



ENROLMENT OF STUDENTS POLICY AND PROCEDURES



POLICY: Enrolment of Students Policy and Procedures

Brisbane Catholic Education established Chisholm Catholic College, Cornubia, to serve families seeking a Catholic education for their children. We welcome students and families who support the expressed values and special religious character of the College. As a Catholic College, Chisholm Catholic College gives preference to those students who are baptised Catholic.

Purpose

The vision of Catholic Education in the Archdiocese of Brisbane is to Teach, Challenge and Transform. Catholic schools are guided by the Gospels and the lived example of Jesus Christ in furthering the evangelising mission of the Church by “proclaiming the good news of salvation to all” and encouraging students to “...live knowingly as Children of God.”

Chisholm Catholic College is committed to providing high quality contemporary education in a Catholic context. Chisholm Catholic College supports and encourages all students to become successful learners, confident and creative individuals and active and informed citizens, fully enabled to contribute to, and participate in, the life of their faith community and society.

Rationale

This policy provides direction and assistance to the College in the formulation and development of just and equitable procedures applicable to this community, according to the vision, mission and values of Chisholm Catholic College. Guided by principles of respect, dignity and openness, Chisholm Catholic College responds to an ecumenical and multi-faith society.

Reporting and Accountability

In accordance with this policy, Chisholm Catholic College will:

- Develop clear enrolment procedures and timelines in response to its local context.
- Clearly articulate and communicate the policy, procedures and timelines.
- Be guided by principles of justice and equity that support the College’s Catholic vision, mission and values.
- Be respectful of and responsive to the diverse needs of students for whom enrolment is sought.
- Develop practices for payment of school fees.
- Develop a statement for collection of outstanding fees.

Enrolment decisions are made by the Principal operating in accordance with this policy and Brisbane Catholic Education policies. The development of this policy is supported by the College Board.

The following considerations have been established to assist the Principal in determining enrolment offers and support alignment between the values, ethos and goals of the College, and those of the applicants and their families. Each application will be assessed with considerations such as:

- Priority for students who are baptised Catholics who demonstrate that they share the values of the College.
- Whether the student is the sibling/child of a current/past student of the College.



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- The degree of involvement by the student and parents/caregivers in their current school, parish, or community; and their willingness to contribute positively to the College community.
- The history, character, skills, and motivations of the individual student including their educational and behavioural history.
- The parent/caregiver's commitment to support College policies and processes.
- The parent/caregiver's commitment to meeting the payment of College fees and levies.
- The student's potential contribution to the College community.

The Principal may include the following as further considerations when making decisions to offer a position:

- The College's capacity to cater for the talents and needs of each student.
- The availability of places in a cohort when considering current and future cohort needs.
- Whether the prospective student requires reasonable educational adjustments, and if the College is equipped to cater for these for the balanced benefit of the student and the broader College community.

While students enrolled at a Catholic primary or secondary school will be given priority, enrolment is not automatic or guaranteed.

Enrolment Procedures

1. Enrolment applications will be provided via an online process. Parents/Caregivers having difficulty are offered to come to the College for assistance. Parents/caregivers are asked to note the Enrolment Timelines to avoid problems – Chisholm Catholic College will likely have a 'Waiting List'.
2. Enquiries for mid-year enrolments should be made to the school directly for information on availability and closing dates.
3. All fully completed Applications received will be processed with equal priority.
4. Applications must contain all required information, i.e.:
 - Birth certificate (original to be sighted by Chisholm Catholic College staff)
 - Baptismal certificate
 - Last two school reports
 - NAPLAN Results
 - Relevant medical information, including clinical/educational assessments (if applicable)
 - If noted in your application:
 - Legal Documentation
 - Medical Action Plan
 - Personal Learning Plan (PLP)
 - Student Specialist Assessments
 - Passport & Visa copy of Australian Citizenship (if student born overseas or if both parents are born overseas)



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Where a student has a Disability or Learning Difficulty, additional documentation may be required. Refer to the later section – *Enrolment Application and Support Procedure (EASP)*.

5. Applications submitted after the advertised due date (for main intake in Year 7) cannot be guaranteed an enrolment interview and/or offer of a position.
6. Acknowledgement of receipt of an application does not guarantee an invitation to interview for enrolment or an offer of enrolment.
7. Applicants and their families may be offered an enrolment interview with a member of the College's Leadership Team or a delegate.
8. The Principal or his/her representative may make contact with the student's current school to seek information such as, but not limited to, academic progress, learning needs (if any), behaviour and relationships with peers and staff, commitment to learning, involvement in school activities, and payment of school fees and accounts.

Where a student has a Disability or Learning Difficulty, additional documentation may be sought. Refer to the later section – *Enrolment Application and Support Procedure (EASP)*.

Where necessary, Privacy Policies may prevent this contact being made. Consent may be required from both schools to gain access to this information.

9. Applicants will be notified in writing of the outcome of the enrolment process and whether a position is offered. This will usually happen within 6 weeks of the interview.

Where a student has a Disability or Learning Difficulty, additional time is required as part of the enrolment process, therefore the timeline for providing an outcome will likely be longer. Refer to the later section – *Enrolment Application and Support Procedure (EASP)*.

10. Families offered a position will be notified of the timelines and procedures for acceptance of the offer.
11. Enrolment is confirmed upon receipt of the Confirmation Fee. Families who are offered a position, but subsequently withdraw their acceptance before commencing will forfeit the Confirmation Fee.
12. Families without enrolment offers may be given the opportunity to remain on a waiting list. Subsequent offers will be made upon positions becoming available in accordance with enrolment guidelines and processes.
13. Families who are leaving the College need to contact the College Registrar to inform the College of the details – this needs to be done in writing. This includes the final enrolment day and a forwarding address, if different to the one contained on the College's database. 4-weeks' notice prior to the end of Term must be provided. Otherwise, fees will be payable for the following term. Outstanding fees must be settled by the student's last day at school and laptop, textbook hire materials and library books returned.

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The College Principal or a delegate may contact to discuss the details, inviting the family to attend an interview.

Enrolment Agreement and Fee

After the enrolment interview, offers of enrolment are made to successful families requesting:

- completion of the Confirmation of Enrolment Agreement
- payment of a non-refundable Enrolment Fee of \$300

We accept payments via EFTPOS or credit card at Main Reception.

Enrolment Application and Support Procedure (EASP)

For students with a disability or for students who require extra enrolment support, the Enrolment Application and Support Procedure (EASP) for Students requiring educational adjustments is used. These procedures reflect the ongoing commitment of Brisbane Catholic Education towards inclusive practices in schools; guided by the principles of justice as reflected in Church, educational and legal areas.

The EASP is applied when application for enrolment is made on behalf of a student and it is considered likely that educational adjustments will need to be made to support the student's initial and continuing enrolment in the school.

The EASP encourages all participants in the education process (parents, students, teachers, school leadership, inclusive education representatives) to share as partners, the responsibility for successful outcomes for all students.

These procedures seek to reveal and clarify the needs of the student and to identify the educational adjustments and implications of these for the school, the family and the student. An adjustment is any change made to help a student participate at school, to learn, and to feel comfortable and be safe.

Adjustments are made for students with a disability or learning difficulty to enable them to access the curriculum, achieve curriculum outcomes and participate in school life.

To assist with information required at enrolment, the following records may be sought:

- General Notes About Your Child
 - Goals, dreams, aspirations
 - Dates and ages of developmental milestones if relevant
 - Notes from meetings
 - Research information related to your child's needs, potential interventions or strategies
 - Current information about your child's condition that will inform the support team
- List of Contacts
 - Community support staff, including names, agencies and contact numbers
 - Paediatricians and doctors involved in diagnosing and/or caring for your child, include their names, area of speciality, phone numbers and addresses



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- Other specialists e.g. speech pathologists, physiotherapists, occupational therapists
- School Records
 - Any relevant school correspondence, with the date noted
 - Individual education planning/curriculum planning
 - Report Cards
 - Records of educational assessment, standardised tests and adjustments
- Medical Records
 - Record of developmental checks and vaccinations – please note that Queensland Health provides all new Queensland parents with a Personal Health Record to record this information. If you need one, contact any hospital maternity ward.
 - A record of medical interventions e.g. details of medications, side effects, dosages and purposes.

The Enrolment Application and Support Procedure may also be used to support the enrolment of students who have been identified as gifted.

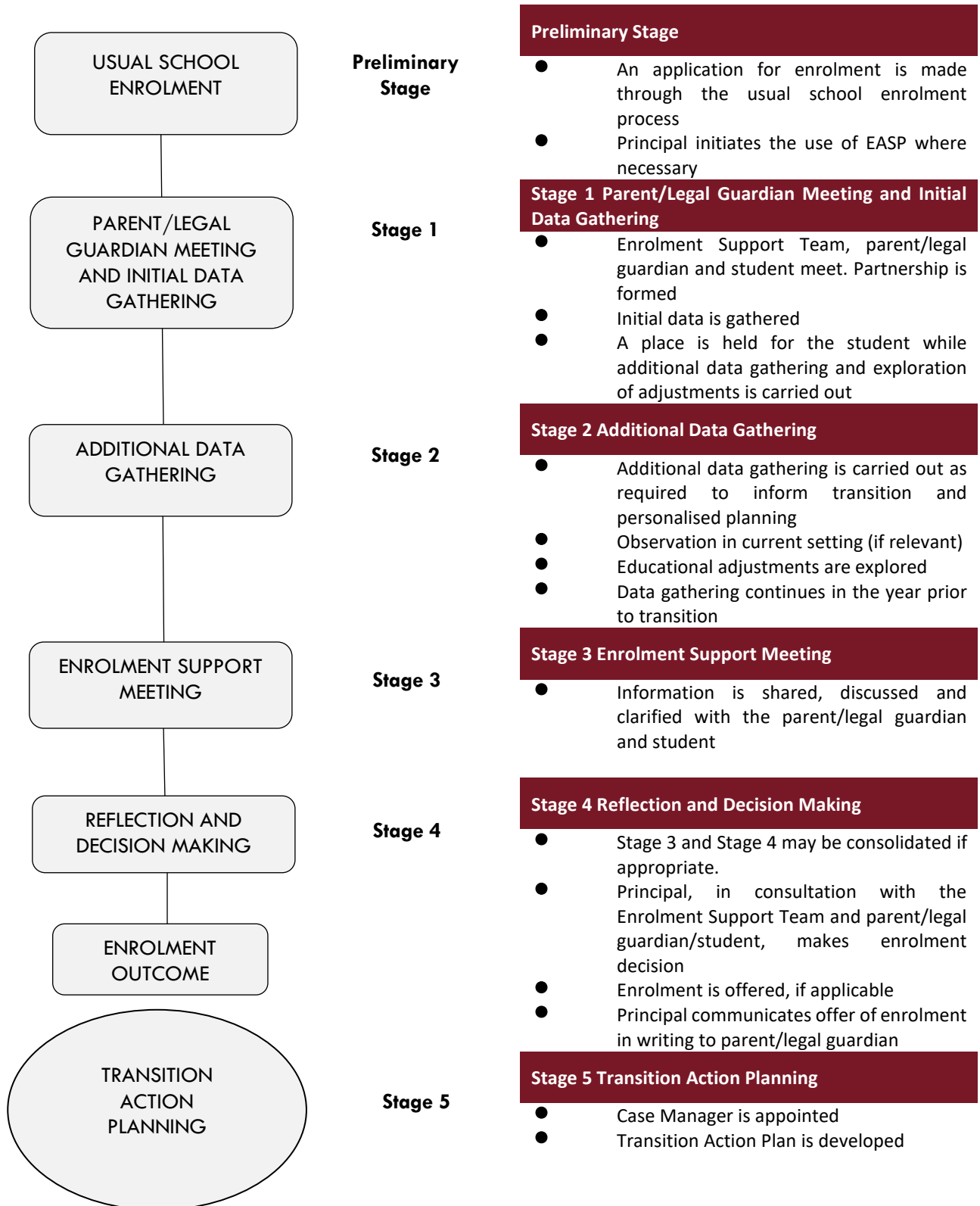
Parents/caregivers are encouraged to take time to research fully Chisholm Catholic College when considering enrolment for a student with a disability.

The timeline for the Enrolment Application and Support Procedure requires data and information to be gathered, therefore there may be considerable time between the listed Stages. Parents/caregivers seeking enrolment for the subsequent year, regardless of circumstances, need to be aware that confirmation of enrolment will be impacted upon. Parents/caregivers seeking a mid-year enrolment should also note that an outcome may not be possible within a short timeframe.

Further information on supported enrolment at Brisbane Catholic Education (BCE) schools is available on the BCE website via the link: [Inclusive Education](#)

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ENROLMENT APPLICATION AND SUPPORT PROCEDURE





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Enrolment Offers

Enrolment of students who require significant educational adjustments will follow guidelines set down by Brisbane Catholic Education – this is elaborated upon within the section *Enrolment Application and Support Procedure*. It is the responsibility of parents/caregivers to disclose all relevant information regarding a child's learning and support needs at the time of making application for enrolment.

Non-disclosure of any information relevant to the application for enrolment may result in discontinuation of the enrolment process or withdrawal of a student's enrolment.

Parents and Caregivers Conditions of Enrolment

In accepting an offer of enrolment, parents/cares agree to commit to working in partnership with the College for the benefit of their child. There is an expectation of ongoing support for and commitment to:

- Education in the Catholic Christian tradition and religious practices of the school.
- Engagement in learning processes where students are challenged to do their best.
- The College's Code of Conduct for student and parent/caregiver behaviour and participation.
- Meeting financial obligations towards school fees and levies.
- All school policies, rules and procedures.
- Regular, full attendance, and participation in school-based activities to the best of their child's ability (e.g. classes, retreats, camps, carnivals, whole school/year level events).

Students and parents/caregivers are required to sign a Conditions of Enrolment Agreement. Ongoing enrolment, and offers of enrolment, may be withdrawn if the student or the parents/caregivers reject the College's expectations, values, or standards of behaviour.

All enrolment offers are at the discretion of the College Principal.



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References:

Brisbane Catholic Education – *Inclusive Education* –
[Inclusive Education \(bne.catholic.edu.au\)](http://bne.catholic.edu.au)

Brisbane Catholic Education – *Privacy Policy* –
<http://www.bne.catholic.edu.au/aboutus/pages/privacy.aspx>

Chisholm Catholic College (2025) – *Attendance Policy and Procedures* –
[2025 Attendance Policy and Procedures.pdf](#)

Chisholm Catholic College – *Fee Structure* –
[Fee Structure \(chisholm.qld.edu.au\)](http://chisholm.qld.edu.au)

Policy Review

This policy will be reviewed annually or as:

- New developments/research occurs
- Legislation updates occurs
- Brisbane Catholic Education or requirements change

Authorisation

The Chisholm Catholic College Pastoral Board endorses this policy, which has been determined in consultation with staff and parents. This policy takes effect as of March 2025 and is authorised by the Chisholm Catholic College Principal.

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