



ENROLMENT INFORMATION

Thank you for your interest in St Martin de Porres School. Please find the following enrolment procedure outlined for your consideration.

St Martin de Porres School has a strong academic record and offers an extensive co-curricular program with a commitment to Positive Education that ensures every student is supported, nurtured and valued as an individual. Our excellent resources include new state of the art learning facilities and an extensive outdoor environment. Please visit our website to take a virtual tour.

APPLICATION PROCEDURE

To enrol you are requested to complete and return an Application for Enrolment Form together with:

- Copy of a birth certificate or extract
- Visa or citizenship papers if born outside Australia and a copy of their passport
- Copy of Baptism certificate (*if available*)
- Copy of most recent school report (*if transferring from another school*)
- Documentation relating to any special needs (*specialist reports, action plans, assessments etc*)
- Copy of Court orders regarding custody of a child (*if applicable*).
- Payment of a non-refundable \$50 Application Fee per family

Enrolment applications are submitted to the School Registrar. Due to the high demand for placements, it is important that you lodge your Application for Enrolment form well in advance, with late applications subject to availability at any given time. Sibling enrolment is also important at this time.

INTERVIEWS

The Registrar will contact families, who meet the Enrolment Criteria and have submitted a completed Enrolment Application, approximately 2 years prior to your child's nominated year of entry to arrange an interview. Interviews are held with the Principal during school Term 2.

Please note that an Application for Enrolment does not confirm enrolment to St Martin de Porres School and is one part of the enrolment process.

OFFERS OF ENROLMENT

After interviews have concluded, an Offer of Placement will be sent digitally for those families who meet the Enrolment Criteria. Acceptance of the offer is confirmed by returning a signed Acceptance of Offer form and payment of the enrolment acceptance fee by the requested date.

ENROLMENT ACCEPTANCE FEE

A payment of \$150 is required for each student on confirmation of their placement. This deposit is payable when the student is formally offered a place in the school by the requested date. This fee is then deducted from the School Fees once started (does not apply to sibling applications).

ENROLMENT CRITERIA

The following criteria is used regarding student enrolment. There is a priority order of enrolment. Should our enrolment maxima be reached, further consideration will be given to the date of submission of the application form.

1. Siblings of current students attending St Martin de Porres School
2. Catholic families of the Parish.
3. Children of old scholars from St Martin de Porres School, Sacred Heart College, Marymount College, Cardijn College or Cabra Dominican College
4. Families living in Sheidow Park, Trott Park and Hallett Cove
5. Students from other Religious denominations
6. Students from other sectors including government and independent schools seeking Sacred Heart College, Cardijn College or Cabra Dominican College for high-school education.

FURTHER INFORMATION

I encourage you to visit our school website to gain further information about our school values www.smdps.catholic.edu.au

Should you have any further questions, please contact our Enrolment Registrar: enrol@smdps.catholic.edu.au