## ENROLMENT POLICY



# RATIONALE

Holy Trinity Primary School is under the direction of and is a part of the Parish of St. Jude the Apostle, Scoresby. It exists to support parents in the faith education of their children.

# AIMS

The school aims to provide a well-rounded education for its students.

To provide the opportunity for Catholic families and others to be enrolled at Holy Trinity.

# IMPLEMENTATION

Holy Trinity Enrolment Policy is based on the following principles:

* Our school is founded on the person of Jesus Christ and enlivened by Gospel values in order to highlight the relevance of our faith to life and contemporary culture.
* Our school is committed to the development of the whole person and embedded within the community of believers and shares in the evangelising mission of the church.
* Our school strives to cater for the needs of all students at each level and to meet individual need over a wide range of learning abilities. These objectives must be equitably achieved within the constraints of the available teaching and material resources.
* Catholic families have a right to a Catholic education for their children whenever this is possible.
* Children from all families who are prepared to support Catholic ideals and principles may be considered eligible for enrolment. “Catholic families” are defined as families in which at least one parent is a Catholic or in which the children have been baptised Catholics.

***Priority in enrolment is given in the following order, except in special circumstances.***

1. Children of Catholic families residing in the Parish
2. Sibling of children currently attending Holy Trinity School and St Mary’s College for Hearing Impaired Students
3. Children of Catholic families residing in other parishes
4. Children of Orthodox or other Christian families residing in the Parish
5. Children of Orthodox or other Christian families residing in other Parishes.
6. Children of families with other religious convictions

In accordance with Victorian State Government guidelines applications are accepted for children who are 5 years old on or before 30 April of the year they begin school.

Enrolment applications are to be accompanied by copies of Birth and Baptism Certificates where applicable and Immunisation Certificate must be supplied before beginning school.

Places are then offered according to the above criteria. After places have been accepted there is a process of orientation for both parents and children before school begins.

**Enrolment Timeline**

* Enrolment applications, enquiries and school tours are welcome at any time throughout the year
* Open Days are held in conjunction with Catholic Education Week and State Education Week
* An Information and enrolment Evening is held early in Term Two
* Applications received by mid May will be invited for a brief interview with the Principal towards the end of Term Two. Letters of acceptance of enrolment will be sent out following these interviews
* It is expected that the majority of enrolments will be finalised by early Term Three each year
* Successful applicants will be invited to the information evening for parents and transition/orientation sessions held in Term Four
* Preps commence each year with full days on Monday, Tuesday, Thursday and Friday. Wednesday is a rest day for Preps. This continues until early March.

There may be slight variations to the above timeline from year to year.

# EVALUATION

This policy will be futher reviewed in 2018

Reviewed by David Mutimer, Maureen Robinson, Tania Fraser and Anita Dell’Orso, May 2016

Reviewed by the Parish Education Board, October 2009