

# Enrolment Policy – Primary



Holy Trinity Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

## Rational

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.

## Enrolment principles

Our governing body, the MACS Board has established an agreed order of priority for enrolment which Holy Trinity Primary School must follow.

Our first priority is the provision of a Catholic education for Catholic children.

While Holy Trinity Primary School is open to families of all faith and non-religious backgrounds, we aim and give priority to enrol Catholic and Orthodox children ahead of other Christian denominations, non-Christians or children of no religious affiliation.

## Definitions

**Parish:** The local parish as defined by the Catholic Archdiocese of Melbourne.

**Enrolment catchment area:** A defined area from which a School enrolls students as officially designated to a School by the MACS Board. Our catchment area is Scoresby Parish (East Part).

**Catholic:** A child is considered Catholic if they have been baptised and can provide a Certificate of Baptism from a Catholic Parish.

**Orthodox:** Includes children from non-Catholic Eastern churches. That is, Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and Other Orthodox.

## 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.

## Enrolment priorities

Our order of priority for enrolment has been approved by our governing body, the MACS Board. The Board requires Holy Trinity Primary School to follow this Enrolment Policy.

Our order of priority is:

1) Children with a familial relationship:

- a) siblings of children who are enrolled at, or have previously attended the school
- b) daughters/sons of former students

2) Children who are residents of the school catchment and are in order of preference:

- a) Catholic
- b) Orthodox
- c) Other Christian
- d) Non-Christian
- e) Of no religion

3) Children who are not residents of the school catchment, are unable to access the local Catholic primary school in their parish of residence, and are in order of preference:

- a) Catholic
- b) Orthodox
- c) Other Christian
- d) Non-Christian
- e) Of no religion

Enrolment is subject to the maximum capacity of the School.

## Application for enrolment

We strive to be welcoming and inclusive and to collaborate with parents as partners in the education of their child, while making every effort to ensure a Catholic education is accessible to every Catholic family through the provision of family-friendly fee policies and fee relief.

We are open and welcoming to all Catholic students, regardless of their background, and do everything reasonable to accommodate the individual needs of each student.

The MACS Board encourages and supports its schools to extend particular assistance to children who are poor, disadvantaged or considered most at risk.

Parents who wish to accept a place in a MACS school for their children will be required to agree and sign an Enrolment Agreement with MACS, represented by the Principal, for enrolment at the particular School.

We are required to collect and retain particular information about parents and their child in accordance with this Framework. Parents are required to provide particular information about their child during the enrolment procedure in order for our governing body to meet its duty of care obligations and to satisfy government requirements. Lodging an Enrolment Form does not guarantee enrolment at the particular 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 April will be invited for a brief interview with the Principal towards the middle 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 the end of Term Two 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 March.