Enrolment Enquiry

Dear Parents and Caregivers,

Thank you for your recent enrolment enquiry, and for considering the educational opportunities available at St Columba Anglican School.

I am pleased to enclose a School Prospectus pack and Enrolment Application forms. If you have not already done so, you may also like to book a School tour so that you can see firsthand the facilities that St Columba has to offer. To organise a tour, please phone the School Office on 6581 4188 during business hours and our office staff will be happy to assist you. You can also book a tour online at www.scas.nsw.edu.au via the Enrolment Tab.

If you would like to proceed with the enrolment of your child, the following steps may assist you with the process:

APPLICATION FORMS

Families are required to register an Application for Enrolment with the school. An application fee is to accompany the application. (The application fee is not required for Scholarship Applications).

ENROLMENT INTERVIEW

Application forms are processed and the family will be contacted to arrange a mutually convenient interview time with the School Principal or delegated executive member of staff. These interviews are conducted during the year prior to commencement.

Enrolment interviews are held to ensure parents and caregivers agree to support the ethos and philosophy of the school and undertake to maintain and uphold the principles and policies of the school as they apply to the school’s educational programs, activities and excursions, its Code of Conduct and its students’ good reputation within the broader community.

Each enrolment interview will also explain the school's outdoor education and sports programs as well as the school's Uniform Code. The child’s interests and medical needs are also discussed.

OFFER OF A PLACE

At the conclusion of the interview the Principal or delegated staff member may indicate that a place is available at the school if they judge that the family is supportive of the ethos, codes and programs offered by the school.

A Letter of Offer and Acceptance of Offer contract is sent to the family for acceptance and signatures. Once completed, the family returns all paperwork required along with the Enrolment Acceptance fee which is required to retain a place for the child at the school.
Places are offered on the following criteria, in strict order of priority:

- demonstrated understanding of, and support for, the goals of the School in interview with the Principal or his/her representative;
- siblings of enrolled students;
- children of staff and clergy;
- current CCELC students; then
- date of application.

ORIENTATION

During Term IV there will be an opportunity for students and their parents or caregivers to attend orientation sessions to prepare them for commencement the following year.

Please also visit our website www.scas.nsw.edu.au to discover other facets of St Columba Anglican School including the curricular and co-curricular programmes available for students.

I would welcome your application for your child to be a part of the St Columba community, and also the opportunity to discuss the educational advantages available at SCAS.

Yours sincerely,

Miranda Little
Enrolments Officer