

Prep Enrolment Application Process

Stage 1:

Enrolment Enquiry (links to Enquiry Tracker)

Enrolment Eligibility

1. To be eligible for Prep enrolment, your child must turn **5 years of age on or before April 30** in the year they commence school.

For example, Date of birth 23/2/2023 - eligible for Prep in 2028

Date of birth 23/7/2023 - NOT eligible for Prep in 2028

2. Complete an enrolment enquiry via this [link](#)
3. Book a school tour [link](#)
4. Complete an Application for Enrolment
5. Provide Required Documentation:
 - **Birth Certificate**
 - **Baptismal Certificate** (if applicable)
 - **Immunisation History Statement** (available via Medicare / MyGov)
 - **Proof of Residency / Visa & Passport details** (if applicable)
 - **Medical / Specialist Reports** (If your child has accessed medical or specialist support)

The school will contact families to discuss their application.

Stage 2:

1. **Attend an Enrolment Interview**
We wish to meet new families, clarify enrolment information, and complete comprehensive enrolment paperwork.
 - All enrolling families are required to attend an **Enrolment Interview** with the Principal.
 - Parents/caregivers and the child applying for enrolment must attend.
2. The school will contact families to discuss their application.
3. Enrolment places are offered in accordance with Melbourne Archdiocese Catholic Schools **Enrolment Policy Priority Criteria** and place availability.
4. **Families will then either:**

Receive an email of offer.	Receive an email declining the application.
Parents must confirm acceptance of the enrolment offer. Pay a \$100 deposit on acceptance, which is non-refundable if you change your mind. School fees will be reduced by \$100.	

5. Prep Transition & Orientation: Term 4

- Once enrolled, your child will be invited to participate in the school's Prep Transition Program.
- These sessions are held in October of the previous year and help students become familiar with the classroom, teachers, and routines before starting Prep in Term 1.