



## ENROLMENT POLICIES AND PROCEDURES

### 1. CONDITIONS FOR ADMISSION

1. Trinity College is a Catholic school in the Edmund Rice tradition. The first condition for admission is that students and their parents accept the values underlying the Catholic philosophy of education, and that students undertake to participate fully in the faith practices and observances of the school.
2. First preference in admission is given to families who are actively associated with the Catholic Church. It is not desirable to admit students who would be disturbed because the values, beliefs and practices which are nurtured by the school are not encouraged and supported in the home. It is not possible to separate the educational and spiritual aims of the school.
3. When accepting a place at Trinity College, students and their parents make a commitment that the student will abide by the College rules and standards of conduct and behaviour.
4. Acceptance of a place implies the undertaking on the part of the student to understand and support the programmes of the College, and to participate fully in all College activities, both curricular and co-curricular, as required of him; and an undertaking on the part of the parents to support and encourage this participation.
5. It is a condition of admission that students make themselves available for PSA sporting commitments - including Saturday morning games for students in Years 10 -12, if they are selected for a team.
6. Students are enrolled on the assumption that they are able to benefit from the academic and other programmes of the College. It is to be understood that students, as well as receiving benefits, are expected to contribute to the academic and general life of the College.
7. Parents are responsible for the prompt payment of all fees and charges as rendered by the College in terms of the fee collection policy, and are jointly and severally bound. The policy can be obtained on request.
8. Any change of address, or cancellation of the application for any reason, must be notified in writing. If a parent wishes to change an application to an earlier/later year for some reason, this must also be done in writing.
9. Failure to notify change of address may render this Application for Admission void.
10. All relevant enrolment information must be disclosed on the Enrolment Information Form. Failure to fully disclose this information may render this Application for Admission void.

### 2. ENROLMENT POLICIES

1. Applications for enrolment are accepted in the context of the Conditions for Admission stated on previous page.
2. Major intake years are Year 4 and Year 8, and other years as numbers allow.
3. Parents should understand that the College's acceptance of an application for enrolment does not guarantee a place, nor does it guarantee an enrolment interview, but simply includes the boy's name on a waiting list with other candidates.
4. Enrolment priority is based on the College's values of: Catholicity, Family and Tradition.  
Applications for enrolment are assessed on the basis of date of application, the application itself and interview. The College will assess the student's practice of the Catholic faith, siblings currently or previously at the College or our sister school Mercedes, and whether the applicant's father is an Old Boy.  
If places are still available after applicants in the above categories have been processed, applications in respect of other students will be considered.
5. The Principal has the sole right of discretion in the enrolment of students.
  - 5.1 Up to ten places at Years 8, 9, 10, 11 or 12 will be granted on the basis of special pastoral consideration;
  - 5.2 The College will, from time to time, offer scholarships to worthy candidates.

### 3. APPLICATION PROCEDURES

1. Application is made on the form headed "Application for Admission."
2. This form is sent to the College with a non-refundable Application Fee of \$132 (inclusive of GST) and a photocopy (not the original) of the student's Baptism Certificate.
3. The College will post to parents an Acknowledgment of Receipt of Application for Admission. This acknowledgment is not an indication that the application has been successful.
4. Two years prior to the date of entry, parents to whom a place may be offered will be contacted to arrange an interview with the Principal. Junior School enrolments will be processed the year beforehand.
5. If an offer of a position is made, parents and students need to sign an undertaking to support clearly identified areas of College life. This is returned to the College with a confirmation of Enrolment Fee.
6. Once a student has commenced at the College, parents are required to give a full term's notice in writing of their intention to remove the students. The refund policy will be appropriately applied.

*DETACH AND KEEP FOR PERSONAL REFERENCE*

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Office Use Only

Class Yr:	Year:
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## APPLICATION FOR ADMISSION

Student's Surname:		Date of Birth:	
First Name:		Second Name:	
Current School:		Current Year:	
<p><i>The normal points of entry are in years 4, 8 and 11</i></p> <p>I apply to enrol my son in Year <input type="text"/> in the year 20 <input type="text"/></p> <p style="text-align: right;">Special Needs <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: right;">Education Support Needs <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Address: _____</p> <p style="text-align: center;">Suburb: _____ Post Code: _____</p> <p>Email: _____</p>			
Mother's Surname:		First Name:	
Home Phone:	Work:	Mobile:	
Father's Surname		First Name:	
Home Phone:	Work:	Mobile:	
Old Boy: <input type="checkbox"/> Yes <input type="checkbox"/> No		Years of Attendance:	
Aboriginal <input type="checkbox"/> Yes <input type="checkbox"/> No		Torres Strait Islander <input type="checkbox"/> Yes <input type="checkbox"/> No	

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**DO NOT DETACH**

RETURN ADDRESS FOR ACKNOWLEDGEMENT

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 <p><b>Trinity College</b></p> <p>Trinity Avenue EAST PERTH WA 6004          Telephone: (08) 9223 8121          Fax: (08) 9221 4352          Email: <a href="mailto:Hoffice@trinity.wa.edu.au">Hoffice@trinity.wa.edu.au</a>  <a href="http://www.trinity.wa.edu.au">Hwww.trinity.wa.edu.au</a></p>
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