



TRINITY CATHOLIC SCHOOL  
*In Unity Strength*

## Trinity Catholic School

### Enrolment Policy

#### **Rationale**

Trinity Catholic School is a welcoming community that is inclusive and respectful of others. Our Ignatian values of Welcome, Respect, Resilience, Excellence, Community and Spirituality underpin our learning and how we relate as a school community.

As a school, we acknowledge and celebrate the special role that Parents play in a child's life, as first educators. When a parents enrolls their child at Trinity, they enter into a partnership to promote and support their child's education, wellbeing and their faith education. While the school promotes access to a Catholic education parents should also assume a responsibility for maintaining this partnership by supporting the school in furthering the spiritual and academic life of their children. Parents must also ensure that in enrolling their child in our school, they fully support the Vision, Values and policies of our school.

Trinity Catholic School's Enrolment Policy aims to establish a clear procedure for the enrolment of children into the school. In keeping with the Enrolment Policy of the Archdiocese of Melbourne for Catholic Schools and mindful of our local needs, the Parish Priest and Principal will exercise discretionary judgement and pastoral considerations on all enrolment matters. Enrolment applications are required to be completed and documentation provided. Decisions regarding enrolment will be made by the Parish Priest and Principal.

#### **Implementation**

##### 1. Enrolment Information

- Children must turn 5 years of age before 30 April in the year they are commencing school.
- A copy of the child's Birth and Baptism Certificates must also be provided. These should be attached to your Enrolment Form.
- An Immunisation Certificate must be provided for all children, prior to their commencement at school. This can be obtained from the local council.

The enrolment of students under the minimum starting age is not recommended. In those situations where:

- i) a parent seeks enrolment of a child under the minimum starting age; and,
  - ii) the Principal agrees to enrolling the child in the school if approval were granted,
- the approval of the Director of Catholic Education is required, before enrolment under the minimum starting age can occur. Approval for early age enrolment will only be granted in exceptional circumstances.

During Term 4, contact with the feeder kindergartens attended by the children will be made to gather relevant information regarding the child's readiness for school.

All parents/guardians of Prep children for the following year will be invited to an Information Session held at the school. In Term 4, newly enrolled prep children are expected to attend Trinity Catholic School for two mornings as part of their Prep Transition Programme.

#### 5. Enrolment of Students with Additional Learning Needs

At Trinity Catholic School we welcome parents who wish to enrol a child with additional learning needs and do everything possible to accommodate the child's needs. The process for enrolling students with special needs is the same as that for enrolling any student. It is essential that we are made aware of conditions or additional learning needs and are supplied with documents that might support this transition in order to support your child as they begin at our school.

#### 6. Ongoing Enrolment of Families on Leave

There is an expectation that students enrolled at Trinity Catholic School attend school on every day that the school is open. Our hours of attendance are 8.45am - 3.15pm. Should a child be absent from school for an extended period of time (e.g. vacation), the following enrolment procedure will apply.

In order to ensure ongoing enrolment at Trinity Catholic School, the following annual family fees are to be paid:

- School fee
- Tuition Levy

These fees are to be paid regardless of the period of absence.

### Evaluation

Evaluation of Trinity Catholic School Enrolment Policy will take place at the end of each school year.