



St Thomas' Primary School

Guthridge Parade, Sale 3850

Telephone: (03) 5144 1332

<http://www.sttsale.catholic.edu.au>

This is a school which operates with the consent of the Bishop of the Catholic Diocese of Sale and is owned, operated and governed by Diocese of Sale Catholic Education Limited (DOSCEL), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

The following enrolment procedures have been adopted at this school which are consistent with the procedures approved by DOSCEL whether they occur during a school's designated enrolment period or at another time.

1. An application for enrolment at this school must first be made by a parent/guardian of the child by completing an Application for Enrolment form which contains relevant information that will assist the school to make a provisional enrolment offer.
2. This school may require parents/guardians and the child to attend an enrolment interview in order to determine what is in the best interest of a student and to discuss, if any, reasonable adjustments that can be made to accommodate a student enrolment. The interviews may be undertaken by the Principal or a delegate of the Principal.
3. The parents/guardians are then required to accept this provisional enrolment offer by submitting a completed Offer of Enrolment.
4. The school will notify the parents/guardians in writing of a provisional enrolment offer. The provisional enrolment decision will be made by the school Principal after considering the school's enrolment capacity. This school will direct parents/guardians to the school's website where key school policies are published including the parent code of conduct declaration and/or will provide copies of Student Enrolment Handbook to parents/guardians on request.
5. The Principal must make a final enrolment decision, taking into consideration applicable disability standards and legislation, the ability to make reasonable adjustments and where applicable the Enrolment Priority Criteria.
6. This school will confirm in writing receipt of the Enrolment Form.
7. If, during a designated enrolment period, applications exceed places available, the Principal may seek recommendations from an Enrolment Panel, in determining which students will be offered enrolment in accordance with the school's Enrolment Policy and



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the Enrolment Priority Criteria. If the need arises, the school may also establish a waiting list which aligns with the Enrolment Priority Criteria.

8. The school's Enrolment Panel is constituted by the Principal (who shall Chair the Enrolment Panel), the Registrar/Administration Officer and may include a member of the School's Advisory Council and any other school personnel that may be appointed to the Panel by the Principal. The Enrolment Panel makes recommendations to the Principal in relation to enrolment decisions, the ultimate decision-making power rests with the Principal.

Complaints Processes

1. If there is a complaint about the enrolment process, our complaints and grievances procedure will be followed.
2. If an agreeable resolution cannot be obtained the principal will seek advice from the DOSCEL Secretariat. When a parent/guardian is not satisfied with the manner in which their complaint has been treated by the school, or their complaint is about the principal of the school, parents/guardians should contact the Executive Manager: Industrial Relations / Human Resources, DOSCEL. Contact: Executive Manager: Industrial Relations / Human Resources Diocese of Sale Catholic Education Limited 6 Witton Street (PO Box 322) Warragul 3820 Phone: (03) 5622 6600 Email: complaints@doscel.catholic.edu.au All concerns and complaints lodged with the DOSCEL Secretariat about a Catholic school in the Diocese of Sale will be addressed in accordance with the DOSCEL Complaints and Grievances Management Policy.