New Enrolment Checklist

When a new enrolment form is being lodged, the application must be checked and the following boxes ticked off to ensure that all documentation is correct and in order.

If any of the following documentation are missing the application WILL NOT be accepted. The application form must then be returned to the family involved to re-lodge application when completed.

STUDENT’S NAME:……………………………………………………… DATE:………………

(A) The following items must be returned to the school when making applications:

1) Application Form including Passport sized photograph (name written on back) ☐
2) Macarthur Schools Preference Form (Year 7 only) ☐
3) Baptismal Certificate (photocopy) ☐
4) Birth Certificate (photocopy) ☐
5) External Testing as appropriate (Yr 5, Yr 7, Yr 9 NAPLAN) ☐
6) Two most recent School Reports ☐
7) Residential Status and Visa (photocopy if Applicable and original to be sighted) ☐
8) Immunisation Certificate ☐
9) Proof of residential address ☐
10) Confidential Information Form (if applicable) ☐
11) Signed Section 12 “Fee Payment Details” ☐
12) Signed Section 16 “Consent to Access Documents:” ☐
13) Signed Section 17 “Medical Treatment Permission” ☐
14) Signed Section 19 “Declaration” (Both Father and Mother to sign) ☐

Ensure that every section/question has an answer or N/A written. If not staff will not be able to accept and lodge your application.

OFFICE STAFF ONLY

1) Check that Application form is FULLY COMPLETED ☐
2) Recorded “Date application received” in the buff section on page 1 ☐
3) Register application in the red book ☐

OFFICE STAFF INITIALS:_____________