



Our Lady Help of Christians Enrolment Procedure

1. Enrolment packages can be collected from reception or downloaded from the OLHC School Website.
2. Return the enrolment forms together with copies of the **Birth or Passport, 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.**
3. The enrolment team will review the applications. (Father Jim and the School Principal, Ms Dominique O'Sullivan).
4. Children with special needs may require a follow up interview. All reports and documentation should be made available to the school at interview time.
5. Offer of enrolment letters will be sent to the parents.
6. An invitation to the School Orientation Day which is held in Term 4 will be sent out to families later in Term 3.