



Enrolment Principles for Diocesan Systemic Schools

*Updated: 14th November
2023*

CATHOLIC SCHOOLS BROKEN BAY

Caroline Chisholm Centre Building 2, 423 Pennant Hills Road, Pennant Hills, NSW 2120 | PO BOX 967 Pennant Hills NSW 1715
02 9847 0000 | csbb.catholic.edu.au | csbb@dbb.org.au

Background and Context

As inclusive communities who are seeking to evangelise, we welcome every family who seeks a Catholic education for their children. Catholic Schools Broken Bay (CSBB) strives to respond to the needs of all students, to the extent of our capabilities.

We believe all students should have access to our schools which offer educational opportunities that nurture the Catholic faith, expand life choices, cater for the disadvantaged, and challenge all students to reach their full potential. Our schools are explicitly evangelical¹, catechetical² and address (with the support of our parishes and agencies), the faith formation³ of our school communities.

These principles address the vision, purpose and values outlined by Bishop Randazzo when launching *Towards 2025*:

- Our Vision is to deliver authentic, professional Catholic education with care and compassion.
- Our Purpose is to inspire hearts and minds to know Christ, to love learning, to use their talents to be the very best they can be.
- Our vision, purpose and all we do is founded on faith in Jesus Christ, and informed by Christian values including love, respect, peace, justice, compassion, courage and integrity.

Guiding Principles

The following principles apply to all CSBB schools:

1. All students' educational and wellbeing needs are of paramount consideration.
2. Our schools recognise that children are a gift from God, and that parents are the primary educators of their children. Our schools therefore work in partnership with parents.

¹ Evangelisation means making present and announcing Jesus Christ. Evangelisation makes this enduring presence of Christ concrete, in such a way that those who draw near to the Church may encounter in his person the way to "save their lives" (cf Matt 16:25) and open themselves to a new horizon. It has as its ultimate aim the fulfilment of human life #5, Catechism of the Catholic Church, 1994

² Catechesis refers to an education in the faith of children, young adult people, and adults which includes especially the teaching of Christian doctrine imparted, generally speaking, in an organic and systematic way, with a view to initiating the hearers into the fullness of Christian life

³ Faith Formation of Catholic school community members is Christ-centred, intentional, ongoing, reflective, focuses on the growth of individuals and communities from their lived experiences, in spiritual awareness, theological understanding, vocational motivation, capabilities for mission and service in the world NCEC – A Framework for Formation for Mission in Catholic Education. 2017, p 9

3. As a work of the Diocese, we rely on the active engagement of our parishes and agencies to promote the benefits of a Catholic education and to assist us in generating enrolments from the Catholic families they serve.
4. Consistent with the obligations the Church has to teaching, Catholic schools are established to assist parents in the education of their Catholic children. Catholic schools do also welcome families who genuinely seek the authentic, professional Catholic education we provide.
5. While the Principal has primary responsibility for generating enrolments, CSBB, parishes and agencies have co-responsibility to promote Catholic education to ensure a sustainable level of enrolments for each school, to maximise the opportunity for Catholic families to access Catholic schooling.
6. A Reference Form from the Parish Priest is not required to apply for enrolment. As part of the enrolment application, families are asked to provide relevant information on their practice of faith and their engagement with a local parish community. Families are welcome to submit a letter of recommendation from their Parish Priest as part of their application if they so wish.
7. As accountability for enrolments rests with Principal, it is not necessary for the Parish Priest to directly participate in the process of interviews for enrolment. However, to ensure awareness and assist in planning pastoral needs, the Principal will discuss with the Parish Priest, the final enrolments that have been made. In this way, the Parish Priest will have visibility of the membership of the school and its needs and will be able to work with the Principal to respond to any particular pastoral situations that have emerged through the process of application for enrolments. The Principal should meet with the Parish Priest as soon as practicable after enrolments are settled, and certainly no later than the third week of Term 3.
8. Offers of enrolment may be made on an ongoing basis as applications are received and processed throughout the year. Applications are subject to the fair and transparent process established at each school, consistent with the enrolment priorities below.
9. The Parish Priest and the Parish of the school, in collaboration with the Principal, is to look for opportunities to welcome new families of the school to the parish, particularly after the start of the school year.

10. On enrolment, we reciprocally ask that all parents and students commit to supporting the Church, participating in the school's rich liturgical life, including sacramental programs and other activities arranged at our Parishes.
11. On enrolment, all parents/guardians will work in partnership with the school to ensure student attendance and in creating collaborative, safe and respectful environments based on our enduring values of faith, joy, courage, compassion, and witness.
12. On enrolment, all parents/carers will give an undertaking that they will jointly and severally honour any financial commitments made to the school. No child will be denied a Catholic education because of a family's inability to pay fees, and financial support will be offered to families who need assistance.
13. Every student who is enrolled in a CSBB primary school is guaranteed entry into a related K-12 network secondary college within the CSBB system, subject to the enrolment priorities below. Early application into CSBB secondary schools is encouraged due to demand but does not guarantee placement.
14. We welcome students with diverse needs into our schools. When planning for the enrolment of students with a disability, CSBB schools should be advised as soon as possible so that the needs of each child can be planned for. For further information please see "Additional Education Requirements" below.
15. During the enrolment process, parents/carers are required to disclose all relevant information, including in relation to their child's learning needs and behaviours. Failure to disclose relevant information may result in an enrolment being declined, and in certain circumstances, de-enrolment.
16. A Principal may, in discussion with the student, parents/carers and CSSB staff, enrol a student on a conditional basis considering the student's particular situation and/or needs at the time of or during the student's enrolment.
17. No school may charge an enrolment application, confirmation fee or any similar fee for processing of enrolment applications.
18. In special circumstances, a Principal or a Parish Priest may seek approval from the Director of Schools to temporarily modify these enrolment principles to cater for the unique context of the local Catholic community.

Enrolment Priority

Where the number of applications exceeds the number of available places, or where distinction in potential enrolments is required, offers of enrolment are to be 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. Baptised Catholic children who have attended a CSBB primary school for at least the previous 3 years and have completed the appropriate sacramental programs.
2. Siblings of children who are already enrolled in the school.
3. Baptised Catholic and other children who have attended a CSBB primary school for less than 3 years.
4. Baptised Catholic children from non-CSBB schools.
5. Children from other Christian traditions, other faith traditions or non-churched backgrounds.

NB: Where there are no vacancies at a particular school, parents/carers will be supported by CSBB for enrolment at another CSBB school.

Special Pastoral Circumstances

In discerning criteria that indicate the nature and extent of 'special pastoral circumstances', consideration will be given to including children with additional needs (see below); indigenous students; refugee or other marginalised families; links to the parish or school communities through the involvement of grandparents and the extended family and carers; the pastoral care of the student due to family dislocation; prior family links to the school; and any other special circumstances as considered appropriate.

Additional Education Requirements

1. Catholic Schools Broken Bay ensures that its enrolment principles and practices comply with the Disability Discrimination Act 1992 (DDA) and the Disability Standards for Education 2005 (DSE) and the rights afforded to prospective students, their parents/carers as well as the school.

2. The first point of contact for enrolment of students with a disability into one of our schools is the Principal of the school where the student is seeking enrolment. The provision of appropriate educational opportunities for all students, but especially for those students with additional needs, involves a open and respectful partnership between CSBB, school staff and parents/carers.
3. A student may be deemed as having additional needs if in endeavoring to offer the student equitable access to educational opportunities, adjustments need to be made to assessment procedures, curricula, or modes of course delivery, or the provision of specialised equipment, facilities and/or suitably trained staff.
4. CSBB and the school enter a collaborative process in assessing the diverse learning needs of students. As part of this collaboration, parents/carers will need to provide the required documentation to ensure the appropriate level of adjustment to cater for individual needs. Parents/guardians may be asked to complete an Exchange of Information form, so the school can communicate directly with other professionals to best support the student.
5. A detailed assessment, which could include an independent expert assessment, may be required to determine what adjustments are necessary for a student. The type and extent of the adjustments may vary depending on the individual requirements of the student and other relevant circumstances. Multiple adjustments may be required and may include multiple activities. Adjustments may not be required for a student with disability in some circumstances.
6. After undertaking the required assessments, CSBB together with the Principal and parents/carers will carefully assess the school's capacity to provide the facilities, resources and suitably trained personnel to support the educational needs of the student. In some circumstances, it may not be possible to make an offer of enrolment based on this assessment.
7. The required assessments for the prospective student will take place prior to the application being further progressed and an offer of enrolment being made or finalised.

Endorsed by Director of Schools: 10 November 2023

Approved by Bishop Anthony Randazzo: 14 November 2023

Commencement Date: 14 November 2023