



## 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 is 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 in completing the enrolment forms or require an explanation of the questions, please ask the school office staff for assistance or contact Community Liaison on 9840 5600 or via email [communityliaison@parra.catholic.edu.au](mailto:communityliaison@parra.catholic.edu.au).

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Bethany Centre 470 Church Street Parramatta NSW 2150  
Locked Bag 4 North Parramatta NSW 1750  
9840 5600 [www.parra.catholic.edu.au](http://www.parra.catholic.edu.au)

## 1. ENROLMENT PROCESS

1. You complete and submit to the school:
  - Form A – Enrolment Application Form
  - Form B – Consent Form
  - Form C – National Data Collection Form, and if applicable
  - Form D – Overseas and Exchange Students

**Please note – Your application does not guarantee an automatic place at the school.**

**Applications for secondary school require a non-refundable application fee of \$50.**

2. The school assesses the Enrolment Application

3. The Principal might ask you to come for an interview

4. The School sends you:
  - A Letter of Offer; or
  - A letter letting you know it does not have a place at this time,, but your child is on the waiting list; or
  - A letter letting you know that it is unable to offer a place to your child.

5. If you receive a Letter of Offer, it will have attached to it an Enrolment Acceptance Agreement. If you want to accept the offer of enrolment for your child, you must do both of the following:
  - Sign, date and return the Enrolment Acceptance Agreement; and
  - Pay the deposit

6. Your enrolment contract is complete when CEDP receives both the signed Enrolment Acceptance Agreement and the deposit.

## 2. DEPOSIT

The 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.

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

This section should contain definitions of terms which are used within the document.

Document	To be submitted to 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
Passport size photograph of student	Original	Not applicable
Proof of residential address (e.g. council rates notice, current driver's licence)	Not applicable	Original - to be sighted
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
Latest school report from previous school	Copy	Original
NAPLAN results (Years 3, 5, 7, 9) if available	Copy	Original
Sacrament certificates (Baptism and Confirmation) if applicable	Copy	Original

Approved Immunisation Certificate	Copy	Original
Special needs and assessments reports for speech, hearing, cognitive, occupational therapy or others (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
Family Court Orders / Parenting Plans / Apprehended Violence Orders, Children's Court Orders or other Orders relevant to student (if applicable)	Copy	Original

#### 4. OVERSEAS EXCHANGE STUDENTS

If your child is an:-

- Overseas exchange student, or
- Overseas student who is not eligible for Government funding;

Please also send us the original completed signed and dated Form D: Overseas and Exchange Students.

If you are not sure if your child's visa allows us to receive Government funding, please contact CEDP Community Liaison on (02) 9840 5600 or [communityliaison@parra.catholic.edu.au](mailto:communityliaison@parra.catholic.edu.au).

#### 5. ATTACHMENTS

- [Enrolment Policy](#)
- [Privacy Policy](#)
- [Standard Collection Notice](#)