

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:

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

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

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|---|--------------------------|
| 1) Check that Application form is FULLY COMPLETED | <input type="checkbox"/> |
| 2) Recorded "Date application received" in the buff section on page 1 | <input type="checkbox"/> |
| 3) Register application in the red book | <input type="checkbox"/> |

OFFICE STAFF INITIALS: _____