



St Francis Xavier Enrolment Process

Criteria for Application to Enrol

Students enrolling in Prep must turn 5 years of age before April 30 in the year in which the child commences school. Places are offered in the following order:

- Children baptised as Catholics and who are siblings of children already attending the school
- Siblings of children already attending the school
- Catholic children who are members of the designated parish community
- Catholic children from non-Catholic primary schools whose residential address is in the designated parish
- Children from families who belong to any Orthodox Church.
- Non-Catholic families seeking a Catholic education for their child/children

Process and Timelines for Enrolment

Existing Families

- Applications will open to existing families in February for the following year. Please keep an eye on our school newsletter for further information - enrolment forms can be found on our website.

New Families

Step 1 - Attend one of our school tours

Register online via our website. If you are unable to attend any of the advertised tours, please contact the office on 03 9890 1108 to organise a tour with our Principal.

Step 2 - Making an Application for Enrolment:

- Visit our website and click on [Enrol Now](#) to submit your child's enrolment. Documentation needed:
 - **Birth Certificate (essential)**
 - **Immunisation History Statement (essential)**
 - Baptismal Certificate (if applicable)
 - Asthma Management Plan (if applicable)
 - Anaphylaxis Management Plan (if applicable)
 - Visa Documentation (if applicable)

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- Passport (If applicable)
- Other relevant medical and/or additional needs information including assessments and/or documentation from allied health professionals/medical practitioners. (if applicable)
- Relevant Family Court Orders including Intervention Orders, Family Court/ Federal Circuit Court orders (if applicable)
- Student in Year 1-6 enrolment applications, include a copy of the most recent school report/NAPLAN.

Step 3 – Acknowledgement of Application

The school will acknowledge receipt of your documentation via email.

Step 4 – Interview with the Principal

If you have not attended a School Tour/Open Morning, we will contact you to arrange an interview appointment. Please bring your child with you. If your child has additional needs, we may contact you for a further meeting to plan for their successful start at St Francis Xavier.

Step 5 – Application Outcome Advised:

You will be advised of the outcome of your enrolment via email. You will need to accept or decline via this email and have both parents sign the document.

Step 6 – Orientation Details Mailed: August

Families of successful applicants will receive details of our orientation sessions for all levels by mail.

Step 7 – Orientation Sessions Held: November - December

Orientation sessions will be held for all enrolled students. Prep students will attend in November over a few visits. Students in all other levels will be invited to an orientation session in December. Individual arrangements will be made for those students starting during the school year.