

Enrolment Policy

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Section 1 – Background

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

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 BlendED and its Schools implement consistent, equitable and professional practices in their enrolment processes that comply with the School's recognition status. BlendED schools are 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 BlendED's Schools.

Section 3 – Scope

This Policy applies to all Staff and Young People, Parents, Carers, and families seeking enrolment at one of BlendED's Schools.

This Policy should be read in conjunction with the Enrolment 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 BlendED 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, Code of Conduct for Young People, and any supporting documentation.
Four Principles	means the guiding principles of BlendED being Respect, Honesty, Participation and Safe & Legal.
Principal	means the appointed authority of an BlendED 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.
Procedures	Enrolment Procedures for the related State or Territory.

Term	Definition
Special Assistance School	Takes the same meaning as under the Australian Education Act 2013 (Cth) and means a school that: (a) is, or is likely to be, recognised by the State or Territory Minister for the school as a special assistance school; and (b) 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.
Purpose	means the Purpose outlined in Section 2 of this Policy.
Parents/Carers	means a person who has legal parental responsibility for a Young Person and includes a biological parent, legal guardian, or any other person who has been granted parental responsibility by a court order under family law, child protection law, or education legislation applicable in the State or Territory where the School operates.
Regional Director	means the appointed authority of BlendED Schools within the Region.
School(s)	means the registered non-government schools located in and operating within Australia, and such other schools, as BlendED National may establish in Australia or acquire, govern, and operate from time-to-time.
Staff	means current BlendED employees.
Young Person / Young People	also known as students, means those who are currently enrolled at one of BlendED's Schools.

4.2 Acronyms

Term	Definition
CEO	means the BlendED Chief Executive Officer.
BlendED	EREA BlendED National Ltd.

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

BlendED 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. BlendED 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 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. BlendED 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 BlendED Privacy Policy, and in line with the Australian Privacy Principles.

Section 6 – Roles and Responsibilities

All members of the BlendED 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 BlendED's and Schools' compliance with this Policy.
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 of this Policy and associated procedures within their assigned regions. • Contributing to enrolment considerations/decision making processes as needed.
Principals	• Consideration and decision-making processes for High-Risk Enrolment applications and Special Consideration Enrolment applications. Developing, implementing, and publishing supporting processes in their School in accordance with this Policy and the 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.
Staff	• Adhering to and endorsement of this Policy.

Role	Responsibilities
	- Managing enrolment processes in accordance with this Policy. - Ensuring accurate and up to date enrolment data is recorded.
Parents/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 a BlendED School.

Section 7 – Enrolment Process

7.1 Pre-Enrolment Information

BlendED 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 Special Assistance Schools;
- 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

BlendED Schools encourage enrolment enquiries at any time during the school year. All applications are reviewed as they are submitted.

Submitting an enquiry is the first part in the BlendED enrolment process. The Enrolments Team and School will provide support and assistance, where required, to Parents/Carers/Young People to correctly complete this form. Completed enquiry forms will place Young People on the waitlist for that School.

Schools will facilitate a campus tour upon an enquiry being submitted for Young People who may be eligible for BlendED's Waterford Program. 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 a BlendED School has availability/capacity for a new enrolment, the 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);
- 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.

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 (if relevant);
- attendance and sign in/out processes;
- medication procedures;
- individual learning / attendance improvement 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 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 who:

- 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 Principal to the relevant 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 Principal to the relevant 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 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 (if relevant); 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 Principal will be responsible for notifying the Parent/Carer of this decision as soon as practicable. The 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

BlendED 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 in each School to ensure that their Staff, and prospective 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 SharePoint (BlendED's Policy sharing platform) and BlendED 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 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.

11.2 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 BlendED Complaint Handling Policy, or lodge a Whistleblower report (where the issue or concern is eligible), in accordance with the Whistleblower Policy.

11.3 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 12 – Associated Information

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

Related Legislation, Policies and Procedures	
Relevant Legislation, Legislative Instruments, Standards and Regulations	Commonwealth • Australian Education Act 2013 • Australian Education Regulations 2023 • Disability Discrimination Act 1992 • Disability Standards for Education 2005 • Privacy Act 1988 and Australian Privacy Principles • Racial Discrimination Act 1975

	• Sex Discrimination Act 1984
	New South Wales • Anti-Discrimination Act 1977 • Child Protection (Working with Children) Act 2012 • Child Protection (Working with Children) Regulation 2013 • Children and Young Persons (Care and Protection) Act 1988 • Children and Young Persons (Care and Protection) Regulation 2022 • Children's Guardian Act 2019 • Disability Inclusion Act 2014 • Education Act 1990 • Education Regulation 2017 • Education Standards Authority Act 2013 • Health Records and Information Privacy Act 2002 • Information Protection Principles • NSW Registered and Accredited Individual Non-Government Schools Manual • Privacy and Person Information Protection Act 1998 and Regulation 2019
	Northern Territory • Anti-Discrimination Act 1992 • Care and Protection of Children Act 2007 • Disability Services Act 1993 • Education Act 2015 • Education Regulations 2015 • Information Act 2002 and Regulations 2003 • Information Privacy Principles • NT Registration Standards for Non-Government Schools
	Queensland • Anti-Discrimination Act 1991 • Child Protection Act 1999 • Disability Services Act 2006 • Education (Accreditation of Non-State Schools) Act 2017 • Education (General Provisions) Act 2006 • Education (General Provisions) Regulation 2017 • Education (Queensland College of Teachers) Act 2005 and Regulation 2016
	South Australia • Children and Young People (Safety) Act 2017 • Children and Young People (Safety) Regulations 2017 • Child Safety (Prohibited Persons) Act 2016 • Child Safety (Prohibited Persons) Regulations 2019 • Disability Inclusion Act 2018 • Education and Children's Services Act 2019 • Children's Services Regulations 2020 • Education and Early Childhood Services (Registration and Standards) Act 2011 • Equal Opportunity Act 1984 • Standards for Registration of Schools in South Australia
	Tasmania • Anti-Discrimination Act 1998 • Child and Youth Safe Organisations Act 2023

	• Children, Young Persons and Their Families Act 1997 • Education Act 2016 • Education Regulations 2017 • Personal Information Protection Act 2004 • Personal Information Protection Principles • TAS Non-government Schools Registration Guidelines
	Western Australia • Children and Community Services Act 2004 • Children and Community Services Regulations 2006 • Disability Services Act 1993 • Equal Opportunity Act 1984 • School Education Act 1999 • School Education Regulations 2000 • WA Registration Standards for Non-Government Schools
Relevant Blended Policies and Procedures	• Acceptable Use of Technology Policy • Attendance Policy • Young Person Agreement (Young Person Code of Conduct) • Enrolment Agreement (Parents/Carers Code of Conduct) • Complaint Handling Policy • Enrolment Procedures • Safe and Inclusive Virtual Learning Policy • Privacy Policy • Records Management Policy • Child 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 Blended CEO and Board.

Section 14 – Further Assistance

Policy queries should be directed to the Chief Operating Officer.

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Policy Administration

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