Enrolment Procedures

Please return the Enrolment Application plus all required attachments to the school. Please attach the following:

- A copy of your child’s Birth Certificate
- A copy of your child’s Baptism certificate
- A School Immunisation certificate (or your child’s “baby book”)
- A copy of assessment reports (medical or educational) pertaining to your child
- A copy of your child’s most recent school report if transferring
- A copy of any custody order or other court orders pertaining to your child.
- A copy of your child’s Passport if born overseas and any relevant visa documentation

After full completion of the application form you may arrange an appointment to meet with the Principal. The Principal will attempt to answer any queries you may have and offer you a tour of the school.

An enrolment fee of $100 needs to be paid when you lodge your application. All except $20 of this will be offset against your school fees in the year of commencement of your child at school.

If, for some reason, your child is not offered a place $80 will be refunded, $20 is retained by the school as a processing fee. The enrolment fee will not be refundable should you decide not to have your child start at St Clare’s, after you have been offered a place. Enrolment deposits will be waived for existing school families.

After acceptance of a foundation placement at St Clare’s, the Junior School Coordinator may make contact with your child’s kindergarten.

Orientation days for foundation students and other children starting school will be arranged in November/December and you will be advised of the date(s).

Foundation Enrolment

Foundation children must be 5 years of age on or before the 30th of April in the year of beginning school.