

# ENROLMENT PROCEDURE



Our enrolment process for the Year 7 intake commences in the Grade 5 year of prospective students. Offers are made towards the start of Term 4 in the student's Grade 5 year. Applications are accepted at anytime, however the College is not able to accept all students who wish to enrol. As we do not have a designated priority parish catchment zone, we can draw widely from all parts of Melbourne. Enrolments are accepted at other year levels if vacancies exist.

Siena College works closely with Catholic Education Melbourne and follows a priority system:

- Catholic baptised students
- Siblings of current students
- Kinship to an alumna
- Any other religion or no religion (priority given by date of application received)

You are required to provide particular information about your daughter during the enrolment process, both at the application stage and if the College offers your daughter a place. Please note that lodgement of the Application for Enrolment does not guarantee enrolment at the College.

To meet the College and Government requirements you will need to submit a completed Application for Enrolment Form and all supporting documents to the College.

## ENROLMENT CHECKLIST

The following documents are required to complete an Application for Enrolment.

### DOCUMENTS REQUIRED

- Birth Certificate
- Baptism, Confirmation and Communion Certificates (if applicable)
- Recent School Report
- Any other relevant educational assessment material, e.g. NAPLAN test results or equivalent
- Medical Action Management Plans (if applicable)
- Medical/Allied Health Professional Reports (if applicable)
- Immunisation Certificate/s
- Court orders or Parental Agreements (if applicable)

**If entering the College from overseas, please also provide:**

- Copy of Passport, Australian Residency Visa details or Naturalisation Certificate

**A non refundable application fee of \$220 (including GST) must be paid to finalise your Application for Enrolment.**

A separate application must be lodged for each student.

If you would like to discuss your application further, please contact Head of Admissions, **Tracey Lawson:**

**Tel:** (03) 9835 0200

**Email:** admissions@siena.vic.edu.au

After the Application for Enrolment has been submitted, please advise the Head of Admissions, in writing, of any change of address or any other information on the application. Failure to do so may result in the College being unable to make contact and subsequent cancellation of a student's application.

As applications for Year 7 entry are often made to more than one school, you will be contacted two years prior to the date of commencement, to indicate your preference/s for the school/s to which you have applied. For other Year level entry, applicants will be contacted for an interview once the application has been received and processed.

Enrolments which are deferred do not automatically retain their priority for subsequent years.

## ACCEPTANCE OF A PLACE

Acceptance of an offer of enrolment requires:

- Signing of the Siena College Agreement Form
- Payment of a non refundable **Registration Fee** of \$1,000 per student. **Please note that this is in addition to the annual school fees.**



**SIENA**  
**COLLEGE**  
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