



Archdiocese of Canberra and Goulburn

TRINITY CATHOLIC COLLEGE GOULBURN

Enrolment Policy

Related Policies

CEO Enrolment Policy for Catholic Systemic Schools
Fees Policy
Learning Support Policy

Policy

Trinity Catholic College aims to provide Catholic schooling to all those seeking a Catholic Education and who are willing to support both the Catholic identity of the College and its policies. It is the policy of Trinity Catholic College that no student will be denied entrance to the College based on an inability (as opposed to an unwillingness) to meet school fees. Trinity Catholic College is welcoming of all students irrespective of their background.

Principles

Trinity Catholic College is a systemic school and therefore operates within the guidelines as outlined in the Archdiocese of Canberra and Goulburn Catholic Education Enrolment Policy for Catholic Systemic Schools

The College takes its duty of care to students seriously. All documentation regarding proof of identity, child protection orders and relevant court orders relating to care/guardianship must be provided as certified copies at enrolment. These will be kept on the student's file.

Procedures

Applications for Enrolment can be collected from Reception or downloaded from the College website. Once completed and returned, along with a non-refundable application fee and all supporting documentation, an interview time will be arranged between the prospective student, their parents and a member of the College Senior Leadership Team.

Documentation to be provided at the time of enrolment includes

- Proof of residency (eg Current Driver's licence, tenancy agreement, electricity bill or the like)
- Proof of student age and identity (eg Certified copy of Birth Certificate)
- Baptismal Certificate
- Most recent school reports
- NAPLAN
- Immunisation Records
- Certified Australian Citizenship Certificate where applicable
- Current Court Orders where applicable

- Action Plans for the management of any medical conditions where applicable
- Psychometric or diagnostic reports for students with a disability where applicable

Interviews take place at the College and are designed to ease the student's transition into Trinity Catholic College. In attendance at the interview is a member of the College Senior Leadership Team, the prospective student and one or more of his/her parents/carers. At Trinity Catholic College we believe that the education of the young people in our College is best achieved when we work in partnership with parents and carers. For this reason it is expected that parents or carers will provide full and frank disclosure of their son or daughter's past experience of school, including any incidents requiring serious disciplinary measures, learning support needs if any, and any other information that may affect a successful transition. The interview is also an opportunity for parents and prospective students to clarify any concerns or queries they may have. In some instances a second interview may be requested and a reference from the previous school sought.

The Principal and Learning Support Teacher will interview students with disabilities. Information gathered at interview and all current diagnostic information will be sent to the Catholic Education Learning Support Officer for assessment. Following acceptance of enrolment, an Individual Learning Plan will be developed and any additional transition arrangements will be made.

A formal **offer of enrolment** will be sent to the residential address. This usually occurs within two weeks of the interview date and will include reference to commencement dates, operating hours of the Uniform Shop, Orientation arrangements and any other relevant information. Included with this is an **Acceptance Form** which is to be signed and returned to the College as soon as possible. Receipt of this Acceptance Form signifies the Parents' and Student's agreement to support the College and its policies, and to the payment of its published fees.**

**Parents who need fee assistance will need to indicate on their enrolment application that they would like to speak with the Principal to arrange for this.

Approved by:	Principal
Issuing Group:	Senior Leadership Team
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TCCG Contact Officer:	Principal