



Enrolling Your Child at our School

Dear Parents and Carers,

Welcome to Alstonville Public School! I am very pleased that you have reached out to us and am confident that your child will enjoy learning and growing at our beautiful school. I fully understand that you (and your child) are eager to begin, but the purpose of this letter is to outline a few steps in the process that needs to be completed before this can occur.

1. Presenting for Enrolment

Whether at the front counter, via email or over the phone, the school's office staff would have taken your details and informed you of the online enrolment process and the documentation that you may require. This could include proof of residential address, your child's birth certificate, immunisation history or information from his/her previous school.

2. Enrolling your Child

Whether you are enrolling your child at a NSW Government school for the first time, moving schools or applying for a non-local enrolment, the best place to go is the "enrolment" tab of our school website at <https://alstonvill-p.schools.nsw.gov.au>. The various eligibilities and application processes are outlined here, including applying for a non-local enrolment. The enrolment process is also translated into several languages.

3. School Contact

When the enrolment application is received, the school's office staff will be in contact to arrange an interview (within three days) with the appropriate Assistant Principal and a tour of the school. This time allows us to contact your child's previous school and to gather the appropriate school records. The interview will be mostly directed at your child because we want to hear of his/her strengths, goals and areas for improvement. It also provides you with an opportunity to ask any questions that you might have.

4. Coming to School

A key part of the interview process will be to negotiate a start date. This will be as soon as possible after the interview. You will have arranged school uniform and resources during this time. On your child's first day you are welcome to come in and say goodbye at the gate, office or classroom door, and to say hello to me. Your child's teacher will confirm end-of-school times and your child's going home plans.

Once again, I welcome you and your child to our school. Please reach out if you have any further questions.

Regards,

Peter Flannery
PRINCIPAL

