



## ***Enrolment Procedure***

1. Collect enrolment package from the OLHC School Office.
2. Complete all forms, including the front part of the Parish Priest Reference form.
  - a. **If you belong to Our Lady Help of Christians Parish**, Epping, please complete the front page only of the Parish Priest Reference form and submit it with your enrolment forms. If Father Peter would like an interview with you to help complete the reference, he will contact you.
  - b. **If you belong to a parish other than Epping**, please arrange for your Parish Priest to complete the second page of the Parish Priest Reference form and forward it to the school. If this is not possible, then complete the front section only of the form and submit it with the enrolment forms.
3. Return the enrolment forms together with copies of the **Birth, Baptismal and Immunisation** certificates to the school office as soon as possible. **If you are from overseas** please also include a copy of the **parents and child's passport and visa**. You will be contacted by the office to arrange for an interview time with the School Principal. Parents and the child need to attend this interview. **Please bring the originals of all the above documents to the office at the interview time.**
4. Enrolment team will review the applications. (Father Peter Dowd and the School Principal, Ms Dominique O'Sullivan).
5. Children with special needs may require a follow up interview. All reports and documentation should be made available to the school at interview time.
6. Offer of enrolment letters will be sent to the parents.
7. Confirmation of acceptance note should be returned to the school office **together with a \$70.00 non-refundable acceptance fee**. (Cash or cheque made out to Our Lady Help of Christians School).