

Enrolment Process

Tour

- Contact the Registrar to book a tour of the school.
- Attend a tour of the school.
- Receive an Enrolment Application Form, a copy of the Enrolment Terms and Conditions and the Annual Fees and Charges for the current year.

Apply

- Read and understand the Enrolment Terms and Conditions and Annual Fees and Charges.
- Provide to the Registrar
 - a completed Erasmus Enrolment Application Form signed by both parents/guardians
 - a copy of the child's birth certificate
 - payment of the non-refundable Registration Fee.
- The application is added to the list for the nominated year level and you will receive an email acknowledging receipt of the application.

In the year prior to commencement

Confirm

- When the application becomes eligible for an offer of a place, be contacted by the Registrar to ascertain if the place is still required.
- Receive an invoice for the Place Holding Fee.
- Pay the Place Holding Fee within 30 days of invoice.
- Receive confirmation of your child's place at the school.

Meet

- Attend a meeting with the Principal to establish a relationship based on a common understanding of the school's ethos and values.
- Attend the Pre-Prep Orientation Program

Enrolment process

Erasmus Primary School is a non-select entry, co-educational school from Year Prep to Year 6.

Admission priority is based on the following ranked criteria:

1. Siblings of current or former students of Erasmus Primary School.
2. Children of current Erasmus Staff.
3. Children of Erasmus graduates.
4. The date the school receives an Erasmus Enrolment Application Form signed by both parents/guardians, together with a copy of the child's birth certificate and payment of the non-refundable Application Fee.

Step 1. Contact the Registrar to book a tour of the school.

Step 2. Attend a tour of the school. At the end of the tour you will be provided with an Enrolment Application Form, a copy of the Enrolment Terms and Conditions and the Annual Fees and Charges for the current year.

Step 3. Ensure you read and understand our Enrolment Terms and Conditions and Annual Fees and Charges.

Step 4. Provide to the Registrar a completed Erasmus Enrolment Application Form signed by both parents/guardian, a copy of the child's birth certificate and payment of the non-refundable Application Fee.

Step 5. Once these have been received, the application is added to the list for the nominated year level and the Registrar acknowledges receipt via email.

In the year prior to commencement:

In the first half of the year, the Registrar develops a list of all applications for the following year, in order of offer, based on the ranked criteria above. The Registrar then commences the confirmation process, starting with the first 24 applications on the list and continues working through the list until all places have been filled.

Step 6. When your application becomes eligible for a place, the Registrar will contact you to offer you a place. If the place is no longer required, your application will be withdrawn and the place will become available for offer to another family.

Step 7. If a place is still required, you will be invoiced for the Place Holding Fee which is payable within 30 days of invoice. Payment of the Place Holding Fee confirms the place for your child at Erasmus.

If the Place Holding Fee is not paid, your application will be withdrawn and the place will become available for offer to another family. If the Place Holding Fee is paid but the place is not taken up or if the child is withdrawn for any reason prior to graduation at the end of year 6, the Place Holding Fee is forfeited.

Step 8. You are then invited to attend a meeting with the Principal. This is an opportunity for prospective parents and the Principal to establish a relationship based on a common understanding of the school's ethos and values.

Step 9. In Term 3, you will receive notice of the fees and charges for the following year and a number of forms, including the Fees and Pledge Service form, that need to be completed and returned in September.

Step 10. In term 4, you will be invoiced for the following year and payments are due according to the payment frequency that you have nominated on the Fees and Pledge Service form that was completed in Term 3.

Step 11. For students commencing in Prep, you will be invited to attend the Pre-Prep Program in late October/early November. The program is designed to assist with the transition to primary school and it is strongly recommended that both parents and child attend both sessions. The children will spend the mornings enjoying various activities with the Prep teacher while parents attend a series of discussions, covering curriculum, philosophy, school policy, pastoral care and administration, designed to provide you with all the information you need to get started. This is also an opportunity to ask any questions you may have.

For families who do not receive an offer

If we cannot offer a place, a portion of the Application Fee will be refunded and Erasmus School will retain the other portion to cover administrative costs.