Enrolment Process

1. Parents obtain an enrolment application form from the office.

2. The Application is accepted only when everything is correct and all required documentation is present i.e:
   - Birth Certificate
   - Baptismal Certificate
   - Immunisation Certificate
   - Custody papers (if applicable).
   - Any medical or paramedical information relevant to school performance

New or recent arrivals in Australia applicants need to provide:

(a) Date of entry to Australia which is stamped on the passport or other official documents

(b) Australian Visa outlining type of visa granted.

Note:
   i) Refugees are less likely to have a passport but will have a ‘Document for travel to Australia’ issued by the overseas offices of the Department of Immigration and Ethnic Affairs.

   ii) For new arrival/recent arrival assistance these documents must be photocopied and used to complete the blue CEO new arrival form.

3. The applications for the new school year are collated and parents are invited to come to school for an interview with the principal or deputy.

4. After the interview the family will/will not be offered a place for the child/children. Enrolments for the new school year will have this confirmed in writing. Families who apply during the year usually are told the outcome at the interview.