



TRINITY CATHOLIC SCHOOL ENROLMENT POLICY



Preamble

The Catholic School has an ecclesial identity, because it is a part of the evangelising mission of the Church. Yet a distinguishing feature of Catholic education is that it is open to all, especially to the poor and weakest in society. It is vital that the school and parish cooperate, and that the school be integrated into the parish's pastoral programme, especially with regard to the Sacraments of Penance, Confirmation and Eucharist. (Ecclesia in Oceania, November 2001 No. 33)

Rationale

As an Archdiocesan Catholic school, Trinity Catholic School has a particular responsibility to welcome, accept and support those who desire a Catholic education for their children, including the poor, marginalised and those in most need. In agreement with Archdiocesan principles, our commitment is that no student will be refused enrolment or be disadvantaged because of an inability on the part of parents/guardians to meet financial requirements.

Aim

The Mission of Trinity Catholic School states *"With Jesus at the core of our endeavours, we strive to educate the whole person, mind body and spirit. The Holy Trinity, Creator, Redeemer and Spirit help and inspire us in all that we do."*

Therefore the aims of this policy are to ensure:

- That those who desire Catholic Education for their children will be accepted at Trinity Catholic School
- That those who choose a Catholic school for their children do so on the understanding that they respect and agree to support the Catholic identity of the school and acknowledge the importance of religious education for their children.
- That partnerships with Our Lady of Mercy Parish, which we serve are strengthened by the enrolment procedure and practice.
- That Trinity Catholic School is open to all who are willing to commit to and support the philosophy, values and aims of Catholic schooling.

Implementation

1. The Principal, in collaboration with the Parish Priest, staff and School Board has responsibility for ensuring that the authentic vision of Catholic education in the community remains the guiding principle in the application of the enrolment policy.
2. The Principal is responsible for enrolments. To assist the enrolment procedure, he Principal may form an enrolment committee to provide advice. Ordinarily, the Committee will comprise the Parish Priest (or his representative) and a representative of the Trinity Catholic School Community Council as members. The Principal will chair the Committee.
3. At initial enrolment, all parents must give a firm undertaking that they will accept and support during the period of their child's enrolment the life, nature and identity of the Catholic school, including the appropriate participation of their children in the approved religious education programs.
4. No child is to be denied an education at Trinity Catholic School simply because of an inability (as opposed to an unwillingness) of a parent/guardian, to meet financial requirements.

5. The attention of parents/guardians is drawn to the fact that acceptance of their children into a Catholic System primary school does not confer an automatic entitlement to enrolment in a Catholic System secondary school. The enrolment of a student in a Catholic System secondary school is a new process and requires the completion and submission of a secondary school enrolment application.
6. Enrolments at Trinity Catholic School, will be accepted before during and after enrolment periods.
7. Parents seeking to enrol their children at Trinity Catholic School will be invited to an interview with the Principal.
8. Following the interview, if the Principal is satisfied that the family is committed and willing to support the philosophy, values and aims of Catholic schooling; understands their financial responsibilities or has made arrangements for remissions; and are prepared to be involved in the life of the school, a position will be offered to their child.
9. If the Principal has been asked for a remission or has concerns about enrolling a child, this may be discussed with the Enrolment Committee.
10. Special enrolment conditions may apply from time to time as part of the planning process to ensure that all students who are enrolled at Trinity Catholic School are treated equitably.
11. The Director of Catholic Education may authorise the refusal of an enrolment into Trinity Catholic School if such an enrolment would adversely impact on the Archdiocesan provision of Catholic education

Enrolment Categories

Kindergarten Enrolments

1. Students wishing to enrol for Kindergarten must be 5 years of age by 30th April of the year of commencement.
2. The Principal has the discretion to process an early age enrolment (Primary or accelerated Secondary school entry) if special circumstances exist.
3. Parents will be informed that the school will assess the child's readiness and learning after consultation with the Special Needs, Religious Education and Curriculum Services Coordinator.
4. Before agreeing to the early enrolment of the child the Principal must seek written approval from the Director.
5. The Principal will inform the child's parents of this consultation process at the time of the enrolment application.

Students with Disabilities

1. When parents of a child with a disability wish to enrol their child at Trinity Catholic School, the Principal will refer to the Disability Discrimination Act which can be located in the Policy and Procedures Manual or on the CEO website <http://ceo.cg.catholic.edu.au/policies/disability.htm>
2. When processing enrolment applications from parents/guardians of students with disabilities who seek to be included in regular classes within the school, the Principal will follow the enrolment processes detailed in Schedule A of the CEO Enrolment Policy.
3. The Coordinator of Special Needs, Religious Education and Curriculum Services at the CEO will be contacted for advice during consideration of an enrolment application for a student with disabilities.

Enrolment of Students in Years 1 - 6

1. The Principal will interview the parents and determine their reasons for their child leaving their current school.

These may include;

- Change of residence
- Behavioural issues
- Social issues
- Parent / school disagreement
- Change of circumstances for the parents

2. The Principal will speak to the Principal of the child's current school to verify reasons, or seek advice on enrolling the student.
3. The Principal will attain and file documents such as School Reports to ascertain the student's academic achievements or particular learning needs.

Conditional Enrolment

1. The Principal may, in discussion with the student, parents, Parish Priest, staff and CEO personnel, enrol a student on a conditional basis in light of the student's particular situation and/or needs at the time of or during the student's enrolment.

Enrolment Priorities

The following hierarchy of priority has been established for the consideration of enrolment applications at Trinity Catholic School when enrolment applications exceed available spaces.

1. Siblings of children already attending the primary school.
2. Baptised Catholic children who are members of the designated local parish communities.
3. Baptised Catholic children from other parishes who cannot obtain places in their local parish primary school.
4. Baptised Catholic children from non-Catholic primary schools whose residential address is in the designated priority local parish communities.
5. Baptised Catholic children whose parents/guardians seek to enroll them in a parish primary school outside their own parish but who can obtain places in their own parish primary school.
6. Other children whose parents/guardians desire and are committed to a Catholic Education.

Parent Responsibilities

1. All parents enrolling their children in Trinity Catholic School must complete the official enrolment form and return it A.S.A.P. Such action, however, does not guarantee enrolment in the school.
2. Parents must be prepared to abide by the provisions specified in the enrolment form especially as regards the support they will give the school in the Catholic education of their children.
3. The child's parents/guardians must recognise and be prepared to meet their financial responsibilities for the ongoing enrolment of the child subject to remission arrangements and annual review meetings.
4. The child's parent/guardian must advise the Principal of any Court Order(s) that may exist in regard to the child and MUST provide a certified copy of the Order(s) for the child's school file.

Evaluation

This policy was reviewed and amended by the staff as part of the Trinity Catholic School Policy and Procedure Manual. It will be reviewed in 2014.