1. Purpose

The purpose of this guideline is to standardise the approach to student enrolments across all schools within the Brisbane Catholic Education (BCE) network. This document aims to ensure compliance with legislative requirements and BCE standards while maintaining a transparent, fair, and efficient enrolment process that can be customised by individual schools to support the end-to-end student journey.

2. Guideline

2.1 General requirements

2.1.1 Facilitate the enrolment of students of compulsory school age according to state education laws.

2.1.2 The enrolment process starts the year a child reaches the age for starting Prep and continues until the student completes their schooling.

2.1.3 Ensure the parents or legal guardians have the legal right to complete the enrolment process for their children.

2.2 Other requirements

Activity	Requirement
Enrolment Engagement	• Develop and implement marketing strategies tailored to the community. • Use diverse communication platforms to engage with families throughout the process. • Adjust tactics based on feedback and market conditions.

Enrolment Application	• Applications for Prep are prioritised by those submitted by the deadline of December of the previous year.
	• All other year levels are prioritised according to Enrolment criteria and availability
	• Documentation required;
	  • Birth Certificate (Copy)
	  • Baptism Certificate if Baptised Catholic
	  • NAPLAN Results
	  • Previous School Reports
	  • Legal Orders
	  • Proof of citizenship or visa documentation
	  • Educational Support Documentation
	• Clear communication about application fees;
	  • Published on School Website

	- Clear communication about application enrolment process; - Details on the school website, including application, interview, letter of offer, and acceptance of offer. - Enrolment policy and criteria should also be detailed on the school website.
Application Processing	- Establish clear criteria for prioritising applications (e.g., sibling Catholic, Parish). - Children who have siblings currently attending Good Shepherd school - Baptised Catholic children - Non-baptised children from Catholic families - Applicants from families from another or no faith tradition who are willing to commit to the values of the school/college and who are willing to support and contribute positively to the life of the school/college. - Use the BCE Enrolment Processing Checklist to ensure completeness and compliance. - Date of Birth and Eligibility - Verification of identity documents - Verification of citizenship and visa status - Other legal documentation - Application fee payment - Updates on Enrolment status/category or possible EASP notes. - Maintain regular communication with applicants to ensure process transparency. - Prioritising processing all applications as soon as documentation is received. Refer to managing waitlist applications for students whose enrolments are intended post the start of the academic year.

Activity	Requirement
Visas and International Students	• Establish process for keeping visa and citizenship details up to date.
Interview and Assessment	• Invite selected candidates for interviews or assessments to determine enrolment suitability. • Leadership to sight original birth certificates, legal and citizenship documentation.
Notification of Decision	• Notify families of the enrolment decision at time of interview, or via email • Offer of enrolment made in person or via email

Confirmation of Enrolment	• Legal Guardians complete final paperwork and confirm the student's start date. Documentation required;
	  • Completed and signed confirmation of enrolment form
	  • Signed Information Collection Notice
	  • Media & Student Materials Consent
	  • Payment of Confirmation Fee
	  • Confirmation of financial responsibility
	  • Acceptable Use of Devices & Digital Resources

Orientation and Induction	• New students and their families are invited to an orientation session before the academic year begins.

Management of Waitlist	• Applicants will be added to the waitlist based on the following criteria. Priority of the enrolment may be at the discretion of the principal. In date received order:
	  • Siblings of current or previous students
	  • Baptised Catholics
	  • Non-Baptised Catholics
	  • Children of other faiths or who are not catholic but are supportive of the values of a Catholic school
	• Implement a priority system within the waitlist to manage offers systematically.
	• Provide regular updates on changes in waitlist status and estimated timeframes for potential offers.
	• Set a deadline of 10 days families to accept offered spots to keep the waitlist moving smoothly.
	• Review the waitlist annually to update enrolment application status to acknowledge change in circumstances.
	• Use waitlist enrolment categories.

Activity	Requirement
Unsuccessful applications	• Notify applicants of non-acceptance with empathy and clarity, explaining the reasons and the decision-making process. Include immediate alternative options within the BCE network, considering the applicant's location and preferences.
Extended Student Leave	• Enrolled students may be granted extended leave such as for medical reasons, family travel, or other personal circumstances at the discretion of school leadership. There should be clear guidelines on whether schools should keep enrolments open or closed during such periods, which would help in planning and resource allocation.
Accessibility for Non-English Speaking or Disadvantaged Families	• Offer translation services and guidance for families unfamiliar with the enrolment process.
Procedures for Handling Special Cases:	• Outline procedures for enrolments involving special educational needs or exceptional circumstances. • The following Brisbane Catholic Education Policies and Guidelines are applied at the school: ○ Students with Disability Student and Parent Consultation procedure ○ Enrolment Application and Support Process procedure for students requiring significant educational adjustments ○ School Fees and Concessions policy and procedure ○ Student Diversity and Inclusion policy • Students who are at the Margins of Society and/or Out-of Home Policy.
Yearly Enrolment Rollover Process	• Preparation of the Enrolment Numbers ○ in July, send out a communication (email and newsletter) to all currently enrolled families requesting confirmation of their child's return for the next academic year. ○ Provide school leadership with enrolment projections prior to budget workshops. This will assist in making informed decisions about resource allocations, staffing needs, and other financial considerations.

Handling Non-Returning Students	• Students who do not return
	   ○ New Enrolments
	      ▪ Where feasible, send a survey to understand the reasons behind the decision not to show
	   ○ Continuing enrolments -
	      ▪ Where feasible, conduct exit interviews or send a survey to understand the reasons behind the decision not to return. This can provide valuable feedback for improving school services and enrolment strategies.
	      ▪ Complete exiting checklist to formally process the student's departure, including transfer of records if the student is moving to another educational institution.

Mentoring and Review	Regularly review the effectiveness of the enrolment process, including setting measurable goals and soliciting feedback.

3. Associated Documents

3.1 Anti-Discrimination Act 1991 (Qld)

3.2 Australian Human Rights Commission Act 1986 (Cth)

3.3 Catholic Education Archdiocese of Brisbane Code of Conduct

3.4 Child and Youth Risk Management Strategy

3.5 Code of Conduct for Parents and Visitors

3.6 Discrimination Act 1992 (Cth)

3.7 Enrolment Application and Support Processes procedure

3.8 Enrolment policy

3.9 Enrolment procedure

3.10 Family Engagement in BCE Schools

3.11 National Catholic Safeguarding Standards Ed2

3.12 Privacy Act 1988 (Cth)

3.13 Racial Discrimination Act 1975 (Cth)

3.14 Safeguarding policy

3.15 Schools Fees and Concessions policy and procedure

3.16 Sex Discrimination Act 1984 (Cth)

3.17 Student Diversity and Inclusion policy

3.18 Student Wellbeing policy

3.19 Students with Disability Student and Parent Consultation procedure.

4. Compliance responsibilities

Role	Compliance responsibilities
Principal	- Oversee the enrolment process and ensure policy compliance. - Engage with families and promote the school's benefits. - Monitor enrolment trends and adjust strategies as needed. - Facilitate staff training on BCE enrolment policies and data protection.
Admissions Team Enrolment Officer/Register	- Process applications timely and maintain accurate enrolment records. - Follow up on pending documents and communicate status to families. - Provide initial information and schedule school visits for prospective families. - Attend training relevant to admissions and data management. - Schedule and maintain enrolment interviews. - Manage enrolments and maintain current enrolment records.
Enrolment Support Team (EST/STIE)	- Support the principal in implementing the Enrolment Application and Support Process (EASP). - Ensure clarity and accessibility of the enrolment process for all stakeholders. - Coordinate with BCE personnel and external contacts and specialists as needed.

5. Definitions

Enrolment Status	Enrolment Status indicates where an application is currently placed in an enrolment cycle (per Academic Year); i.e. Intended, Accepted, Started, Active, Finished, Closed, Redundant, Cancelled.
Enrolment Applications Management (EAM)	Enrolment Applications are processed in EAM
Enrolment Category	Enrolment Categories are used to manage and track enrolments effectively and efficiently through the school's local enrolment process e.g. Applications Received, Interview Arranged, Placement Offered, Waitlist Accepted.

Document Control

Guideline title	Enrolment Engagement and Processing Guideline
Guideline Approver	Policy and Performance Executive
Delegation No.	7.8
Date issued	22/07/2025
Date review	22/07/2028
Version No.	1.1