



ST MICHAEL'S PRIMARY SCHOOL

3-5 Chapel Lane, BAULKHAM HILLS NSW 2153

Phone: 9865 1600

2020 YEARS 1- 6 ENROLMENT PROCEDURES TIMELINE

- Enrolments are taken throughout the school year for places for the current year and for the following year.

- Enrolment forms:

- Collect enrolment package from the school office, request a copy to be mailed to you; or
- Download Enrolment form from the school's website:

<http://www.stmichaelsbhills.catholic.edu.au/Enrol-Now/How-to-Enrol>

- Please contact the school office on 9865 1600 to discuss your child's future enrolment.

- **Lodge** completed **Enrolment form and documents** as soon as possible.
- Documents required are listed in the Enrolment form. Please provide **photocopies** of the documents requested when you lodge your enrolment form and bring the **originals** at the time you lodge your application or to the enrolment interview.

- Once you have submitted the **Enrolment form and documents**, an appointment time will be made for you and your child to attend for an interview.

- Your **Interview** will be held with the Principal.
- This appointment provides the school with the opportunity to meet you and your child in an informal way and gives you the opportunity to talk about your child, their needs and development.
- Please bring any school or medical reports (if applicable) with you to the interview or submit with your application.

- If the interview is successful, you will receive a **Letter of Offer**.

- To accept your place, please return the **Enrolment Acceptance together with \$100** deposit as soon as possible to complete the Enrolment Agreement and to secure your child's place.
- The \$100 deposit will be credited towards the 2020 yearly St Michael's school activity fee.
- After you have accepted your child's place, a **Confirmation letter** will be forwarded to confirm your child's place at St Michael's.
- Children in Years 1-6 will be invited to attend our **2020 Promotions Afternoon on Wednesday 18 December from 2.00-3.00 pm** to meet their classroom teacher and the children in their class.