

## ENROLMENT APPLICATION INFORMATION

St Matthew's is a co-educational school offering placements from Prep to Year Six. We have a current enrolment of 550 students. We take enrolment applications two years in advance.

### Application for Enrolment Online

Thank you for your interest in enrolling your child at St Matthew's Primary School.

To access the Online Enrolment Application Form please visit our website [www.stmatthews.qld.edu.au](http://www.stmatthews.qld.edu.au) and go to Enrolment Information.

You will need to click on the link, enter and review the required details, complete and submit the form.

If applying for enrolment for more than one student, when the form is completed, there will be an option available to submit another enrolment for each additional student.

Please contact us directly should you experience any difficulty completing the online application for enrolment.

In addition to the completed online application for your child, you will need to submit copies of the following supporting documents:

- Birth certificate
- Baptismal certificate (if baptised)
- Latest School Report (Years 1 – 6)
- Any medical or learning reports
- and if noted on your application:
  - Legal documentation
  - Medical Action Plan
  - Student Specialist Assessments

Documentation may be submitted to us via:

- Email [pcornubia@bne.catholic.edu.au](mailto:pcornubia@bne.catholic.edu.au)
- Post PO Box 3038, Loganholme 4129
- In person - 180 Bryants Road, Cornubia 4130

Please note submission of an application does not guarantee an enrolment place. Refer to our Enrolment Policy for more information on this.

## **Enrolment Statement**

Children applying for Prep must be born within the specific dates as set down by the Government.

- Eligible children must turn 5 by 30 June in the year they start Prep.
- Interviews for Prep conducted by Admin team in April/May.
- Offers for positions sent out by June. Confirmation of enrolment form sent with request for payment of \$100 to confirm enrolment. This payment is non-refundable if the enrolment is cancelled.
- A Prep transition program is conducted for Prep parents and students
- Other year enrolments happen across the year as well as an intake at the beginning of each new school year. These positions are offered if positions become available through pupils leaving.
- A similar process occurs with interviews and offers of places if available.
- All new enrolments are supplied with booklists and uniform requirements.

## **What Happens Next?**

After lodging an Enrolment Application, you will receive an email verifying lodgement of your application. Parents will then be contacted and invited to attend an enrolment interview. It is important that your child/ren who are enrolling attend this interview.

Please refer to our Enrolment Policy for further details.

Other useful information:

- School Fee Information
- School Fees (current year)
- School Uniform and Regulations
- School Uniform Price List
- Prep Booklet

If you have any queries at all, please contact the school office on 3209 6155.