

Enrolment Checklist and Procedures

In order to enrol your child/ren at Lakes Grammar – An Anglican School, please follow the steps below. Applications will only be processed once all the information below is supplied.

STEPS FOR ENROLMENT

Complete an Application for Admission Form (one per child)

Please submit with your application the following:

- Copy of Birth Certificate
- Copy of Immunisation Certificate or Immunisation History Statement
- Copy of last School Report (NOT applicable for Kindergarten)
- A passport sized photograph of your child
- Application Fee \$55 per child (non-refundable)

ENROLMENT PROCEDURE

When we receive your Application for Admission Form with the \$55 Application Fee, we will send an acknowledgement letter stating that your child has been placed on the Waiting List for your desired year of entry.

The Registrar will contact you during the year before your child commences at Lakes Grammar to arrange an interview with the Principal or the Principal's delegate. The invitation to attend an interview will be determined from the enclosed enrolment policy and criteria. If after your interview the Principal offers a place for your child, we will send you a letter of offer.

After you receive the Letter of Offer, you must then pay the Enrolment Deposit per child (\$500 first child, \$350 second child, \$150 third child, fourth child Nil) in order to accept the position. Your child is not enrolled until the Enrolment Deposit is paid.

Should there be any changes of your contact details, please ensure you contact the Registrar as soon as possible. This will help the school contact you in the case of an emergency and to ensure that mail will not be sent to an old address. The majority of our information is emailed so please ensure we have an updated email address on file so that you do not miss any important information regarding enrolment at Lakes Grammar.

FURTHER INFORMATION

If you have any questions or need further information please contact:

Racquel Jolly, Registrar

P: 4393 4111

E: enrolments@lakes.nsw.edu.au