



Aquinas College Enrolment Policy and Enrolment Process Procedures

Objective

This policy sets out the principles and processes governing enrolment at Aquinas College, in line with our mission to provide a distinctly Catholic education in the Edmund Rice tradition, and ensure fair and inclusive access for all students, in accordance with the School Education Act 1999 (WA) and the Catholic Education Commission of Western Australia Bishops' Mandate.

Scope

This policy applies to all prospective students and their families seeking enrolment at Aquinas College.

Principles and Conditions

1. Aquinas College provides a Catholic education grounded in Gospel values. Enrolment is welcomed from families of diverse faith backgrounds, provided they support and respect the Catholic ethos that underpins the life of the College.
2. The College upholds the dignity of every individual by valuing each student as unique and is committed to justice and inclusion through respect for diversity and support for those who may experience disadvantage. It also ensures all enrolment policies and practices comply with the Disability Discrimination Act 1992 and the Disability Standards for Education 2005.
3. Aquinas College fulfils its mission in partnership with parents, recognising them as the first educators of their children. In all circumstances, education is a shared responsibility in which family and the College work together as partners.
4. On accepting a place at Aquinas College, the student agrees to participate fully in all curricular and co-curricular activities as part of the life of this Catholic school. The students and their parents make a commitment that the student will abide by the College guidelines and the respective codes of conduct.
5. The College acknowledges the particular consideration, wherever possible and practicable, given to First Nations students in its enrolment processes. In doing so, it affirms its commitment to equity, inclusion, and the recognition of Aboriginal and Torres Strait Islander peoples as the First Peoples of Australia, and seeks to support their educational opportunities within a respectful and culturally responsive community.
6. At Aquinas College, opportunities for students are vast, and as a result, the fee structure is higher than at many WA Catholic schools. We strongly encourage families to carefully review the current [Fees and Charges](#) before selecting the school.
7. The Principal retains sole discretion over student enrolment. In certain cases, places may be offered on the basis of special pastoral consideration, including the allocation of College bursaries where deemed appropriate.

Enrolment Criteria

The Principal retains the right to exercise discernment in the acceptance of individual students in the enrolment process.

Enrolment at Aquinas College is based on the following priorities:

- Priority is given to students who are practising Catholics. To be considered for this category, a baptism certificate should be submitted as part of the enrolment application process, and a [Parish Priest Reference Form](#) for support should be submitted by your local priest.
- Families who have demonstrated commitment to Aquinas College. This might be demonstrated by already having a son currently or previously enrolled, by being a past student at Aquinas College (Old Aquinian), or by being a member of the College staff.
- Children of other Christian families may be enrolled after the other priorities for access have been considered.
- Children of non-Christian families may also be enrolled in keeping with the above principles.
- Consideration will also be given to family situations necessitating a pastoral approach or requiring the exercise of compassion.
- Applications from interstate and overseas students will be considered only where there are vacancies and where family or responsible relatives or guardians are or will be a resident in Perth.

Aquinas College Enrolment Process

1. Enrolment applications may be lodged at any time, but making an early application can increase the likelihood of securing a place.
2. Siblings do not automatically gain entry to the College; each boy in the family wishing to attend must have an enrolment application completed.
3. The main intake years are Kindergarten, Year 3, Year 4 and Year 7. Enrolments may take place at any year level, Kindergarten to Year 12.
4. Approximately three years prior to the year of entry, parents will be contacted by the College regarding the next stage of the process.
5. If a place is not immediately available, your son's name is added to a waiting list. Families are contacted as soon as a vacancy arises. Families are welcome to contact the Enrolments team for an update on the status.
6. To process an enrolment application, you will need to upload a copy of your son's:
 1. birth certificate
 2. baptism certificate (if Catholic)

7. A registration fee is to accompany the enrolment application form. The current [Fees and Charges](#) information is available on the College website.
8. The acceptance of an enrolment application form does not guarantee an enrolment interview or subsequent offer of enrolment.
9. After the enrolment application form is received, a disclosure form will be sent and the following information will need to be provided:
 1. copy of the last school reports (if applicable)
 2. last NAPLAN report (if applicable)
 3. any relevant medical or learning support documents
10. Applications are assessed according to:
 1. alignment with College values and mission
 2. priority order (listed above)
 3. ability to support the student's learning and wellbeing needs
11. Prospective students and their parent(s) or guardian(s) must be interviewed by the Principal or a member of the school leadership team. The interview will discuss the student's needs, the family's expectations, and the College's mission and values. The Principal (or delegate) retains the right to exercise discernment in the acceptance of individual students in the enrolment process.
12. Enrolments must comply with government entry age requirements.
13. Enrolments must comply with [government immunisation requirements](#).

Pre-Kindergarten and Kindergarten students are required to provide a current 'up-to-date' Medicare Immunisation History Statement at the time of enrolment and to keep their immunisation status 'up-to-date' throughout their enrolment. Updated statements must be submitted as immunisations become due.
14. Pre-Kindergarten enrolments are separate from the main school enrolment, but the same enrolment application is used. If an offer for Pre-Kindergarten is made, a Pre-Kindergarten contract is provided. If the family decides to continue at the College, a K-12 contract will be provided separately.
15. Offer of Enrolment
 1. Offers are made in writing.
 2. Acceptance of an offer requires a signed agreement by the parents or guardians and payment of the endowment fee.

16. Enrolment Withdrawal

- Families wishing to withdraw their son from the College are requested to provide written notice to the Principal.
- One term's notice is required. This allows sufficient time for administrative arrangements and for offering the vacated place to families on the waiting list.
- Upon receiving notice, the College will confirm the last day of attendance and provide any necessary exit information to the family.

College Privacy Policy and Collection of Information

The College is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. View the [College Privacy Policy here](#).

Aquinas College (College) collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. By completing this form you consent to the collection of the information you have provided and to the use of this information during the application and enrolment process. View the [College Standard Collection Notice here](#).

Policy Review

This policy is reviewed every three years or sooner if required by legislation.

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