

Application for Enrolment Process

At Springbank Secondary College we recognise students as multifaceted individuals, valuing their overall wellbeing alongside academic achievements. We prioritize holistic support, encompassing physical and mental health. We employ a comprehensive application process in order to ensure a positive transition into our learning environment, as the first step in a successful educational journey.

Step 1: Application for enrolment begins by completing the [Expression of Interest](#) form

The **Expression of Interest** along with **the last 2 school reports** from the previous/current school are **returned** to the front office.

- Email to dl.0975.info@schools.sa.edu.au
- Dropped in to the office or
- Post to 267 Daws Road, Pasadena, South Australia, 5042.



Step 2: The **Expression of Interest Form and School Reports** are reviewed by the school leadership team. The **previous school of enrolment** and any other relevant people will be contacted.

Decision is made to;

- **Support** the enrolment - you will be contacted to arrange an interview.
- **Not support** the enrolment - you will be notified with the reason.



Step 3: If the enrolment is supported the student and parent/caregiver will be contacted for an **enrolment interview** and asked to bring the following documents:

- Birth certificate or passport of child [a photocopy will be kept in the student's file]
- Proof of residential address in the form of a lease agreement or utilities bill [a photocopy will be kept in the student's file]
- Photo identification for each enrolling parent [to be sighted by the enrolment officer]

Please also bring any of the following documents that are relevant to your circumstances:

- Legal guardianship documentation (if not the biological parent)
- Independent student documentation
- Reports relating to any diagnoses (particularly those verifying a disability)
- Custody orders
- Visa documentation
- Information Sharing Form and Guardianship of the Minister notification from Families SA (For Guardianship students)
- Health Care Plan and Medical Authority Letter if required

At the interview: remaining forms will be completed, a **tour of the school** will occur, a **timetable developed** and a **start date negotiated**.