

**ST LEO'S CATHOLIC COLLEGE  
ENROLMENT APPLICATION DOCUMENT CHECKLIST**

**Please forward with your application form:**

- A passport-sized photo of the student
- A brief letter of introduction from the parents/guardians  
(e.g. why your child would like to/you would like your child to attend St Leo's; a bit about your child and your family such as interests, community involvement, etc.)

**I have included photocopies of the following documents:**

- Birth Certificate (government requirement)
- If applicable, Baptismal and other Sacramental Certificates to date
- Most recent previous school report and Year 5 NAPLAN (if completed)
- Immunisation History Statement (government requirement)
- Completed photo permission form
- **If the student was not born in Australia:** their Passport, visa, and/or citizenship documentation (government requirement)
- **If either or both parents** were not born in Australia: their Passport, visa, and/or citizenship documentation (government requirement)
- If applicable, relevant Family Court Orders
- If applicable, relevant medical and/or special needs information
- If applicable, reports of assessments your child has received for speech, hearing, cognitive (IQ), occupational therapy

**Also, if a Catholic family:**

- I have included the Parish Priest /Minister Reference form, **or**
- I have sent/will send the Parish Priest/Minister Reference for completion and they will forward to the College (usual practice).

**Submitting the Application Form**

Please submit the form and required documentation **in person if possible** to College Reception (open 8am-4pm school days) so that we can check you have everything needed.

If you are not able to submit in person, please scan and email to [stleos@dbb.catholic.edu.au](mailto:stleos@dbb.catholic.edu.au) or mail to Locked Bag 1007 Wahroonga NSW 2076.