Enrolment Procedures

Obtain an Enrolment Package
- Download an Enrolment Package from the school website www.olpsdbb.catholic.edu.au or
- Phone or email the School Office to have an Enrolment Package posted to your home address or
- Visit the School Office at 64 Kendall St, West Pymble

Complete forms
1. Enrolment Form,
2. Local Excursion Permission Form,
3. Email Address for fee Statements Form,
4. Section A of the Parish Priest Reference Form, and
5. Household Information Form.

Gather together originals of all the documentation:
- Original Birth Certificate,
- Original Baptismal Certificate, and
- Immunisation records.
Please present the originals of these documents to the School Office with your Enrolment forms. They will be photocopied and the originals returned to you.

Submit documentation
Hand in all the above documentation with the $75 enrolment fee to the school office. All documentation must be submitted by Thursday 10 March 2016.

Arrange an interview time for you and your child with the principal through the school office
All documentation needs to be submitted before an interview takes place. Interviews with the principal will take place between Monday 14 March and Friday 1 April 2016. During this interview we will begin to gather information about your child. Appointments can be made through the school office.

The Parish Priest and Principal will be conducting meeting groups
You must meet with the Parish Priest to have the Parish Priest Reference Form signed. Appointments can be made through the School Office

Looking forward to being of service to you in this wonderful school.

With Love We Grow

Mrs Sue Host
Principal
February 2016
Contents of Enrolment Package

- Open Letter to Parents and Caregivers from the Principal of Our Lady of Perpetual Succour, West Pymble
- Enrolment Procedures
- Introduction Letter – ‘Application to enrol in a Catholic Systemic School, Diocese of Broken Bay’
- Enrolment Form
- Local Excursion Permission Form
- Email Address for Fee Statements Form
- Parish Priest’s Reference Form
- Household Information Form
- FJ’s - Before and After School Care information