

Grades 1 - 6 Enrolment Application Process

Important Enrolment Notice for Grades 1–6

Grades 1 to 6 enrolments depend on **classroom space and vacancy availability** in the requested grade level.

1. Contact the School & Check Vacancies: Before Formal Application.

- Contact the school office via phone or email to inquire if there is an available place in your child's required grade level.
- If a space is available, you will be invited to submit a formal application online. If no immediate place is available, submit your application to be placed on the school's **waiting list**.

2. Submit Application to Enrol: Complete Application Form online.

- Complete the online **Application to Enrol** form.
- Fill in all student details, family contact information, language background, and medical details.

3. Gather Supporting Documentation: Must be provided at time of submission.

Attach clear copies of all required documents to your application:

- **Birth Certificate**
- **Baptismal Certificate** (if your child is Catholic)
- **Immunisation History Statement** (from Medicare / MyGov)
- **Latest School Reports & NAPLAN Results** (from your child's current or previous school)
- **Proof of Address / Visa & Passport details** (if applicable)
- **Specialist / Medical Reports** (if your child requires additional learning or wellbeing supports)

4. Application Review & Interview Call: Principal & Enrolment Committee Review.

- The Principal and Enrolment Committee review the application and supporting school reports.
- If a place is available, an **Enrolment Interview** time will be scheduled.

5. Attend the Enrolment Interview: Mandatory Step for All Transfers.

- **Who attends:** Both parents/caregivers and the student.
- **Purpose:** To meet the leadership team, discuss your child's academic and personal progress, review support needs, and complete comprehensive enrolment paperwork.

6. Receive Offer Letter & Confirm Placement: Formal Confirmation.

- Places are offered based on vacancy and the school's **Enrolment Priority Criteria**.
- If successful, an **Offer of Enrolment** will be issued.
- Complete and submit the acceptance paperwork to secure your child's place before they commence classes.