RATIONALE

This document should be read in conjunction with the C.E.O Policy 2.4 “Enrolment Policy Statement of the Archdiocese of Melbourne.”

As a Catholic Community in the Archdiocese of Melbourne, we offer to the Catholic families of our Parish the opportunity to nurture and develop their faith within the context of a total education process.

We aim to:
- Cater for the local Catholic population on the Bellarine Peninsula.
- Provide a Catholic education for all those who fulfill the enrolment criteria of the school.

Priority will be given to those baptised Catholic children, from the Parish of Drysdale, whose family actively participates in worship and service within the Parish.

BELIEFS

At Saint Thomas’ school we believe that the basic requirements of the children seeking admissions are:
- That the children are baptized Catholic and a copy of the certificate is supplied.
- That the children are 5 years of age or will turn 5 years of age by 30th April in their Prep year and that proof of this is supplied.
- That the children will participate fully in the life of the school.
- That we provide some opportunities for students to be educated at St Thomas who are not Baptised.
- That the obligation to meet the fee structure is agreed upon.
- That the parental support for the school is guaranteed.

IMPLEMENTATION

- Students enrolling at our school as part of a prep intake will be required to provide proof of age (indicating that they have turned 5 years of age by the 30th April of that year) and an immunisation certificate.
- A child who is less than the minimum age of entry for Victorian schools but has transferred from an interstate school is eligible for enrolment. Evidence of age and full-time enrolment at the interstate school must be provided.
- All enrolments will require the completion of all forms in the Enrolment Package and details are entered on to S.A.S. our Administration system.
- The principal and Deputy Principal will interview all parents seeking enrolment.
- Students will be allocated to classes according to a combination of class size and student need.
- Under age Enrolment:
  The parent / guardian must make an appointment to speak to the Principal in order to discuss the reasons for sending the child to school in that year. The child will undertake a short assessment by a Prep teacher to ascertain their readiness for school.
  The Director of Catholic Education Melbourne will determine if an under age child can be admitted to St Thomas.
  The parents will also supply a letter from their Pediatrician which will, if the parent and school still wish to proceed with the application for enrolment, the school will issue a letter to the child’s parents and kindergarten stating that:
“we will receive the application for enrolment from the family, however, the acceptance of the child into the school will be dependant on the child meeting all the above requirements as well as the school and kindergarten assessing the suitability of the child to begin school in the year specified. This will take into account as to whether the child is ready on a social, emotional and physical level.”

- Upon Enrolment the school, parents and the broader community commit to working in partnership to enhance each enrollee’s education.

Acceptance of applications for Enrolment at St Thomas Primary School shall be considered according to the CEM Policy 2.4, St Thomas Enrolment Policy and the following criteria.

2. Siblings of children already enrolled at the school.
3. Catholic children who live outside the Parish boundaries but whose parents have a good reason for seeking enrolment in the school.
4. New children of non-catholic families provided they do not disadvantage others by increasing class sizes too far.
5. The Parish Priest had the right to admit any child for enrolment that he deems appropriate.

- Upon Enrolment the school, parents and the broader community commit to working in partnership to enhance each enrollee’s education.