

# St Peter's Enrolment Application Guidelines

## Enrolment Application Guidelines

The following provides an outline of the application process for all students.

1. Families will need to complete the enrolment application forms, providing all documentation as required. This includes:

- A passport size photograph of the Year 7 applicant
- A copy of your child's birth certificate (please note the original will need to be sighted)
- A copy of your child's school reports, preferably the most recent semester
- Copies of sacramental certificates, if applicable
- A copy of your child's immunisation certificate
- Copies of recent NAPLAN results (Year 5 results for Year 7 applicants)
- Copies of family law or other relevant court orders, if applicable
- Any specialist assessments or reports relevant to special needs of student enrolling, if applicable
- Completed and signed Learning Questionnaire (required for all students)
- Completed and signed medication form, if applicable
- A copy of permanent residency or visa documentation for both student and parents/carers, if applicable

**Missing documentation may delay your child's enrolment**

Please submit your application in person to the College Administration Office or via mail/email:

**MAIL:**

THE REGISTRAR  
St Peter's Catholic College  
84 Gavenlock Road, Tuggerah NSW 2259

**EMAIL:**

[sspctenrolments@dbb.catholic.edu.au](mailto:sspctenrolments@dbb.catholic.edu.au)

*Please note: Attachments will only be accepted as PDF formatted files.  
Photos of documentation are not acceptable. Digital signatures are not acceptable.*

2. On receipt of the completed application with ALL supporting documentation and signatures, families will receive:
  - A booking link to select an INTERVIEW TIME with the Assistant Principal or his nominee, if applicable.
  - If the student has a disability or additional requirements, a consultation meeting will be arranged with the Leader of Learning - Learning Support or their nominee and the CSBB Student Support Unit as required.
3. After interview, the Enrolment Committee will review each application and families will receive:
  - An OFFER OF ENROLMENT with acceptance form (to be signed and returned)
  - The College POLICIES & GUIDELINES (to be signed and returned)
4. When you have returned the signed offer of enrolment, along with the signed policies & guidelines, we will issue you with a CONFIRMATION OF ENROLMENT letter along with information regarding orientation and transition events (Year 7 only).