



Enrolment Policy

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Introduction

St Thomas More College, established by Brisbane Catholic Education, is dedicated to providing a vibrant learning community that honors our Catholic tradition. Guided by the gospel of Jesus Christ, our college motto, "God's Servant First," reflects our commitment to expressing our faith through service to others.

Our students are challenged to 'Do More and Be More,' by engaging in the vast array of learning and extracurricular opportunities available. With enrolments capped at 1150 students from Year 7 to 12, we prioritise families who share our values and are dedicated to positively contributing to our community. St Thomas More College embraces diversity and inclusivity in the enrolment process. Enrolment decisions are made by the Principal in accordance with our Enrolment Policy and Brisbane Catholic Education guidelines.

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.

1. Siblings of Current Students, if the application is received by the closing date
2. Baptised Catholic Students from Catholic Primary Schools
3. Baptised Catholic Students from Non-Catholic Primary Schools
4. Non-Baptised Students from Catholic Primary Schools
5. Non-Baptised Students from Non-Catholic Primary Schools - This category is only offered enrolment interviews after the application closing date to allow time for Catholic families to apply

Please note that interviews are not normally required for current families, however, applications MUST still be made early to secure a place for younger siblings. Siblings will be placed on a waitlist if their application is received after the closing date.

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 and behaviour
- Prior attendance and ability to make a positive contribution to school life

Enrolment Application and Support Process (EASP)

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.

Enrolment Timeline and Interview Schedule

St Thomas More College accepts enrolments for students who are currently in Year 2 and above. Families must submit their enrolment application before the closing date. Applications close at the end of February for students in Year 5, after this date all students will be placed on a waitlist.

- Current Year 6 Application - Waitlist Only
- Current Year 5 Applications - Close End of February
- Current Year 4 - Accepting Applications
- Current Year 3 - Accepting Applications
- Current Year 2 - Accepting Applications
- Other Year Levels - Limited places may become available, please contact the Enrolment Team to discuss vacancies

Interview Schedule

- Families who are successful in proceeding to the interview stage will be contacted to book a suitable time
- Enrolment interview afternoons are scheduled at the beginning of Term 2 and Term 4 each year
- Students who require additional support have longer interviews with specialist staff. These interviews are conducted throughout Term 3 and 4 to ensure that the most up-to-date information is available

Conditions

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

St Thomas More College Key Policies

Education is a collaborative partnership between the school and the primary caregivers. At St Thomas More College, 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.

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 will not be eligible for student leadership positions or College events, including the Year 12 Formal and Graduation.

Absence Reporting

Parents/ guardians are required to report absences 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.

Holiday Bookings

Family holidays should not be booked during the school term. If there are genuine reasons for leave during term time, parents must apply via email to the Middle or Senior Year Assistant Principal. Approval will not be granted in the Senior Years unless there are exceptional circumstances and will only be granted in the Middle Years if attendance is above 95% and assessment is not impacted.

Religious Life of the School

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.

College Events

All students are expected to attend and participate in College events to the best of their ability, including Sporting Carnivals, SECA, St Thomas More Day, Camps, and Activities 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.

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.