



ENROLMENT PROCEDURE K-10

STEP	ACTION	COST Non refundable	Step Completed
1	COMPLETE AND LODGE ENROLMENT APPLICATION, WITH STUDENT'S MOST RECENT SCHOOL REPORT AND ANY SCREENING REPORTS (IF APPLICABLE)	\$100-00	
2	APPLICATION IS RECEIVED BY SCHOOL AND PROCESSED. CHILD IS PLACED ON EITHER PRE-ENROLMENT* LIST OR WAIT** LIST		
3	PARENT / CHILD MEETING WITH PROSPECTIVE TEACHER LEARNING SUPPORT TO BE AT MEETING IF TESTING IS INDICATED ON ENROLMENT FORM IF NO SCHOOL REPORTS SUPPLIED, TESTING WILL NEED TO BE COMPLETED		
4	PARENT MEETING WITH ENROLMENTS OFFICER. FEE PAYMENT METHOD TO BE AGREED.		
5	IF CLASS TEACHER AND ENROLMENTS OFFICER ARE IN AGREEMENT, A LETTER OF OFFER FOR A PLACE IN THE SCHOOL WILL BE SENT		
6	ACCEPTANCE OF OFFER, ENROLMENT ACCEPTANCE AGREEMENT RETURNED TO SCHOOL	\$600-00	
7	ON SATISFACTORY COMPLETION OF ABOVE STEPS, CHILD CAN COMMENCE AT SCHOOL AND CLASS TEACHER WILL BE NOTIFIED		

* Pre-enrolment List is used where a Class is not full and there are places available

** Wait List is used where a Class is full. Child will remain on the Wait List until a place becomes available.