

1. Enrolment Application Forms and Fee Schedules are available from our website, or contact our Director of Admissions and Marketing on 07 4036 8111 email admissions@tas.qld.edu.au.
2. TAS believes that the best way to understand the difference a TAS education can provide, is to talk to our teaching staff and see our facilities. We offer an obligation-free tour, and are delighted to show potential families around our campus, and provide you with information you need to make a decision about your child's future education. This is available at either White Rock (Kindergarten to Year 12), or Kewarra Beach (Kindergarten to Year 6).
3. When you have decided that TAS is the school of your choice, lodge your completed Enrolment Application Form with the Director of Admissions and Marketing. The application is to be accompanied by:
 - a copy of the student's birth certificate and/or passport;
 - the Enrolment fee;
 - a copy of the latest school report (other than for Prep enrolments); and
 - the most recent NAPLAN (or equivalent) test results, where applicable.
4. We will acknowledge receipt of your application by email.
5. If the application is for the current or following year, an interview with the Principal or Head of Junior School will take place. This interview should include parents or caregivers as well as the student. This interview may have been conducted in conjunction with a school tour. If the application is for later years, an interview will be arranged during the year prior to placement.
6. Your Enrolment Application Form, together with discussions from your interview, will be assessed by our Principal or the relevant Head of Junior School. We will also take into account the capacity of the school in the required Year Level. Unfortunately, some Years will have a waitlist, and parents will be advised of the waitlist at the time of initial interview.
7. In the case of students with Special Needs, additional meetings may be conducted with specialised teachers and staff to ensure TAS is able to meet the needs of each student.
8. Where the parents or caregivers together with the Principal or Head of Junior School agree that enrolment with TAS is in the best interests of the student and the school, a recommendation to continue with enrolment will be made.
9. When a recommendation to continue with enrolment is made, and a place in the appropriate Year Level is available, a Letter of Offer will be issued.

10. To accept the placement, the signed Acceptance and Confirmation Form, together with the requested Confirmation Fee, are to be forwarded to the school.
11. An acknowledgement of your acceptance will be sent to you.
12. Students will be allocated a School House and Tutor Group or Class. If the family has previous TAS connections, we are happy to continue with family tradition in the same School House.
13. In the case of Year 10, Year 11 or Year 12 students, parents and students will be involved in subject selection with the Director of Innovation, Teaching and Learning. Depending on timings, this may be in conjunction with the Year cohort, or may be conducted individually.
14. Prior to commencement, a timetable will be provided. This can also assist with the purchase of relevant text books and stationery. These are available from the TAS Uniform and Bookshop at White Rock, or at Reception at Kewarra Beach. Opening times are available on our website.
15. An annual orientation day takes place for new students prior to the start of Term 1. Should your child commence with us throughout the year, a one-on-one orientation will be conducted.
16. On the first day of school, staff and students will be available to meet new students to make them welcome and oversee their induction.

Approved By: Trinity Anglican School Board
Date: 8 November 2016
Custodian: Director of Admissions & Marketing/Business Manager
Next Review Date: October 2018

Ref: TASEnrolmentProcess