Enrolment Package Checklist

- Enrolment Application
  - Enrolment Enquiry Form
  - Enrolment Application Form
  - Enrolment Agreement
    - Responsible Behaviour Plan
    - Excursions; Camps; Extracurricular
    - Absences
    - Complaints
    - Contributions
    - Dress Code including hair and hat
    - Anaphylaxis management policy
  - Enrolment Checklist

- Enrolment Permissions
  - Internet Agreement x 2
  - Media Release
  - Medical
  - Newsletter by email/Walk Locally
  - Religious Instruction Permission Form/Chaplaincy program
  - Contributions, Fees and Levies
  - P&C Interest

- Enrolment Information guides
  - Parent/Care Handbook/Anaphylaxis Policy/ Responsible Behaviour Plan for Students/Parents
  - Uniform List
  - Quick Guide for Parents
  - Chess Program
  - Absence Notes

- P&C Information Guides
  - P&C Letter
  - Music Association
  - Events Committee
  - Tuckshop Menu
  - Swimming Club

- Enrolment Parent Information to be provided
  - Birth certificate
  - Visa information if appropriate
  - In-catchment evidence of residency
  - Out-of-catchment consideration statement.
  - Medical details form
  - Family details, eg copy of court orders etc.

Principal /Deputy Principal / Admin Staff

Date: / /........