



Enrolment Process

Step 1 – Enrol online by completing the “Expression of Interest” electronic form available on the school website.

Step 2 – Submit Application for Enrolment (form available on the school website). Provide the following hardcopy documentation with application (either in person, by email or by post):

- Most recent school reports
- Birth certificate
- Passport size photos(2)
- NAPLAN result
- Any medical or learning reports
- If noted in your application legal documentation, medical action plan and student specialist assessments
- Copy of immunisation record
- Application for Enrolment fee of \$50 payable (non-refundable)

Step 3 – After the application is submitted students sit for the entrance exam (date and time are communicated to parents).

Step 4 – The Principal at the school will consider application and all documents submitted based on the school’s enrolment policy criteria and (will choose any of the following that apply):

- advise that it declines to make an offer of enrolment and/or
- advise the parent/carer(s) that the student’s name will be placed on a waiting list and an offer made if a place becomes available and/or
- advise the parent/carer(s) they must attend for an interview following which the School will decide whether to make an offer of enrolment and/or
- advise whether it wishes to make an offer of enrolment

Step 5 – Enrolment Interview

Parents will be contacted and invited to attend an interview for more information



Step 6 – Acceptance /Refusal of Applicant

- Should the applicant be considered successful an acceptance letter will be sent home to parents approximately two weeks after the interview. Once an offer is received families should confirm their acceptance in writing using the “Acceptance of Enrolment Offer form” and the payment of enrolment deposit.
- A formal letter will be sent home if the applicant is unsuccessful.

Step 7 – Progress of Your Child’s Application

- As your child’s year of entry approaches you will receive a letter asking for confirmation of your interest in enrolment for the next level requested.
- Continued enrolment at the School is dependent upon the student making satisfactory academic progress, attending consistently, and the student and the parent/carer(s) observing all behavioural codes of conduct and other requirements of the School which are applicable from time to time.