

HOW TO APPLY FOR ENROLMENT



Thank you for your interest in enrolling your child at Mary Help of Christians Primary School. Completing an online application is the first step in the enrolment process in a systemic Catholic School in the Diocese of Lismore. The link to the application form is:

[Click here to enrol](#)

We require a valid email address to complete this form. The enrolment application form can be saved and returned to at any time. Should you need help completing the application please seek assistance directly from Mary Help of Christians Primary School staff.

The information sought on this form is required by the school for its own purposes and to answer questions from various Government and Educational Authorities. By completing and submitting this application form you agree to the collection and use of personal information by the school in processing your application. You can view the Privacy Policy and Standard Collection Notice online.

This form has a number of mandatory fields and the application will not be able to be completed or processed without providing the required information. You may attach photographs or scanned copies of the required documents to your online application. You will be required to bring the originals or certified copies to the school at interview.

The enrolment process has a number of stages:

- Complete and submit this application for enrolment.
- Attend a parent information session at the school.
- You will be contacted by the school via email regarding the status of your application.
- You will be invited to an interview where all documentation is required to be presented and verified. At this interview you will be provided with an overview of the school. At interview the school's expectations of parents and students are also discussed.
- If accepted, you will be offered either a place or a position on a waiting list.
- You will be required to sign a Student Enrolment Agreement, accepting the policies, rules and regulations of the school.
- If you accept and make any payments required, it is at this point only that enrolment is assured.

NOTES AND CAVEATS:

If the information provided is found to be incomplete, misleading or false, the enrolment status of the child may be amended or revoked.

Before you start the application, please ensure that you have the following ready.

A copy of the student's:

- Birth Certificate*
- Baptismal Certificate* (if applicable)
- Last School report (if applicable)
- Latest NAPLAN results (if applicable)
- Anaphylaxis Action Plan (if applicable)
- Asthma Action Plan (if applicable)
- Immunisation History Statement
- VISA and Passport* (if not an Australian Citizen)
- Medical and Additional Needs Information (if applicable)

Also:

- A student photograph (passport size or similar)
- Current Family Court Orders* (if applicable)
- Your Medicare details

* You will be required to bring the originals or certified copies of those marked with asterisks to the School at interview. You may attach photographs or scanned copies of the required documents to your online application.

This form should take you approximately 30 minutes to complete providing you have all supporting information at hand. If at any time you have questions regarding the completion of this online application form, please contact the School.

Submission of the application does not constitute acceptance of enrolment at this or any other Catholic School in the Lismore Diocese. Acceptance of enrolment at a particular school does not mean that the child is accepted into another Catholic School in the Diocese.