



**T A M B E L I N**

INDEPENDENT SCHOOL GOULBURN

**Tambelin Independent School Incorporated**

ABN 18 653 347 742

Fenwick Crescent

Goulburn NSW 2580

Phone: **0419165894**

Email **info@tambelin.nsw.edu.au**

#### TAMBELIN SCHOOL ENROLMENT PROCEDURES

*Before applying for enrolment parent/carer(s) should read:*

- *The Policy and Procedures on the school website*
- *The school website [www.tambelin.com.au](http://www.tambelin.com.au)*
- *the Enrolment Policy*
- *the current Fees schedule, and*
- *the Terms and Conditions of Enrolment*

*All are available on the School's website or these can be emailed or can be posted to your address on request.*

All applications for Enrolment must

- complete an expression of interest on the school website
- the school will then email an official pre-enrolment application form
- signed by the parent/carer(s)
- lodged to the school office by email or post

When the Application is received, the principal at the school will consider it based on the school's enrolment policy criteria and

- advise that it declines to make an offer of enrolment and/or
- advise the parent/carer(s) that the student's name will be placed on a waiting list and an offer made if a place becomes available and/or
- Advise that the school will make a conditional offer of enrolment and will reconsider the application not more than two years prior to the enrolment. The principal will conduct an interview with parent/carer(s) and the child, at which the parent/carer(s)' expectations and the student's needs will be discussed. A trial period of five school days or orientation days for pre-kindergarten at the school will then be followed by a meeting with the parents. Following this meeting, the school will advise whether it will confirm or withdraw the enrolment offer, and/or
- advise the parent/carer(s) whether it wishes to make an offer of enrolment or not
- Enrolment forms to be completed by parents, birth certificate & immunisation certificate for the enrolling child, Medical forms & permission for photos to be used as publicity form.



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If the School makes an Offer of Enrolment the Parent/carer(s) must sign an acceptance of the offer on the form provided and pay a non-refundable enrolment fee of \$200

If an offer of enrolment is made and accepted, not less than four months' notice must be given if the Parent/carer(s) decide not to proceed with the enrolment to give the school time to fill that position. If the required notice is not given, one term's fees will be charged.

The school is informed of any change of address or contact details after an offer of enrolment is made.

Any questions concerning enrolment should be referred to Catherine Harborne, Principal at [info@tambelin.nsw.edu.au](mailto:info@tambelin.nsw.edu.au)