schools are:

- Kindergarten (Primary or K-12 schools)
- Year 5 (for CSBB schools that are registered to deliver an education from Year 5 – Year 12)
- Year 7 (Secondary or K-12 schools)

Intakes for other grades may also be possible subject to school capacity.

Enrolment applications can be completed and submitted online via each individual school's website. Families who require a physical copy of the Enrolment Application Form should contact the relevant school directly.

The online Enrolment Application Form will provide details of the enrolment timeline.

All applications must be completed in full and must have all relevant and required supporting documentation. If any additional information is required to support the application, the school will make this request directly to the family.

Submitting an Enrolment Application Form and providing supporting documents allows CSBB to consider whether it can meet a child's educational, behavioural, and wellbeing needs (in line with CSBB's duty of care obligations) and subsequently decide whether CSBB can offer a place of enrolment.

Submitting an Enrolment Application Form does not guarantee a place at a CSBB school.

Enrolment and Waitlists

CSBB has discretion to offer a prospective student a place of enrolment or a place on a waitlist. When exercising this discretion, CSBB takes many factors into consideration, including but not limited to:

- the date a fully completed Enrolment Application Form was received
- the pre-enrolment family meeting
- whether the child is eligible for priority enrolment as detailed in this Policy
- any behavioural history and safety risks
- whether the values and beliefs of the family align with CSBB's Catholic and Family Charters
- the requested starting year on the application.

Places at CSBB are filled at the earliest possible year and are not reserved for later years.

Enrolment Review and Assessment

The enrolment review and assessment is a collaborative process between families and schools to ensure informed decisions and shared understanding. It may include consultations with preschools and, where appropriate, health professionals. The process helps identify individual student needs and gather information to support enrolment and transition.

For all prospective primary school students, CSBB will invite families to attend a family meeting with the school principal. For secondary schools, a family meeting may be requested to support the enrolment process.

If students are transitioning from a CSBB primary school to a CSBB secondary school, information sharing will occur directly between the schools.

Following the family meeting, prospective students may be asked to undertake assessments or testing, including psychometric and behavioural assessments if the school believes it would assist it to determine what reasonable adjustments would need to be made to support the student.

Attending a family meeting does not guarantee an offer of enrolment.

ENROLMENT PRIORITIES

Where the number of applications exceeds the number of available places, or where distinction in potential enrolments is required, offers of enrolment are made in accordance with the following priority order:

Primary Schools

1. Baptised Catholic children of Catholic families of the local designated parish.
2. Siblings of children who are already enrolled in the school.
3. Baptised Catholic children of Catholic families beyond the local parish.
4. Children from other Christian traditions, other faith traditions or non-churched backgrounds.

Secondary Schools:

1. Consistent with our commitment to provide a K-12 pathway, all children who have attended a CSBB Catholic primary school for at least the previous 3 years.
2. Baptised Catholic and non-Catholic children who have attended a CSBB Catholic primary school for less than 3 years.
3. Siblings of children who are already enrolled in the school.

4. Baptised Catholic children from non-CSBB schools.
5. Children from other Christian traditions, other faith traditions or non-churched backgrounds.

OFFERS OF ENROLMENT

The principal of each school has discretion in making decisions on offers of enrolment. When determining whether an offer should be made, the principal will take into account both the needs of the student and the physical capacity of the school.

All offers of enrolment will be made in writing and acceptance of an offer must be received by the date specified on the Enrolment Letter of Offer.

If an Enrolment Application is successful and an offer of enrolment is made, the Enrolment Agreement will need to be signed by all individuals listed on the Enrolment Application. This ensures that the applicant understands and agrees to the terms, including responsibility for fees.

Where there is a change in family circumstances, the school should be advised as amendments may need to be made to the Enrolment Application.

An offer may be withdrawn by CSBB if:

- information is found to be withheld, false, or misleading
- there is a significant change in circumstances that impact CSBB's capacity to reasonably accommodate the student
- the offer of enrolment is not accepted in accordance with the conditions set out in the Enrolment Agreement
- if the Enrolment Agreement is not signed by all parties to the Enrolment Application.

Students With Disability and Diverse Learning Needs

When an Enrolment Application Form is received for a student with disability or diverse learning needs, the principal may consult with the CSBB Diverse Learning Team to assess the nature and levels of adjustment necessary to support the student's educational needs and wellbeing, including personalised plans for transitioning students, prior to making any offer of enrolment.

Parents and carers, and the student where appropriate, will be consulted and provided with the opportunity to review and contribute to any proposed reasonable adjustments before a determination is made regarding enrolment.

CSBB must be satisfied that it is adequately equipped and able to meet the needs of a student with disability or diverse learning needs. This includes ensuring that reasonable adjustments can be made to support the student's

access and participation in education on the same basis as other students, while balancing the needs of all students and considering the resources and capacity of the school.

It is a condition of enrolment that families disclose any known disability or diverse learning needs of their child prior to enrolment. Where a family knowingly withholds information or fails to advise CSBB of any significant change to their child's disability or diverse learning needs after enrolment, CSBB may be unable to meet its obligations to provide reasonable adjustments. In such circumstances, CSBB may decline to make an offer of enrolment or, if enrolment has commenced, terminate the enrolment in accordance with the Terms and Conditions of the Enrolment Agreement.

Behaviour Standards

CSBB reserves the right to set and enforce reasonable standards of behaviour in accordance with the *CSBB Behaviour Support Policy*. CSBB will comply with its legal obligations, but may not be able to offer enrolment, or may terminate enrolment, where a child:

- poses a threat or risk to themselves or others including Staff, students and others
- exhibits behaviours that may significantly impact the learning experiences and social experiences of other students
- exhibits behaviours, including violent or sexualised behaviours, that may impact emotionally or psychologically on others
- does not effectively respond to strategies/supports recommended by qualified professionals to assist in supporting their learning and social experiences at CSBB.

DEFERRAL, VARYING OR DECLINING AN OFFER OF ENROLMENT

Parents must notify CSBB in writing if they wish to defer, vary or decline an offer of enrolment by the date stated in the Enrolment Letter of Offer.

For requests to vary an offer of enrolment, CSBB may not be able to accommodate the request. If CSBB is able to vary the enrolment, the family will receive a new Enrolment Letter of Offer. Where there are no places available, the child will be placed on a waitlist, and the offer of enrolment will be withdrawn.

REVIEW OF ENROLMENT DECISION

Families who wish to have an enrolment decision reviewed should contact the Community Engagement Team cet@dbb.catholic.edu.au.

Related Legislation

- Education Act 1990 (NSW)
- Australian Education Act 2013 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Disability Standards for Education 2005

Review

The Policy will be reviewed by the relevant Workstream Lead and approved by the Director of Schools or, when required, the CSBB Board. The review will be undertaken every three (3) years unless there is a legislative or regulatory requirement to do so earlier.

Version

Version	Current Title	Approval Date	Commencement Date
4	Enrolment Policy	December 2025	January 2026
2	Enrolment Principles	November 2023	November 2023
1.2	Enrolment Principles	April 2021	April 2021
3	Enrolment Policy	March 2013	March 2013

Approved by: The Director of Schools

Date of next review: December 2028