

ENROLMENT PROCEDURE

Application for Enrolment Packs are available upon request from the school secretary. Families can visit the school or contact the school by phone, email or fax to request Enrolment Packs. Through the school website, a family is directed to the school email link for enrolment enquiries.

Eligible Prep enrolments must be born within the specific dates as set down by the Government.

Prep children must turn 5 by the 30 June in the year they start Prep.

The Application Form included in the Enrolment Pack requests the provision of birth & baptismal certificates as well as current school reports. Medical / Specialist reports may also be requested after the enrolment application has been lodged.

Interviews for Prep enrolments are conducted by the school Admin team in April/May.

Offers for positions are sent out by May/June. Confirmation of enrolment form is sent to families with a request for payment of \$155 to confirm the enrolment. This deposit contributes directly towards the school fee account. Should a family accept the offer, pay the deposit and subsequently decline, a \$55 administration fee is withheld.

An orientation morning is conducted for the Prep children in early November each year.

An Orientation Evening for Prep parents takes place in the week prior to the official start of school.

Other grade enrolments happen across the year and at the beginning of each new school year. These positions become available when families leave the school.

A similar enrolment process then occurs with interviews and subsequent offers for available places.

All new enrolling families are supplied with a Parent Handbook, booklists and uniform requirements.