

Enrolments

Section 1 – Background

Edmund Rice Education Australia Flexible Schools Ltd ('**EREAFLS**') is a Company Limited by Guarantee and is a registered not-for-profit with the Australian Charities and Not-for-Profit Commission ('**ACNC**').

EREAFLS administers a network of Catholic Schools across Australia (see [Schedule 1](#)) in the Edmund Rice Tradition. The charism of Blessed Edmund Rice expressed through the touchstones of Liberating Education, Gospel Spirituality, Inclusive Community and Justice and Solidarity, underpins our continued commitment to a safe and inclusive environment for all.

Section 2 – Purpose

The Purpose of this Enrolments Policy (**Policy**) is to ensure its Schools implement consistent, equitable and professional practices in their enrolment processes that comply with the School's recognition status. EREAFLS Schools are recognised as either a Special School that provides education under special programs, or special activities, designed specifically for students with disabilities, or Special Assistance School that cater for young people who may have social, emotional, or behavioural difficulties.

This Policy will outline the enrolment processes and enrolment criteria for Parents / Carers and Young People seeking enrolment in one of the EREAFLS Schools listed in [Schedule 1](#) of this policy.

Section 3 – Scope

This Policy applies to all Staff and Young People, Parents, Carers, and families seeking enrolment at one of the EREAFLS Schools listed in [Schedule 1](#) of this Policy.

This Policy should be read in conjunction with the *Enrolment Guidelines and Procedures* for the related State or Territory.

Section 4 – Definitions and Interpretations

Where the following term(s) and acronym(s) are used within this policy they are intended to have the meaning(s) as outlined below:

4.1 DEFINITIONS

Term	Definition
Applicant	means the person(s) set out in the enrolment application being the Parents / Carers of the Young Person listed in that application and if more than one, each of them jointly.
Board	means the EREAFLS Board.
Enrolment Agreement	means the agreement that will be entered into when the Applicant accepts an offer of enrolment that is comprised of, any relevant enrolment terms and conditions, the

	enrolment application, letter of offer, <i>Community Code of Conduct</i> , <i>Code of Conduct for Young People</i> , and any supporting documentation.
EREA Touchstones	means the principles that form the foundation of the EREA Charter for Schools in the Edmund Rice Tradition and framework for all Schools and educational entities governed by EREA to remain authentic to the Charism of Blessed Edmund Rice
Four Principles	means the guiding principles of EREAFSL special assistance Schools being Respect, Honesty, Participation and Safe & Legal.
Head of Campus / Principal	means the appointed authority of an EREAFSL School.
High Risk Enrolment	means an application for enrolment that relates to a Young Person that: • is in the care of the State (where they are in out of home care); • has been involved, or is involved with the youth justice system (for offences of a sexual or violent nature where there is a risk to self or others); or • has a complex, high risk mental health diagnosis that places them or others at risk of harm.
Parents / Carers	means the Young Person's biological parents, legal guardians, or any other individuals who have lawful responsibility for the care and welfare of the Young Person.
Purpose	means the Purpose outlined in Section 2 of this Policy.
Regional Director	means the appointed authority of EREAFSL Schools within the Region.
School(s)	means the registered non-government schools (including Registered Training Organisations ('RTO') and other educational facilities) located in and operating within Australia that are listed in Schedule 1 , and such other schools, RTO or educational facilities as EREAFSL may establish in Australia or acquire, govern, and operate from time-to-time. This definition also applies to campuses of Schools and to a School operating across various sites.
Special Assistance School	Takes the same meaning as under the <i>Australian Education Act 2013</i> (Cth) and means a school that: • is, or is likely to be, recognised by the State or Territory Minister for the school as a special assistance school; and • primarily caters for students with social, emotional or behavioural difficulties.
Special Consideration Enrolment	means an application for an enrolment that relates to a Young Person that: • is an independent student; • is younger than the standard age for secondary schooling; and / or • is over 18 years of age.
Special School	Takes the same meaning as under the <i>Australian Education Act 2013</i> (Cth) and means a school that: • is, or is likely to be, recognised by the State or Territory Minister for the school as a special school; and • provides education under special programs, or special activities, designed specifically for students with disabilities.
Staff	also known as employee(s), means current EREAFSL employees.
Volunteer	means a person associated with a School who does unpaid work for that School by agreement with the School.
Young Person / Young People	also known as students, means those who are currently enrolled at one of the EREAFSL Schools listed in Schedule 1 .

4.2 ACRONYMS

Acronym	Full Reference
CEO	means the EREAFSL Chief Executive Officer.
EREA	means Edmund Rice Education Australia
EREAFLS	means Edmund Rice Education Australia Flexible Schools Ltd.
RTO	means Registered Training Organisation/s.

Section 5 – Policy Statement and Principles

5.1 EFFECT

This version of the policy replaces all previous versions, which are rescinded from the effective date of this policy.

5.2 POLICY STATEMENT

EREAFL and its Schools are committed to the ethical and responsible enrolment of Young People and at all times enrolment decisions will be fair and consistently considered. EREAFL and its Schools are non-discriminatory when considering enrolments and making offers and comply with all relevant equal opportunity and anti-discrimination legislation.

Each enrolment application will be considered individually without bias in reflection of the recognition status of the School and the Schools' ability to meet the needs of the Young Person. The final decision to make an enrolment offer rests with the relevant Head of Campus / Principal for the School.

Where discretionary decisions are made that result in a Young Person's enrolment application being declined, such decisions will be made with regard to the ability of the School to provide adequate support services and resources to meet the needs of the Young Person and the safety of the School community, giving particular consideration to the individual circumstances of the Young Person, and any reasonable adjustments that can be made. Where required, consultation will be conducted with the Young Person and their Parent or Carer.

5.3 GOVERNING PRINCIPLES

The following principles govern and inform the implementation of this policy:

The following principles govern and inform the implementation of this Policy. EREAFL Schools will:

- communicate relevant and accurate enrolment information to Parents / Carers and prospective Young People;
- manage enrolments in a transparent manner without discrimination or prejudice;
- consider each enrolment application individually, taking into consideration the circumstances of the individual;
- manage enrolment numbers to ensure that the School is able to provide adequate support services and resources to all Young People; and
- ensure up to date and accurate record keeping is maintained for all enrolment data as per the EREAFL *Privacy Policy*, and in line with the *Australian Privacy Principles*.

Section 6 – Roles and Responsibilities

All members of the EREAFL community play a part in implementing and upholding the principles of this policy. The details of those key responsibilities are outlined below:

Role	Responsibilities
Board	• Approving this policy. • Ensuring this policy is implemented, reviewed, and updated, as required. • Reviewing the EREAFL's and Schools' compliance with this policy. •
Chief Executive Officer ('CEO')	• Overseeing the development of procedures and guidelines supporting adherence with this policy. • Ensuring this policy is implemented nationwide. • Reporting to the Board on compliance with this policy.
Regional Director	• Overseeing the implementation this policy and associated guidelines and procedures within their assigned regions. • Contributing to enrolment considerations / decision making processes as needed.
Area Principals	• Overseeing the implementation this Policy and associated guidelines and procedures within their assigned Schools. • Consideration and decision-making processes for High Risk Enrolment applications and Special Consideration Enrolment applications.

Heads of Campus / Principals	• Developing, implementing, and publishing supporting processes in their School in accordance with this Policy and the Guidelines and Procedures. • Considering enrolment enquiries, enrolment applications, and conducting enrolment meetings for prospective Young People. • Decision making in relation to making enrolment offers. • Managing enrolment numbers, ensuring that the School can adequately support and provide resources to its Young People.
Parent / Carers	• Reading and understanding this Policy and how it applies to them and the relevant Young Person. • Following these processes and providing the required supporting information when seeking an enrolment at an EREAFSL School.
Staff	• Adherence to and endorsement of this policy.

Section 7 – Enrolment Process

7.1 PRE ENROLMENT INFORMATION

EREAFLS Schools will provide prospective families and Young People with accurate and reliable information in suitable accessible formats that allows them to make an informed decision in relation to enrolling at the School. This will include:

- a copy of this Policy;
- any relevant enrolment criteria for either Special Assistance Schools or Special Schools, depending on the School the Young Person is seeking to be enrolled in;
- details of the education programs offered;
- enrolment expectations;
- campus location, facilities, and resources available to Young People;
- support services available; and
- access to any other relevant policy or information documents.

7.2 ENQUIRY

EREAFLS Schools encourage enrolment enquiries at any time during the school year.

Schools will have a specific enquiry form, and will provide support and assistance, where required to Parents / Carers / Young People to correctly complete this form. This may include supporting families at offsite locations. Completed enquiry forms will place Young People on the waitlist for that School.

Schools will facilitate a campus tour upon an enquiry being submitted, if requested. Where a Young Person, parent or carer may require additional support during the enquiry process (for example, support to First Nations families), this can be provided by the School, if requested.

Important Note: The timing for offering enrolments will differ between individual Schools and will be based on the availability of places within the School.

7.2.1 Waitlist

All enrolment enquiries received will go onto the School's waitlist. The waitlist will be maintained and updated by School Staff, including regular contact made to prospective Young People and their parent or carer to confirm continued interest and to update any new relevant information.

Where a prospective Young Person's parent or carer is unable to be contacted after multiple unsuccessful attempts by the School, they may be removed from the waitlist. A Young Person will also be removed from the waitlist where a Parent or Carer advises they no longer wish to enrol the Young Person.

7.3 ENROLMENT APPLICATION SUBMISSION

When an EREAFSL School has availability / capacity for a new enrolment, the Head of Campus / Principal will review the waitlist and advise which enquiries will proceed to the next stage.

The successful enquiries will be asked to complete an enrolment application form, including providing any relevant supporting documentation, unless it has already been supplied. Schools will provide support, where required, to Parents, Carers, and/or Young People as required throughout the application submission. This may include supporting families at offsite locations to complete the enrolment application form. In addition, Schools may seek additional information from relevant external stakeholders to inform the Young Person's needs, especially if they are considered a High Risk or Special Consideration Enrolment.

Important Note: the successful lodgement of an enrolment application does not constitute an offer of enrolment, nor does it guarantee that the application will result in an offer of enrolment.

7.3.1 Supporting Documentation

The following documentation / supporting information, where relevant, should be submitted with an enrolment application:

- primary identification document that includes a Young Person's full name and date of birth (for example, a birth certificate or other formal ID with date of birth such as a passport);
- Medicare card;
- any previous school reports;
- any specific family / custody arrangement information;
- immunisation schedule;
- emergency contact information;
- information on any relevant medical conditions, including any medication that needs to be taken during school hours; and

any other supporting information as requested by the School to support the enrolment application. The School will support the family and/or Young Person in their ability to provide supporting documentation and the inability to provide any of the above documentation should not be used as a barrier for enrolment at a School.

Note: this Section 7.3.1 may differ depending on the varying requirements and obligations in different States and Territories. Where some information is required by legislation, the School will communicate this to the Parent / Carer.

7.4 INITIAL ENROLMENT MEETING

When a completed enrolment application form is received, an enrolment meeting will be booked with the Parent / Carer and Young Person.

Parents / Carers will be reminded to bring along any supporting documentation, if not supplied with the application.

Heads of Campus / Principal (or delegate) will facilitate the initial enrolment meetings, and these meetings will be based around the following key topics of discussion:

- further information on the School, how the School operates (including EREA Touchstones and if applicable the Four Principles), and how the School may support the needs of the Young Person;
- getting to know the Young Person and their family / Carers, including support needs, family dynamics, custody arrangements;
- discussing key School policies, such as Child Safeguarding, Complaint Handling, and Young Person and Community Codes of Conduct;
- privacy policy and related guidelines;
- school bus transportation;
- attendance and sign in/out processes;
- medication procedures;
- personal learning / engagement plans; and
- offsite activities / programs.

Note: if the enrolment is for a Young Person in the care of the State, the relevant person from the Department responsible for child safety will be included in this meeting.

Note: an application that makes it to the enrolment meeting stage does not constitute an offering of enrolment, nor does it guarantee that an offer of enrolment will be given.

7.5 SECOND PRE-ENROLMENT MEETING

The Head of Campus / Principal may decide to conduct a second pre-enrolment meeting with the Young Person / Parent / Carer following the initial enrolment meeting to ensure successful engagement and commencement at the School. This meeting may include relevant teaching and learning Staff.

Section 8 – High Risk Enrolments

Any application that relates to a Young Person that:

- is in the care of the State (out of home care and complex history of trauma and care teams);
- has been involved, or is involved with the youth justice system (where there are offences of a sexual or violent nature); or
- has a complex mental health diagnosis putting themselves or others at risk of harm,

will be referred by the Head of Campus / Principal to the relevant Area Principal and / or Regional Director for consideration and determination.

Note: High Risk Enrolments will be considered on a case-by-case basis, and the enrolment processes implemented may differ from the processes outlined above, for example, requiring additional enrolment meetings, or the provision of additional supporting documentation.

Section 9 – Special consideration Enrolments

Any application that relates to a Young Person that:

- is an independent Young Person;
- is younger than the standard age for secondary schooling; and / or
- is over 18 years of age.

It will be referred by the Head of Campus / Principal to the relevant Area Principal and / or Regional Director for consideration and determination.

Note: Special Consideration Enrolments will be considered on a case-by-case basis, and the enrolment processes implemented may differ from the processes outlined above, for example, requiring additional enrolment meetings, or the provision of additional supporting documentation.

Section 10 – Enrolment Outcome

10.1 OFFER OF ENROLMENT

Enrolment outcomes will be determined as quickly as possible following the enrolment meeting/s. Once an application has been accepted by the School, the Parent / Carer will be contacted by the Head of Campus / Principal (or delegate) to determine a suitable commencement date. In addition, the School will provide confirmation of enrolment in writing to the Parent / Carer.

10.1.1 Commencement

To help facilitate positive engagement in the School community all newly enrolled Young People will participate in an induction which will have a focus on:

- ensuring the Young Person has been provided their access to the School network, including student email;
- introduction to Staff and other Young People;
- their education program, including their personal learning plan;
- touring the School facilities; and

- information about the daily timetable.

10.1.2 Continuous Disclosure

Parents / Carers are expected to share all relevant information regarding the Young Person that may impact the day-to-day care of that Young Person and to keep that information continuously up to date. This includes, but is not limited to:

- health care summaries;
- details of any disability;
- address and phone details;
- contact information for emergency situations; and
- any court orders including Family Court Orders and Parenting Plans.

10.2 ENROLMENT DECLINED

Where the enrolment outcome is determined, and an enrolment is not going to be accepted, the Head of Campus / Principal will be responsible for notifying the Parent / Carer of this decision as soon as practicable. The Head of Campus / Principal will provide alternative referral options if applicable.

Any decision to decline an enrolment will be in line with both Federal and State / Territory anti-discrimination legislation.

10.3 WITHDRAWAL OF OFFER

EREAFL Schools may withdraw an enrolment offer, regardless of enrolment vacancies, where necessary. Such circumstances where a withdrawal may be made include where:

- relevant information is withheld or information provided is found to be inaccurate; and / or
- there is significant change in the circumstances of the Applicant or the Young Person which cannot be reasonably accommodated by the School, subject to due consideration and consultation occurring surrounding any reasonable adjustments or hardship on the School.

A withdrawal of an enrolment will be given to the Parent / Carer prior to the Young Person's first day attending the School.

Section 11 – Compliance and Accountability

11.1 IMPLEMENTATION

It is the responsibility of the leaders / managers in each School and EREAFL workplace to ensure that their Staff, Volunteers and Contractors, and where relevant, Young People and their parents/carers, are aware of this policy document and how it relates to them. This policy will be made available to Schools through the EREAFL Policy sharing platform and EREAFL website.

On occasion where this policy document undergoes major / key changes and updates, the National Risk and Compliance team will communicate those changes with the relevant leaders / managers who will then be responsible for disseminating that information to their Staff, and where relevant, Young People and their parents/carers. Where major change makes it necessary, policy training modules will be developed by the National Risk and Compliance team and will be made available to all relevant Staff via the CompliLearn portal.

8.2 BREACH OF THIS POLICY

Breaches of this Policy, or other parts of an Enrolment Agreement, may lead to the termination of the enrolment, an application be removed from the waitlist, or revocation of an offer of enrolment.

Individuals who become aware of an actual or suspected breach of this Policy document are obliged to report it. They may speak to their relevant manager, submit a complaint under the EREAFL [Complaint Handling Policy](#), or lodge a Whistleblower report (where the issue or concern is eligible), in accordance with the [Whistleblower Policy](#).

8.3 RECORD KEEPING

All records pertaining to this policy document will be managed and maintained in accordance with the *Records Management Policy* and the related Retention, Archival, and Disposal schedule.

The National Risk and Compliance team will keep records, in accordance with the *Records Management Policy*, of all policy review processes, including records and notes from policy audits, feedback and consultation processes, and any subsequent changes.

Section 9 – Associated Information

This policy aligns with, and is supported and complimented by, the following Commonwealth and State/Territory legislation, standards, regulations, EREAFSL policies and procedures, and other supporting forms and documentation:

Related Legislation, Policies and Procedures	
Relevant Legislation, Legislative Instruments, Standards and Regulations	Commonwealth <u>Australian Education Act 2012 and Regulation 2023</u> <u>Disability Discrimination Act 1992</u> <u>Disability Standards for Education 2005</u> <u>Privacy Act 1988 and Australian Privacy Principles</u> <u>Racial Discrimination Act 1975</u> <u>Sex Discrimination Act 1984</u>
	Queensland <u>Anti-Discrimination Act 1991</u> <u>Child Protection Act 1999</u> <u>Disability Services Act 2006</u> <u>Education (Accreditation of Non-State Schools) Act and Regulation 2017</u> <u>Education (General Provisions) Act 2006 and Regulation 2017</u> <u>Education (Queensland College of Teachers) Act 2005 and Regulation 2016</u>
	Northern Territory <u>Anti-Discrimination Act 1992</u> <u>Care and Protection of Children Act 2007</u> <u>Disability Services Act 1993</u> <u>Education Act and Regulations 2015</u> <u>Information Act 2002 and Regulations 2003</u> <u>Information Privacy Principles</u> <u>NT Registration Standards for Non-Government Schools</u>
	New South Wales <u>Anti-Discrimination Act 1977</u> <u>Child Protection (Working with Children) Act 2012 and Regulation 2013</u> <u>Children and Young Persons (Care and Protection) Act 1988 and Regulation 2022</u> <u>Children's Guardian Act 2019</u> <u>Disability Inclusion Act 2014</u> <u>Education Act 1990 and Regulation 2017</u> <u>Education Standards Authority Act 2013</u> <u>Health Records and Information Privacy Act 2002</u> <u>Information Protection Principles</u> <u>NSW Registered and Accredited Individual Non-Government Schools Manual</u> <u>Privacy and Person Information Protection Act 1998 and Regulation 2019</u>
	Tasmania <u>Anti-Discrimination Act 1998</u> <u>Child and Youth Safe Organisations Act 2023</u> <u>Children, Young Persons and Their Families Act 1997</u>

	• <u>Education Act 2016 and Regulations 2017</u> • <u>Personal Information Protection Act 2004</u> • <u>Personal Information Protection Principles</u> • <u>TAS Non-government Schools Registration Guidelines</u>
	South Australia • <u>Children and Young People (Safety) Act 2017 and Regulations 2017</u> • <u>Child Safety (Prohibited Persons) Act 2016 and Regulations 2019</u> • <u>Disability Inclusion Act 2018</u> • <u>Education and Children's Services Act 2019 and Regulations 2020</u> • <u>Education and Early Childhood Services (Registration and Standards) Act 2011</u> • <u>Equal Opportunity Act 1984</u> • <u>Standards for Registration of Schools in South Australia</u>
	Western Australia • <u>Children and Community Services Act 2004 and Regulations 2006</u> • <u>Disability Services Act 1993</u> • <u>Equal Opportunity Act 1984</u> • <u>School Education Act 1999 and Regulations 2000</u> • <u>WA Registration Standards for Non-Government Schools</u>
Relevant EREAFSL Policies and Procedures	• Acceptable use of Technology Guidelines for Young People • Attendance Policy • Code of Conduct for Young People • Community Code of Conduct • Complaints Handling Policy • Inclusion and Diversity Policy • Learning Support Policy • Privacy Policy • Records Management Policy • Safeguarding Policy • Whistleblower Policy
Other Relevant Reference Documents, Websites and Forms	• Enrolment Enquiry Form • Enrolment Application Form

Section 13 – Review

This policy will be reviewed **annually**, and amendments and updates made as required. Reviews may occur more regularly where a legislative or regulatory change requires it. Any related procedures, guidelines, or forms are also reviewed at least **annually**, or more regularly as required by change to legislation.

The National Risk and Compliance team is responsible for ensuring that the **annual** review of this policy is undertaken, which includes applying any relevant legislative and/or regulatory changes, thorough consultation with relevant stakeholders, and having the policy reviewed and approved by the EREAFSL CEO and Board.

Section 12 – Further Assistance

Policy queries should be directed to the Director of Learning and Pedagogy..

Section 13 – Document Version Control

Enrolments Policy	
Status	APPROVED
Version	Version 1.0
Policy Code	LP.001
Category	Operational
Sub-Category	Learning and Pedagogy
Effective Date	13 October 2025
Review Date	13 October 2026
Approval Authority	Chief Executive Officer ('CEO')
Governing Authority	EREAFLS Board
Approval Date	13 October 2025
Policy Owner	National Director of School Support
Policy Owner Delegate	Director of Learning and Pedagogy

Schedule 1 – Schools* under the administration of Edmund Rice Education Australia Flexible Schools Ltd.

School	Site Address
Albert Park Flexible School	1 Hale Street, Brisbane QLD 4000
Bowen Flexible School	48 George Street, Bowen QLD 4805
Burdekin Education Program	Ayr Racecourse – Cunningham Street, Ayr QLD 4807
Deception Bay Flexible School	17 Silver Street, Deception Bay QLD 4508
Edmund Rice Flexi School (Davoren Park)	8 Skewes Street, Davoren Park SA 5113
Edmund Rice Flexi School (Elizabeth)	Bldg G21 Elizabeth TAFE – Woodford Road, Elizabeth SA 5112
FAME	4 Orche Place, Christie Downs SA 5164
Flexi RTO	Unit 18, 56 Lavarack Avenue, Eagle Farm QLD 4009
Geraldton Flexible School	27 Bayly Street, Geraldton WA 6530
Gympie Flexible School	2 Bowen Lane, Gympie QLD 4570
Hemmant Flexible School	56 Hemmant-Tingalpa Road, Hemmant QLD 4174
Inala Flexible School	67 Poinsettia Street, Inala QLD 4077
Ipswich Flexible School	1 Queen Victoria Parade, Ipswich QLD 4305
Mount Isa Flexible School	74 Abel Smith Parade, Sunset Mount Isa QLD 4825
Noosa Flexible School	2 Girraween Court, Sunshine Beach QLD 4567
Pambula Beach Flexible School	149 Pambula Beach Road, Pambula NSW 2549
Rockhampton Flexible School	210 Upper Dawson Road, Rockhampton QLD 4700
St Edmund's College	60 Burns Road, Wahroonga NSW 2076
St Francis Flexible School	22 Ashbourne Grove, West Moonah TAS 7009
St Gabriel's School	190 Old Northern Road, Castle Hill NSW 2154
St Joseph's Catholic Flexible School (Alice Springs)	5 Bloomfield Street, Alice Springs NT 0870
St Joseph's Catholic Flexible School (Darwin)	107 Boulter Road, Berrimah NT 0828
St Laurence Flexible Learning Centre	137 Broadmeadow Road, Broadmeadow NSW 2292
St Mary's Flexible School	63 Forrester Road, St Marys NSW 2760
Southport Flexible School	2 Nakina Street, Southport QLD 4215
The Centre Education Programme	108 Mudgee Street, Kingston QLD 4114
Townsville Flexible School	22 Ingham Road, West End QLD 4810
Wollongong Flexible School	Corner Princes Highway and Towradgi Road, Towradgi NSW 2518

* 'Schools' means the registered non-government schools (including Registered Training Organisations ('RTO') and other educational facilities) located in and operating within Australia that are listed in the above Schedule, and such other schools, RTO or educational facilities as EREAFSL may establish in Australia or may acquire, govern, and operate from time-to-time. This definition also applies to campuses of Schools and to a School operating across various sites.