



## ENROLMENT POLICY

All Trinity College Colac Policies will be read and developed with reference to the Core Values, Vision and Mission of the College as well as any other relevant College policies.

### RATIONALE

The Trinity College enrolment policy has been developed to assist the Principal, in the assessment of the potential, future students' suitability for enrolment at the College, for student vacancies that exist at any time, for any class level.

In accordance with Gospel Values, Trinity College welcomes enrolment from any potential student who is comfortable with, and prepared to support the Core Values, Vision and Mission of the College, and who will make a positive contribution to the College. It is also acknowledged that the College has limits to the numbers of students it can have enrolled in all year levels at any one time.

### SCRIPTURAL CONTEXT

*'Let the children come to me and do not stop them, because the kingdom of heaven belongs to such as these.'*  
(Matthew 19:14)

*'Ask and it will be given to you; seek and you will find; Knock and the door will be opened to you.'*  
(Matthew 7:7)

### POLICY STATEMENT

Trinity College welcomes enrolment from any potential student who is prepared to support the Core Values of the College, subject to vacancies.

POLICY GUIDELINES	GUIDELINE INDICATORS
<ul style="list-style-type: none"> <li>• The Trinity College Board will set the maximum enrolment numbers for the intake of Year 7 students for the following year.</li> <li>• The Trinity College Board will also have the ability to amend enrolment numbers at other year levels, as required.</li> <li>• Those wishing to enrol at the College must complete the College Enrolment Application form.</li> <li>• Those wishing to enrol at the College are expected to support the ethos and rules of the College.</li> <li>• Trinity College will prioritise enrolment for Catholic students who have shown they are willing to be part of the school community and who meet the application requirements of the College.</li> <li>• No child will be excluded from enrolment at the College on the basis of gender, race, religion, physical or intellectual ability.</li> </ul>	<p>The College Board will formally adopt the next years Year 7 intake numbers, as well as numbers for other year levels if required, taking into account:</p> <ul style="list-style-type: none"> <li>• Ideal class sizes,</li> <li>• Curriculum needs,</li> <li>• College resources,</li> <li>• School environment,</li> <li>• Health and safety of students and teachers.</li> </ul> <p>All applications for enrolment for the next years Year 7 class are to be received by the College as advertised at the discretion of Principal.</p> <p>An Open Day (or similar) will be held</p>

<ul style="list-style-type: none"> <li>• No child will be excluded from enrolment at the College, due to the inability to pay school fees.</li> <li>• Special needs students will be welcomed at the College, provided appropriate resources and finances are available and the enrolment is in the best interests of the student.</li> <li>• If there is a vacancy at the College in the Year level applied for, then the Principal (or delegate) may interview any or all or none of the applicants.</li> <li>• All enrolments to the College will be at the absolute discretion of the Principal and in considering each potential students enrolment, take into account religious affiliation, previous schooling and family associations at the College.</li> <li>• Parents / Guardians of applicants who enrol for the College, will be notified by the College of that enrolment acceptance, or otherwise.</li> <li>• Where applications for enrolment exceeds the number of vacancies at any Year level at the College, a waiting list will be created in order of preference for those students who are unsuccessful in gaining initial enrolment at the College.</li> <li>• When considering enrolments at the College, the Principal will always take into consideration class sizes, curriculum needs, resources and environment and the health and safety of other students and teachers.</li> </ul>	<p>each year prior to the close off date for enrolment applications.</p>
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**REFLECTIVE MATERIALS**

CEOB Guidelines on Enrolment  
 Victorian Catholic Education Multi Enterprise Agreement 2013  
 Victorian Equal Opportunity Act 1995  
 Trinity College Core Values, Vision and Mission Statement

Ratified	10th October 2017
Board Chairman	Anne Ditty
Date of next review	November 2020