

Application Procedure

(Last Updated January 2018)

We warmly welcome you to Overnewton Anglican Community College and hope that the following will explain our application procedure. Please do not hesitate to contact our registrar on 9334 0141 should you require any further information or should you wish to organise a tour of the College.

Tours are conducted as follows:

- Keilor Campus – Every Thursday at 9.30am
- Taylors Lakes Campus – Every Wednesday at 9.30am

We suggest that you book a tour of the College prior to completing the enrolment form.

REQUIREMENTS FOR APPLICATION

- Completion of enrolment form (included in information package/prospectus).
- Payment of application fee - \$100 per child and non refundable.
(details included in information package/prospectus)
- A copy of your child's birth certificate/extract or proof of permanent residency status if not an Australian Citizen.

Without the necessary information and documentation, your application will not be processed, resulting in your non-inclusion on our waiting list and database.

WAITING LISTS

Waiting lists operate for all classes at Overnewton College.

On receipt of your enrolment form and application fee your child's name will be placed on our waiting list.

We will then contact you when a place becomes available to ascertain your continuing interest and to organise an interview with the relevant Head of School. After this interview, you will be advised whether a place has been offered to your child and you will be asked to confirm your enrolment by paying an enrolment fee.

This fee is a one time payment, is non-refundable and is in addition to the annual school fees.

COMMONLY ASKED QUESTIONS

How long am I likely to be on the waiting list?

It is impossible for us to accurately say how long you will be on the waiting list as this is dependent on a number of factors however, listed below is the procedure for entry at the major entry points including casual vacancies.

Prep Entry: Each year 168 students are admitted to the College; interviews for siblings of current/past students, children of Old Collegians and practicing Anglicans will take priority, followed by those in order of the date of their application. The interview process will normally begin approximately 18 months prior to the year of desired entry.

Vacancies sometimes occur after this process has been completed in which case further interviews would be organised to fill vacancies.

Those remaining on the waiting list after the completion of this process will be contacted when a position becomes available in order of priority.

