



## ENROLMENT INSTRUCTIONS FOR PARENTS/CARERS

Welcomed - Valued – Confident

Thank you for your application to join our education community. We welcome you and value our ongoing partnership. We are confident that together we will meet the best education interests of your child. Please refer to the process below.

The information you give us is important and will be used to assess your child's application based on our enrolment criteria that are set out in our [Enrolment Policy](#). We will treat the information you provide to us in accordance with our [Privacy Policy](#) and [Standard Collection Notice](#). This information may be sensitive. We will keep it confidential subject to any requirements of the law to disclose information to others.

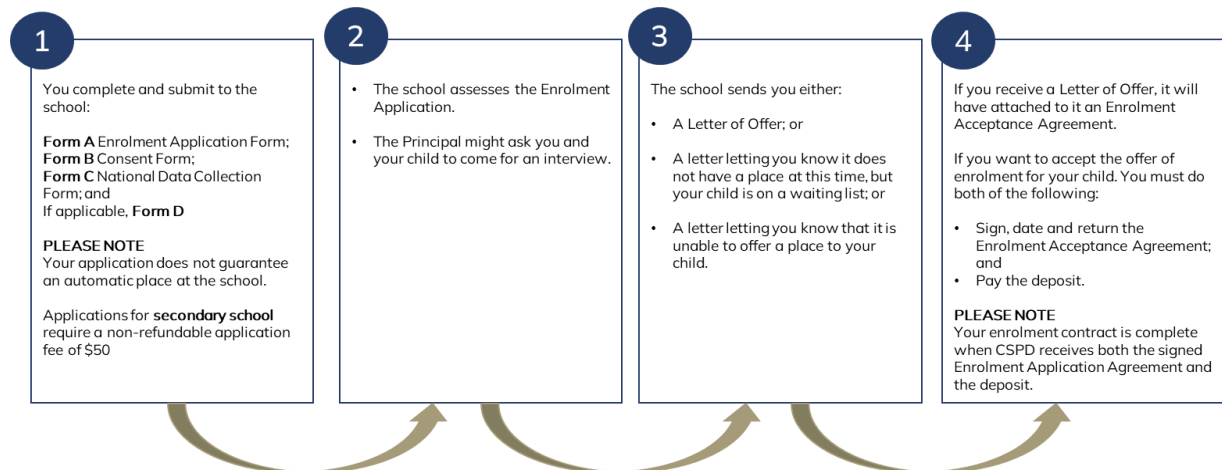
If you require any help with this form, please call the school administration office or contact Community Liaison on (02) 9840 5796 or via email [cl@parra.catholic.edu.au](mailto:cl@parra.catholic.edu.au).

### 1. ENROLMENT PACKAGE

For a hard copy of these documents, please contact your school's office.

1. [Enrolment Policy](#)
2. [Privacy Policy](#)
3. [Standard Collection Notice](#)
4. Form A – Enrolment Application Form
5. Form B – Consent Form
6. Form C – National Data Collection Form
7. Form D – Overseas and Exchange Student

### 2. ENROLMENT PROCESS



### 3. DEPOSIT

The recommended enrolment deposit is:

- Primary School - \$100
- Secondary School - \$300

The enrolment deposit will be applied to the first school fees' notice sent to you when your child commences at the school.

For information about our school fees, please see the school's website or contact the school directly.

#### 4. STUDENTS ON VISAS

If your child is on a **Visa 417, 462, 600, 601, 602, 651, 500 or 590**, please also send us the original completed and signed *Form D: Overseas and Exchange Students*. If you are not sure if your child's visa allows us to receive Government funding, please contact CSPD Community Liaison on (02) 9840 5796 or [cl@parra.catholic.edu.au](mailto:cl@parra.catholic.edu.au).

#### 5. DOCUMENTS WE NEED YOU TO SEND US TO APPLY FOR ENROLMENT

| Document  | To be submitted to the School Office with Enrolment Application | To be presented to the school when requested by the school |
|---|---|--|
| Completed and signed Form A (Enrolment Application)   | Original form   | Not applicable   |
| Completed and signed Form B (Consent Form)  | Original form   | Not applicable   |
| Completed and signed Form C (National Data Collection Form)   | Original form   | Not applicable   |
| Completed and signed Form D - (if applicable, see section 4 above)  | Original form   | Not applicable   |
| Photograph of student - no bigger than 3.5cm x 4.5cm, full face, looking directly at the camera, taken within the last 6 months   | Original  | Not applicable   |
| Birth Certificate   | Copy  | Original   |
| **Citizenship/Residency/Visa (country of birth other than Australia)  | Copy  | Original   |
| **Parent and Child Passport and Visa (if student is not Australian)   | Copy  | Original   |
| <b>**PLEASE NOTE: Nationality/Residential status (provide a copy with application, school to sight the original document/s):</b> <ul style="list-style-type: none"> <li>Australian Citizen (If Country of Birth is not Australia, also provide: Naturalisation Certificate or Australian Passport)</li> <li>Permanent Resident (If Country of Birth is not Australia, also provide: Passport/Travel Documents and original Residency Visa document issued by the Department of Immigration)</li> <li>Temporary Resident (Passport and Visa) Other/Visitor/Student/Refugee/Asylum Seeker/Passport (Passport and Visa)</li> </ul> |   |  |
| Sacrament certificates (Baptism and Confirmation) - (if applicable)   | Copy  | Original   |
| Family Court Orders/Parenting Plans/ Apprehended Violence Orders, Children's Court Orders or other Orders relevant to student - (if applicable)   | Copy  | Original   |
| Medical Action Plan e.g. Asthma, Anaphylaxis - (if applicable)  | Copy  | Original   |
| Medical Plan e.g. Mental Health plan, Medication plan - (if applicable)   | Copy  | Original   |
| Approved Immunisation Certificate   | Copy  | Original   |

| Document   | To be submitted to the School Office with Enrolment Application | To be presented to the school when requested by the school |
|--|---|--|
| Special needs and assessments reports for speech, hearing, cognitive, occupational therapy or others - (if applicable) | Copy  | Original   |
| Latest school report from previous school  | Copy  | Original   |
| NAPLAN results (Years 3, 5, 7, 9) if available   | Copy  | Original   |
| Photo ID of signatories to the form e.g. driver's licence, passport  | Not applicable  | Original   |