

## **Enrolment procedure**

### ***On enrolment day***

#### **In catchment**

- You will need to bring with you
  - Your child's original birth certificate and passport if not born in Australia
  - Proof of your address i.e. rates notice or lease agreement (with at least 6 months still to run) and a utilities bill. You will also need photo ID that matches you to these documents.
- You will complete an enrolment form at this time. Once your enrolment form has been received and finalised at the office, your place at the school is guaranteed.

#### **Out of catchment**

- You will need to bring with you
  - Your child's original birth certificate and passport if not born in Australia
- Step 1: you will be given a numbered waiting list form.
- Step 2: offers are made during terms 3 and 4, in order of the waiting list.
- Step 3: if you accept an offer, you are required to complete the enrolment form.  
Once your enrolment form has been received and finalised at the office, your place at the school is guaranteed.

### ***During the school year***

- You will need to bring with you
  - Your child's original birth certificate and passport if not born in Australia
  - Proof of your address i.e. rates notice or lease agreement (with at least 6 months still to run) and a utilities bill. You will also need photo ID that matches you to these documents.
- If you live in catchment, you will be offered a place and given an enrolment form to complete
- If you do not live in catchment, we will only be able to offer you a place if there is space in the year level you require.