

St Thomas Aquinas Primary School, Norlane

Enrolment Policy

St Thomas Aquinas Primary School welcomes all families who are seeking a Catholic Education for their children.

Rationale

We believe parents are the first educators of their children and as such enter into a partnership with the Catholic school to promote and support their child's education, in particular their education in faith.

St. Thomas Aquinas School is an integral part of the Church's mission to the world. We are part of the parish of Norlane. In providing for the needs of the Norlane area, we acknowledge the Catholic Church's preferential option for the poor.

We are committed to providing a quality education for all baptised Catholics who seek a place where their faith may be nurtured. We are also open to accepting, (where places exist) those who are not baptised Catholics but who support and respect the Catholic nature of our school.

St Thomas Aquinas' enrolment policy supports the enrolment policy statement of the Archdiocese of Melbourne.

<http://www.ceo.melb.catholic.edu.au>

Enrolment

To qualify for enrolment children must turn 5 years of age by 30 April in the year they enter school. Exceptions may be made by application to the Catholic Education Office.

Enrolments for Preparatory classes are held in the second term of the preceding year. It is preferable that all children have attended a pre school program during the previous year.

Enrolments are accepted on the basis of the following order of priorities:

- 1. Catholic children who are residents of the parish.*
- 2. Catholic children who do not reside in the parish but are recognised as parishioners by the Parish Priest.*
- 3. Catholic children from other parishes (for pastoral reasons).*
- 4. Children from non-Catholic Eastern churches who reside in the parish.*
- 5. Children from non-Catholic Eastern churches who reside outside the parish.*
- 6. Other Christian children who reside in the parish.*
- 7. Other Christian children who reside outside the parish.*
- 8. Non-Christian children who reside in the parish.*
- 9. Non-Christian children who reside outside the parish.*

NB. Siblings of children already enrolled in the school will be given priority.

Religious Education

Parents who enroll their children at St Thomas Aquinas form a partnership with the school which is based on faith. Those from non-catholic families agree to their child being part of the faith community of the school. Partnerships between the school, parents and parish will ensure students are well supported as they learn to understand and embrace the catholic faith.

Children with Additional Learning Needs

St Thomas Aquinas School welcomes parents who wish to enroll a child with additional learning needs. We will do everything possible to accommodate the child's needs. The process for enrolling is outlined in Appendix 1.

Enrolment Process and Procedure

Parents of prospective students are required to make an appointment to meet the principal and view the school before an enrolment is sought.

Enrolment forms are available from the school reception and on the school website <http://www.staqnrln.melb.catholic.edu.au>

Copies of the following documents are required when enrolment forms are returned

- Baptism Certificate (if Baptized)*
- Birth Certificate or extract*
- Immunization Certificate (for Preparatory classes. Copies available through any Medicare Office)*
- Any Medical / Educational Reports about the child (If any physical or learning difficulties have been already identified)*
- Reports and contact details from previous school*

Enrolments follow the process as outlined in Appendix 1.

School Fees

School fees are an integral part of the funding for our school and it is the expectation that all families to pay these fees. School fees are set with the guidance of the parish priest and are kept to a minimum to ensure that families will be able to afford a Catholic Education. It is the policy of the parish that no family should be excluded because of an inability to pay fees, therefore concessions or exemptions may be granted upon discussion with the principal.

Drafted July 2008



To Be Revised 2011

APPENDIX 1

Enrolment Process at St Thomas Aquinas, Norlane

