ENROLMENT PROCESS

Thank you for your interest and congratulations on your decision to seek enrolment for your child (or children) at our School in the interests of your child’s Primary Education (Prep – Year 6)

The Enrolment Procedure we will follow is outlined below:

During our initial discussions, or as a result of our telephone conversations(s) and subsequent materials sent to you, you will have been provided with information about our school and a student enrolment form.

1. Please complete (fill-in) the yellow Student Enrolment Form for each child enrolling within our school.

2. To facilitate the enrolment process could you kindly gather the following items for each child –
   - **Birth Certificate** (the original must be sighted by the School Office)
   - **Baptismal Certificate** (if Catholic or Christian)
   - **Immunisation Records**
   - Most recent School Report (Prep and up)

   In some cases it may also be relevant to have other information relating to your child’s progress……eg Speech Therapists or Occupational Therapists reports etc).

3. To finalise your enrolment application an initial Enrolment Fee of $25.00 per child up to a maximum of $50.00 per FAMILY is required.
   Cash/ EFTPOS facilities are available / Cheques, made payable to MacKillop Catholic School.
   (No refund is provided for cancelled applications)

We will then have you meet with the Principal at an arranged mutually convenient time to finalise the enrolment.

Potential places are then allocated to families according to our Enrolment Policy which allocates priority of places in the following way:

In the order in which finalised Applications are received.

- **Priority 1:** Families with students already in the school.
- **Priority 2:** Catholic families residing within the Parish of North Mackay.
- **Priority 3:** Applications from other Catholic Families.
- **Priority 4:** Other Applications.