TRINITY CATHOLIC SCHOOL
ENROLMENT POLICY

Trinity Catholic School strives to maintain a welcoming community that is inclusive and respectful of others. We believe that Christian Gospel values underpin all our endeavours and interactions. We share a respect for our multi-faith and multi-cultural community.

In keeping with the Enrolment Policy of the Archdiocese of Melbourne for Catholic Schools and mindful of our own diverse needs, Trinity Catholic School’s Enrolment Policy aims to establish a clear procedure for the enrolment of children into the school.

The Parish Priest and Principal will exercise discretionary judgment and pastoral considerations on all enrolment matters. Final decisions will be made by them.

The Catholic Ethos of our school

Prospective parents/guardians should be mindful of the fact that Trinity Catholic school values prayer and liturgy. In all its work it espouses the values of the Catholic Church. All interactions with students, staff and parents have this central set of values as our core. Our pastoral care and support programs for students, families and staff are based on the teachings of the Catholic Church.

Enrolment Information:

- Children must turn 5 years of age before the 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 your local council.

The Enrolment Criteria:

Enrolment applications will be considered in the following order:

- Siblings of children currently attending the school
- Catholic children who are residents of the parish.
- Catholic children who do not reside in the parish but are recognised as parishioners by the Parish Priest.
- Catholic children from other parishes (for pastoral reasons).
- Children from non-Catholic Eastern churches who reside in the parish.
- Children from non-Catholic Eastern churches who reside outside the parish.
- Other Christian children who reside in the parish.
- Other Christian children who reside outside the parish.
- Non-Christian children who reside in the parish.
- Non-Christian children who reside outside the parish.
Application for Enrolment

Enrolment Forms will be available at the Trinity Catholic School office on application. Prep enrolment forms are available from the commencement of Term 2 each year.

All parents/guardians enrolling their children at Trinity Catholic School should complete the school’s Application for Enrolment form and return it by the due date. Completion of this form does not guarantee enrolment in the school or subsequent enrolment in a Catholic Secondary School.

In considering a place at Trinity Catholic School, all parents/guardians must be mindful of the fact that:

- Parents/guardians must be prepared to support the school in the Catholic education of their children and involve themselves as much as possible.

- Parents/guardians must recognise and be prepared to meet their financial responsibilities for the ongoing enrolment of the child. Difficulty in meeting financial commitments to the school should be discussed with the principal at the earliest opportunity.

- Parents/guardians must advise the principal of any Court Order(s) that may exist in regard to the child, or any changes to such Court Order(s) and provide a copy of the Court Order(s) and any subsequent changes for the child’s school file.

- Parents/guardians must supply the school with a copy of a Birth Certificate, Baptismal Certificate and Health Immunisation Certificate and any other relevant documentation requested by the principal.

Enrolment Procedure

Following receipt of the Enrolment application, parents/guardians will be invited to attend an interview with the Principal or his/her nominee. The child should attend this meeting.

If successful, a letter of offer will be sent to the applicant. An enrolment fee of $50 should accompany the acceptance of this offer. This amount will be deducted from the school fees.

In Term 4, all parents/guardians of Prep children for the following year will be invited to an Information Session held at the school. In November, prospective Prep children are expected to attend Trinity Catholic School for two mornings as part of the Transition program.