



Dear Parent(s) / Guardian(s),

Thank you for considering enrolment at St James College for your student. We invite you to read our Prospectus and explore our website for further information about the wide range of academic, cultural, sporting and artistic opportunities available at our College.

First Step – Application Submission

Should you wish to apply, please complete our **Application for Enrolment** form and return it to the College accompanied by copies of the following supporting documentation:

- Birth certificate (or passport for proof of date of birth)
- Medicare card
- Most recent school report
- Most recent Yr 7 or Yr 9 NAPLAN results (if applicable)
- Passport and Visa documentation (if applicable)
- Sacramental certificates (if applicable)
- Current Individual Learning Plan (if applicable)
- Allied Health reports, therapy, interventions (if applicable)
- Letter/s of diagnosis (if applicable)
- Medical action plans and/or health care plans (if applicable)
- Court orders/ parenting plans (if applicable)

Next Steps – Review & Outcome

Upon receipt of all required documentation, the Enrolments Team will undertake a comprehensive review of your application and will contact you should any further information be necessary.

Please be aware that the submission of an application does not guarantee enrolment. Following the assessment process, you will be formally notified as to whether your application will progress to an enrolment interview, remain in the waiting pool due to capacity constraints, or be declined. All decisions are at the discretion of the Principal and are final.

Thank you again for your interest in St James College.

Yours sincerely,

Ms Andrée Rice
Principal