



Enrolment Criteria & Procedures

Purpose

The purpose of this policy is to articulate the position of the College in relation to the enrolment of children and ensure Thomas More College's enrolment criteria and procedures are consistent with the SACCS *Enrolment Policy and Procedures 2016*.

Policy

Thomas More College welcomes all Catholic families, as well as families from other churches and faith traditions, and non-religious backgrounds who are prepared to value and respect the ethos, values, liturgical and sacramental practices and traditions of the Catholic Church within the context of the College.

Enrolment Priority Criteria

The Enrolment Priority Criteria are used in circumstances within the College context where demand exceeds the number of available enrolment places. It is the responsibility of the Principal to enrol students into the College and in applying these Guidelines the Principal may need to use their discretion in making the final decision. The Principal will exercise discretion in relation to the enrolment of children of families who have special pastoral circumstances. Decisions about enrolments are informed by the following criteria:

- Baptised Catholic children within the local parish(es)
- Siblings of children already enrolled in the college whose families have demonstrated ongoing support for the ethos of the college
- Children already attending a Catholic primary partner school and whose families have demonstrated ongoing support for the ethos of the school
- Baptised Catholic children and their siblings relocating from rural and/or interstate communities
- Children already enrolled in a Catholic school whose families have supported the ethos of the school
- Children of Old Scholars
- Children from families who belong to other churches and faith traditions or from non-religious backgrounds and are prepared to support the ethos, values, liturgical and sacramental practices and traditions of the Catholic Church

The dot points above are not presented in hierarchical order.

For enrolment of children from families who belong to other churches and faith traditions or from non-religious backgrounds and are prepared to support the ethos, values, liturgical and sacramental practices and traditions of the Catholic Church, criteria that considers the:

- Church's ministry to the world
- preservation of the college's Catholic ethos

- desire of some non-Catholic parents to choose a Christian education for their children
- call to ecumenism.

Students with Disability and the Margaret More Centre

- An enrolment application for a student with disability will be considered on the same basis as all other enrolment applications and in accordance with the legal obligations of the *Disability Discrimination Act (1992)*, the *Disability Standards for Education (2005)* and the *Equal Opportunity Act (SA) 1984*
- Enrolment for eligible children is planned, negotiated and case managed using the CESA Enrolment and Support Process
- The process identifies the child's needs and the reasonable adjustments required to enable the student to access the College and participate in the learning environment on the same basis as a child without disability.
- The enrolment process and selection criteria are the same for the Margaret More Centre, as that of the College. Students accessing the Margaret More Centre access specialised life education curriculum programs designed for students with diagnosed intellectual disabilities.

Procedure

- Applications for enrolment to Thomas More College should be made in writing on the official "Application for Enrolment" form, accompanied by a non-refundable application fee.
- When the form is returned, applicants may be invited to attend an interview with the Principal or delegate.
- After the interview, the Principal or delegate, will advise acceptance or otherwise.
- After being offered a place at the College, applicants will be asked to complete an "Acceptance of Offer" form.
- Part of the enrolment procedure for families new to the College will be a separate interview with Finance staff to outline the nature of the fees and charges associated with attendance at the College.
- For enrolments that do not begin at the main entry points of the school year (For example, the start of Term 1), the Principal will exercise discretion in relation to the enrolment of a negotiated start date.

Enrolment Timelines

To ensure eligibility, the College enrolment timeline needs to be adhered to by enrolling parents/caregivers. A closing date is published each year. Enrolment applications received after that date are held and placed on our waiting list if there are no vacancies available at the time of submission. Enrolments outside of the enrolment timeline are considered at the discretion of the principal.

Although we try our best to offer enrolment to all families, especially those that meet the criteria, enrolment cannot be guaranteed unless the relevant paperwork is received within the specified timelines.

Enrolment Contract

Upon accepting enrolment to the College, parents/caregivers go into a contract with the College and agree to the conditions outlined in this contract.

References

Thomas More College's enrolment policy is consistent with the SACCS Enrolment Policy and Procedures 2016.

Exec Approved: 28 June 2018

Board Approved: 27 June 2018