



ENROLMENT POLICY

Purpose:	To - establish the terms on which students are enrolled at Trinity Catholic College
Relevant to:	Prospective Students Parents of Prospective Students Interested members of the Community Registrar
Responsible Officer(s):	College Council Principal
Date of Introduction:	18 th September, 1984
Date of Review:	June 2019
Modification History:	<ul style="list-style-type: none">▪ 25th July and 29th August, 1989▪ 8th August, 1991▪ 10th August, 1994▪ 16th August, 2001▪ July 2014▪ November 2018▪ December 2018
Related Documents:	Enrolment Form
Ratified by College Council:	6th December 2018

POLICY

Within the mission of the Church, Trinity Catholic College is an "institution where young people gradually learn to open themselves up to life as it is and to create in themselves a definite attitude to life as it should be". (The Catholic School 31)

A spirit of community and concern for one another is an important aim as is the teaching of Christian values within the context of the doctrines and practices of the Catholic Church.

The beliefs which underpin the Enrolment Policy of Trinity Catholic College are:

- commitment to support each student to grow into their baptismal responsibilities.
- special orientation to the poor and those distant from the faith.
- focus on the total development of the student.
- respect for the dignity of each person.
- respect for the parents as the primary educators of their children.
- promotion of the home/parish/school partnership to build an educational and religious community.
- recognition of Christian education as a call to service.
- support for Catholic teaching as revealed by God through scripture and tradition.
- In order to protect and foster the community spirit of the College class sizes are limited. The Principal may increase the number in exceptional circumstances.

Realising that the Spirit works in each person and acknowledging the contribution that non-Catholic students can make to the school community, non-Catholic students are also welcomed at Trinity. In order to preserve the "Catholic" nature of the school non Catholic students will only be enrolled if the parents understand and accept the Catholic ethos of the College.

ENROLMENT GUIDELINES

When there is a need to restrict enrolments the Enrolment priorities will be observed.

1. Year 7 Intake

The order of preference for enrolment in Year 7 will be as follows:

1. Catholic Students from Catholic Primary Schools.
2. Catholic Students from Primary Schools.
3. Brothers and sisters of current students and children of current staff members.
4. Non-Catholic students who are attending Catholic Primary Schools.
5. Children of former alumni
6. Further enrolments at the discretion of the Principal.

Students whose names have been placed on the College Registry and students transferring from other Catholic Schools will be given special consideration within these arrangements.

2. Transfer Students

1. Catholic students transferring from a Catholic School because of change of residence will normally be accepted.

2. Catholic students wishing to transfer from State Schools will be interviewed with their parents and only accepted if:
 - a. there are indications of goodwill on the part of the student;
 - b. parents understand and accept the Catholic ethos of the College.
 - c. the relevant classes are not overcrowded.
3. Further enrolments at the discretion of the Principal.

3. Year 11 Intake

1. Students applying to continue from Year 10 at Trinity Catholic College.
2. Catholic students transferring from other schools will be interviewed with their parents and accepted if:
 - a. there are indications of goodwill on the part of the student;
 - b. parents understand and accept the Catholic ethos of the College.
 - c. the relevant classes are not overcrowded.
4. Further enrolments at the discretion of the Principal.

While this is an objective, it is not possible to accept every application for places in the College. Those seeking enrolment must be aware that as a condition of enrolment there is an assumed acceptance of a responsibility to support the College in its policies and practices. Lack of such support may result in the contract of enrolment being terminated.

Financial or other hardship should not deter a family from seeking enrolment. The College will treat such situations sympathetically and attempt to find a way to overcome such disadvantage.

Acceptance of enrolment is at the discretion of the Principal. Criteria other than the above may be determined a priority at their discretion.

FINAL CONSIDERATIONS

1. Students are normally only accepted as students if they reside with and are in the direct care of a parent or legally recognised guardian.
2. Overseas students who are not Australian citizens will only be accepted once all Australian government requirements have been satisfied, and the full year's fees have been received by the College. Students who leave the College before the conclusion of their course of study will have their fees refunded on a pro-rata basis (at least one Term's fees is payable in all circumstances).
3. The College has a duty of care towards the students and parents/carers are required to fully disclose all information concerning the physical, mental and emotional health of the child seeking enrolment necessary to enable the College to fully exercise this duty of care. Failure to have done so, at the absolute discretion of the Principal, may result in the contract of enrolment being terminated.
4. The enrolment and interview process will follow the agreed Standard Operating Procedures also commonly referred to as Guidelines and Procedures.

POLICY UPDATES

This policy will be revised from time to time and be placed on the College website.