

# AQUINAS COLLEGE

## ENROLMENT POLICY AND PROCEDURE FOR ENTRY AT YEARS 8-12



### ENROLMENT POLICY AND PROCEDURE

Aquinas College is a Catholic Regional College established to offer a Catholic education to Catholic students who reside in one of our priority parishes. Aquinas College is governed by Canonical Administrators from these surrounding parishes.

Availability of places each year is dependent on the re-enrolment of current students for the following academic year. Our enrolment ceiling is set by the Catholic Education Office Melbourne and to ensure the long term sustainability of the College, guidelines must be set to ensure we do not exceed our capacity. Aquinas College welcomes and will consider applications for enrolment from all religious denominations and enrolment will depend upon the availability of places.

Our re-enrolment process commences in August and determines if positions will be available for the commencement of the new school year. It is at the discretion of the College Principal to enrol students at Term or Semester end and this again is subject to availability.

In reviewing applications for students seeking entry from Years 8-12, many factors are considered:

- Are they already enrolled in a Catholic Secondary College?
- Does the student permanently reside within our Parish boundaries?
- Is the student Catholic – have they completed their sacramental program?
- What can Aquinas offer this student that they have been unable to obtain elsewhere?
- Will Aquinas be able to support the needs of the applicant?

### PROCESS

The process for applying at Aquinas College for enrolment in Years 8-12 is as follows:

1. The Expression of Interest form available on line needs to be printed off and completed.
2. The application fee is paid on line and a copy of the payment receipt attached to the completed Expression of Interest form.
3. Copies of the applicant's two most recent school semester reports must be attached.
4. Information regarding the applicant's achievements or special needs to be provided.

All these documents are to be posted to the College to the attention of the 'Registrar'.

1. Upon receiving the application, an email will be sent acknowledging receipt of the documents.
2. The Deputy Principal will then categorise the application and appointments will be made if further information is required or if and when any further action can proceed.
3. Enrolment is determined by numerous factors and the process includes a formal interview between the student/parents/guardians and Aquinas College. This would normally occur in September/October for enrolment in the following academic year.
4. Enrolment is always at the discretion of the Principal and, in exceptional circumstances, a student may be enrolled on compassionate grounds where there are significant family or individual circumstances.
5. Gender balance is given consideration.

# AQUINAS COLLEGE

ABN: 67 572 210 499



## EXPRESSION OF INTEREST: ENROLMENT FORM

Year level applying for: \_\_\_\_\_ in the year 20 \_\_\_\_\_

Date application submitted: \_\_\_\_\_

Thank you for your expression of interest in enrolling at Aquinas College. This form is specifically for those looking at enrolment in Year Levels 8-12. Once this form is completed, it and all relevant documentation including receipt of payment of the application fee, must be forwarded by mail to 'The Registrar'. Appointments will be made with families if and when positions become available.

### STUDENT DETAILS

Student's surname: \_\_\_\_\_

Student's first name: \_\_\_\_\_

Gender: MALE / FEMALE

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Residential Address: \_\_\_\_\_

\_\_\_\_\_ Number of years at this address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

### RELIGIOUS DETAILS

Religion \_\_\_\_\_

Sacramental Dates (A copy of certificates must be provided)

Baptism Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Eucharist Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Confirmation Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Former Primary School: \_\_\_\_\_

Current Secondary School: \_\_\_\_\_

Please provide the name (and position) of a contact person at the current school: \_\_\_\_\_

### SIBLINGS

Name: \_\_\_\_\_ Age: \_\_\_\_\_ School: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ School: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ School: \_\_\_\_\_

### PARENT/GUARDIAN

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

### PARENT/GUARDIAN

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

## EDUCATIONAL HISTORY

### BEHAVIOURAL HISTORY

Has your child had contact with any of the following people? If so, please outline for what purpose.

Year Level Coordinator? YES / NO \_\_\_\_\_

Assistant Principal? YES / NO \_\_\_\_\_

Student Welfare Coordinator? YES / NO \_\_\_\_\_

External Counselling? YES / NO \_\_\_\_\_

Has your child been suspended? YES / NO

If so, provide grounds for suspension and the number of days in the past year: \_\_\_\_\_

How would you categorize your child's...

Behaviour in class? Excellent / Good / Satisfactory / Unsatisfactory

Social progress? Excellent / Good / Satisfactory / Unsatisfactory

Academic progress? Excellent / Good / Satisfactory / Unsatisfactory

**CURRICULUM STRENGTHS** \_\_\_\_\_

**CURRICULUM NEEDS** (please include any information regarding support/extension that is applicable)

**MUSICAL INVOLVEMENT** YES / NO

Details \_\_\_\_\_

**SPORTING INTERESTS AND MEMBERSHIPS** \_\_\_\_\_

**SPECIAL INTERESTS** \_\_\_\_\_

Compassionate Considerations (if any): \_\_\_\_\_

(Attach additional letter if insufficient space)

Attach relevant information including two most recent semester report and documents verifying residential address. In addition verification of birth date (birth certificate or current passport) and/or residency status is required (visa).

Parent Signature \_\_\_\_\_ Student Signature \_\_\_\_\_