



# Enrolment Policy

## Rationale

The Enrolment Policy exists in order to assist with the selection of students who seek enrolment at the College. At all times, it is necessary to ensure that there is an agreed respect for the Catholic, Christian values which are inherent in this school. There is a need for a discernment process which seeks to ensure that the enrolment procedures are just and equitable. At times, there will be fewer places able to be offered than there are places available, therefore the following guidelines serve to assist in the enrolment process.

## Enrolment Priorities

Enrolment offers are not allocated based on the date of application. As enrolment applications are received, they are organised into the following categories for consideration and enrolment interviews are offered according to these priorities.

Applicants will be considered as follows:

- a. Baptised Catholic students who are actively involved in their local Parish (supporting documentation to be provided).
- b. Siblings of current students or immediate past students enrolled in the College.
- c. Baptised Catholic students currently attending a Catholic primary school.
- d. Non-baptised students of another Christian faith attending a Catholic primary school.
- e. Baptised Catholic students currently attending a non-Catholic school.
- f. Non-baptised students currently attending a non-Catholic school.
- g. The Principal's discretion is the final decision resulting in enrolment acceptance.

Please note that applications for siblings need to be made early (typically more than 12 months before commencement) to secure a place. Siblings will be placed into the Applicant Pool, should their complete (including supporting documentation) application not be submitted and received before the closing date. Please monitor our social media pages and email communications for application closing dates.

## Other Considerations

The Principal may also consider the following when prioritising decisions about enrolments:

- Whether the student requires additional support to participate in educational opportunities and if the College is able to cater for any adjustments required
- Prior academic performance, including NAPLAN results, effort and behaviour.
- Prior attendance and ability to make a positive contribution to school life.

## Enrolment Application and Support Process

Students who require additional support require the collection of additional information and consultation. The enrolment process for these students follows a different timeline. Please refer to the EASP brochure for more information. [Inclusive Education](#)

## Enrolment Timeline and Interview Schedule

Trinity College Beenleigh accepts enrolments for students who are currently in Year 3 and above. Families must submit their enrolment application before the closing date. Applications close at the end of November for students in Year 5, after this date all students will be placed in the Applicant Pool.

- Current Year 6 Application – Applicant Pool
- Current Year 5 Applications – End of November
- Current Year 4 - Accepting Applications
- Current Year 3 - Accepting Applications
- Other Year Levels - Limited places may become available, please complete an application for our enrolments team to be able to then discuss vacancies.

## Interviews

- Families who are successful in proceeding to the interview stage will be contacted to book a suitable time using our School Online Booking System (SOBS). These interviews are conducted throughout the year as required.
- Students who require additional support have two interviews with specialist staff. The first with the parents only and the second including the student. These commence from Week 5 of Term 1 Year 6, to ensure that the most up-to-date information is available. This is for applications using EASP.

## Conditions

Families must sign an agreement stating that they will abide by and support the values and ethos of Trinity College Beenleigh. Enrolment may be withdrawn, if the student or the parents reject the College's Catholic values or standards of behaviour.

Enrolment may be withdrawn, if the information provided on the enrolment application is not a full and frank disclosure of information pertinent to the student seeking enrolment.

## Trinity College Key Policies

Education is a collaborative partnership between the school and the primary caregivers. At Trinity College Beenleigh, we believe this partnership is essential for the success and well-being of our students. As part of the enrolment process, we ask parents to commit to the following policies to support their child's education and overall development, in alignment with our Marist values of love, simplicity, and family spirit.

### Religious Life of the College

All students will participate in the Religious Life of the College and engage in the Religious Education curriculum. Reflection days and retreats are compulsory experiences where students develop self-awareness, explore their own values and reflect on their personal faith journey. Students who do not participate in compulsory experiences will not be eligible to attend invitation-only events, such as the Formal and Semi-Formal.

### Code of Conduct

Families agree to adhere to the BCE Code of Conduct for Parents and Visitors, which outlines the standards of behaviour expected within our community. All communication with staff must be courteous and respectful.

### Attendance Commitment

Families are expected to prioritise school attendance and strive to maintain an attendance rate above 90%. If there are genuine circumstances affecting attendance, please communicate these with the College. Students whose attendance falls below 90% without legitimate reasons may not be eligible for school sport representation, student leadership positions or College events, including but not limited to the Year 12 Formal and Graduation.

### Absence Reporting, Arriving Late and Leaving Early

Parents/ guardians are required to report absences, including late arrival or early departure to the College through the BCE Connect App as early as possible. This ensures the College is aware that your child is safe and confirms that parents are fully responsible for their child's care during their absence.

### College Events

All students are expected to attend and participate in college events to the best of their ability, including Sporting Carnivals, Trinity Day, Pastoral Days, Retreats, Camps, and Careers Week. These are important events that build connections, well-being and school spirit.

### School Fees

Families are required to pay the school fees as outlined by the College promptly. These fees are essential for providing quality education and resources. If financial difficulties arise, please contact the College.

[College fees](#)

[Complete an Enrolment Application](#)

