



Enrolment Principles

27 April 2021 | 1.2

CATHOLIC SCHOOLS BROKEN BAY

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Background

The current *Enrolment Policy for Diocesan Systemic Schools* was originally approved by Bishop David Walker in November 2001. The policy was last reviewed and approved in March 2013. It was due for review and reissue in April 2018.

Given the launch of *Towards 2025*, it has been recognised that there is a pressing need for refreshed policy and simplification (and standardisation) of the enrolment process. While this work is underway, interim principles to provide guidance for 2022 enrolments are needed. **These principles temporarily supersede *The Enrolment Policy for Diocesan Systemic Schools* (2013) and are to be used for enrolments for 2022.**

Context

As inclusive and evangelising communities, we welcome every family who would like a Catholic education for their children. Catholic Schools Broken Bay (CSBB) strives to respond to the needs of all students, within the constraints of our available resources. 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

1. These principles apply to all schools operated by CSBB.
2. Students' educational and wellbeing needs are of paramount consideration.
3. We proudly offer authentic, professional Catholic education as good as the very best for all.
4. 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.
5. We do not operate a system of schools only for Catholics but rather welcome families who genuinely seek the authentic, professional Catholic education we provide.
6. 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, so as to maximise the opportunity for Catholic families to access Catholic schools.
7. A Reference Form from the Parish Priest is not required. 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 able to include a letter of recommendation from their Parish Priest as part of their application if they so choose to do so.
8. It is not necessary for the Parish Priest to be a part of the process of interviews for enrolment. However, once applications have been received, the Principal is to work with the Parish Priest on the final determination of enrolments prior to acceptance notifications being provided to families. In this way, the Parish Priest will have

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

visibility of the membership of the school and its needs. The Principal is to brief the Parish Priest on any particular pastoral situations that have emerged through the process of application for enrolments.

9. Offers of enrolment may be made on an ongoing basis as applications are received and processed. Should there be disagreement between the Principal and the Parish Priest about the finalisation of an offer of enrolment, the Director of Catholic Schools Broken Bay is to be consulted.
10. The Parish Priest and the Parish of the school, in collaboration with the Principal, is to look for those opportunities to welcome new families of the school to the parish, particularly after the start of the school year.
11. 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.
12. No child will be denied a Catholic education because of a family's inability to pay fees.
13. We will offer bursaries to families who may need assistance.
14. Every student who is enrolled in a CSBB primary school is guaranteed a place to continue their education in the related K-12 network secondary college within the CSBB system.
15. We welcome students with diverse needs into our schools. Our planning for the enrolment of students with a disability should be advised to CSBB as soon as possible so that the needs of each child can be met. 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.
16. On enrolment, all parents/guardians are required to give an undertaking that they will jointly and severally honour any financial commitments made to the school.
17. During the enrolment process parents/caregivers are required to disclose all relevant information, including in relation to their child's learning needs and behaviours.
18. No school may charge an enrolment application, confirmation fee or any similar fee for processing of enrolment applications.
19. In special circumstances, a school 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, offers of enrolment are to be made in accordance with the following priority order:

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

Special Pastoral Circumstances

In discerning criteria that indicate the nature and extent of 'special pastoral circumstances' consideration will be given to include children with special needs; 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.

Last modified: 27 April 2021

Review by: December 2021

Approved by Director of Schools: 27 April 2021

Approved by Bishop Anthony Randazzo: 28 April 2021

Commencement Date: 28 April 2021