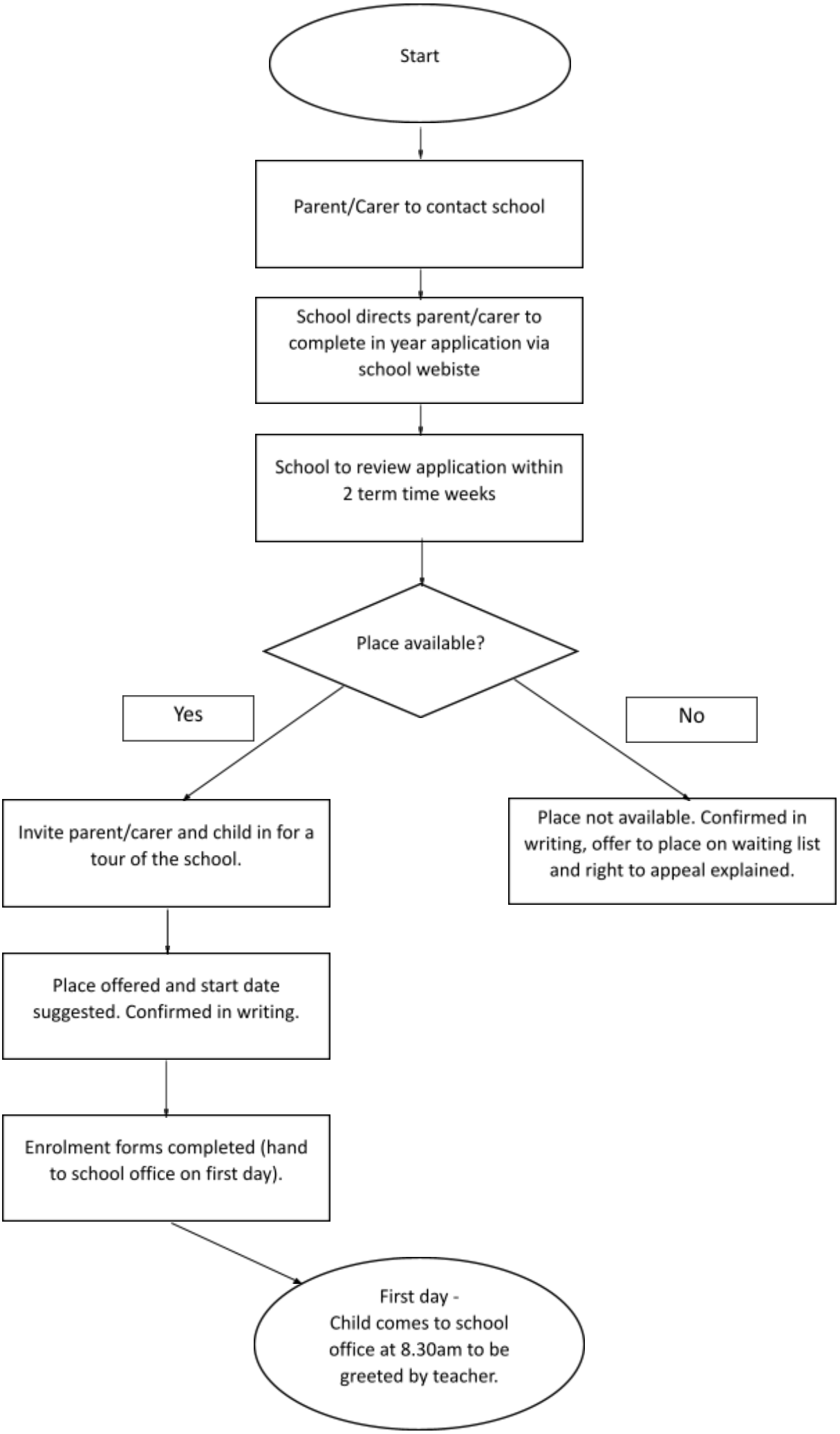
Start
Parent/Carer to contact school
School directs parent/carer to complete in year application via school webiste
School to review application within 2 term time weeks
Place available?
Yes
No
Invite parent/carer and child in for a tour of the school.
Place not available. Confirmed in writing, offer to place on waiting list and right to appeal explained.
Place offered and start date suggested. Confirmed in writing.
Enrolment forms completed (hand to school office on first day).
First day -
Child comes to school office at 8.30am to be greeted by teacher.