

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 conversation(s) and subsequent materials sent to you, you will have been provided with information about our school.

1. Please complete the Online Student Enrolment Form located on our webpage www.mnmrok.catholic.edu.au for each child enrolling within our school. The form is located by clicking on the "Enrol" tab across the top and then "How to Enrol" where you can then access our online form.
2. To facilitate the enrolment process you will be required to attach some, or all, of the following items for each child in PDF format –
 - **Birth Certificate** (certified copy or original to be sighted at school)
 - **Baptism Certificate** (if Catholic or Christian)
 - **Immunisation Certificate**
 - **Health Care or Concession Card**
 - **Guardian's Driver License**
 - **Court orders / Parenting plans (if applicable)**
 - **Documents relating to additional needs (reports, health action plans, diagnosis etc)**
 - **Most recent school report**
 - **Passport or travel documents, visa etc (if NOT an Australian citizen)**
3. To finalise your enrolment application an initial **Enrolment Fee** of \$30.00 per child is applicable. This fee is payable online upon proceeding through the various enrolment steps. (No refund is provided for cancelled applications)

We will then have you meet with the Principal at a mutually arranged 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:

Order of priority for enrolment will be given as follows:

- a) Students with siblings who currently attend or have attended the school or college
- b) Students whose family's worship in a Catholic parish
- c) Students whose family's demonstrate a commitment to the ethos and values of Catholic Schools and have a desire for faith education in the Catholic tradition.