



Related Policies

Refer also to the following St Thomas Aquinas Policies:

- Privacy
- School Fees
- Special Needs

Purpose

The Catholic School is a community whose mission is to provide its members with a holistic education, which takes place in an environment formed by gospel values and the authentic teachings of the Church.

St Thomas Aquinas forms part of the Archdiocese of Canberra and Goulburn school system and this document has been formulated by the School Community Council in accordance with the *Catholic Schools' Enrolment Policy, June 1995*.

Definitions

Policy

At St Thomas Aquinas we believe:

- every Catholic child has a right to a Catholic education
- parents are the primary educators of their children and should select a school which parallels the values that are espoused within their family
- non-Catholic children are welcome within our Catholic community which values inclusiveness and respects diversity, while articulating our Catholic ethos
- parents need to inform the school about specific learning needs of their child prior to enrolment to ensure that the school can meet these needs
- a welcoming environment should be created by the school to enable each child to grow and develop fully as a person



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- parents should be aware of the learning programmes and extra curricula activities offered by the school when enrolling their child to enable them to select the school that best suits the needs of their child
 - when accepting a position at St Thomas Aquinas, students and parents are agreeing with the codes of behaviour expected of members of this community
 - the Parish of St Thomas Aquinas forms a pivotal part of our school community. Families should be supportive of their parish
 - parents have the responsibility of informing the school about all matters pertinent to the education, development and welfare of their child.

Goals

At St Thomas Aquinas we aim to:

- support the parents in their role as the primary educators of their children
- provide a Catholic education for all families who desire this for their children.

Priorities

Priority of access is given to:

- catholic siblings of children already attending St Thomas Aquinas
- catholic children within St Thomas Aquinas Parish
- catholic siblings of children already attending St Thomas Aquinas but from other zones
- catholic children from St Thomas Aquinas.

Children of other Christian families may be enrolled after the other priorities for access have been taken into account. Parents of these children should indicate that they support the involvement of their children in their own faith communities.

Children of non-Christian families may be enrolled in a Catholic school in keeping with the above principles.



Catholic parents should understand that the acceptance of their children at the primary level does not confer an automatic right to enrolment in a Catholic secondary school of their choice.

Non-Catholic parents should understand the acceptance of their children at the primary level does not confer an automatic right to enrolment in a Catholic secondary school.

PROCEDURES

Generally the 'cut-off' enrolment date, whereby children commence Kindergarten, should be five years of age by 30 April of the year of enrolment. Variations from this guideline must be discussed with the Principal who must consult with the Coordinator of Special Needs Education Services at the CEO. (Refer to CEO Policy and Administration Procedures Manual 5.1.2.4)

Enrolment into St Thomas Aquinas must be completed on the official systemic school enrolment form and lodged at the school.

Parents must be prepared to abide by the provisions of the application for enrolment; especially in regard to the support they will give the school in the Catholic education of their children.

Copies of relevant policies are included with the application form distributed to prospective parents, including the St Thomas Aquinas Privacy Policy.

Parents are notified in writing of the success or otherwise of the application.

Where a child is unable to be enrolled, the child will, at the parent's request, be placed on a waiting list and will be referred to a neighbouring Catholic school where vacancies may exist. If a place becomes available, the application will be considered afresh.

Children with disabilities will be given consideration insofar as St Thomas Aquinas school is able to adequately meet the needs of the student. Acceptance is subject to an interview with the Principal, a member of the School Board, a CEO representative and the Parish Priest or his representative. (Refer to CEO Policy and Administration Procedures Manual 5.1.5.)

Class sizes are in accordance with the *Schools Staffing Guidelines, 2002*, which states '*It is desirable that class groups from Kindergarten to Year 10 not normally exceed 30 students.*'

Education of children in a Catholic school requires commitment of parents to the payment of the term account that includes:



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- tuition-fees
 - administrative levies
 - building fund levies.

No child/children will be denied placement at St Thomas Aquinas school because of the inability to pay the term account. Personal circumstances and commitment in principle and practice to the life of the school and parish will be primary consideration in confidentially determining an agreed strategy for the payment of any debt.

A place will not be kept for a child who is withdrawn from the school for a period exceeding one school term. Any application for re-enrolment will be considered within the prescribed enrolment priorities. It is the responsibility of the Principal to draw this policy to the attention of any family considering withdrawing a child/children from the school.

References

Forms

Nil

Approved By:	Leadership Team
Issuing Service Area:	
Implementation Date:	January 2005
Policy Revision Date:	October 2015
Contact Officer:	St Thomas Aquinas Principal