



Enrolment Application Checklist

Application for Student Enrolment 2024

Prospective Student Details

Student Name: _____ Current School of Enrolment: _____

Parent Name: _____ Parent Email: _____

Parent Mobile: _____

Under the Enrolment Management Plan, priority will be given to the enrolment of students who reside in the local catchment area. You are required to provide proof that you are a permanent resident within the catchment area. The **following documents** must be submitted with the application for an in-catchment student.

Proof of Identity/Guardianship Documents	Please tick
Copy of student's birth certificate (Australian or overseas)	
Copy of student's passport and visa if not born in Australia	
Copy of the student's Australian Citizen Certificate, if they have become an Australian citizen within the last five years.	
Copy of relevant legal guardianship orders e.g., Custody Orders, Family Court Orders or Court Orders	
Copy of Medical Diagnoses letters attached.	
Academic Results	
Copy of the most recent academic report	
Proof of Residency	
<i>If you own a property and live there permanently</i>	
Copy of current rates notice plus current electricity notice	
One other form of identification in your name/s at this address	
<i>If you have recently purchased a property</i>	
Copy of the letter of settlement from your solicitor	
Copy of the electricity connection notice	
<i>If you are renting a property (all must be provided)</i>	
Copy of the current General Tenancy Agreement and RTA bond receipt	
Copy of the latest electricity invoice/receipt, or electricity connection notice	
One other form of identification in your name/s at this address	

If the Principal is not satisfied that the documentation provided by an applicant demonstrates adequately that the address stated is the student's principal place of residence, then the Principal may request further sources of proof of residence. A statutory declaration may be requested in special circumstances.

Applicants should note that a false statement/assertion about the student's principle place of residence can amount to fraud and may be reported to police to be investigated. The Principal may consider repealing a decision to enrol a student in such circumstances.

In-catchment students will be enrolled after they have attended an interview with the Principal.



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Office Use Only			
Date Enrolment to Start	/ /2024	EQ ID Number	
Year Level		Roll Class	
Birth Certificate Sighted	Yes <input type="checkbox"/> No <input type="checkbox"/>	Birth Certificate Number	
Address in catchment	Yes <input type="checkbox"/> No <input type="checkbox"/>	House	
Need to Update Details	Yes <input type="checkbox"/> No <input type="checkbox"/>	What Details (Please add details)	
Medical Diagnoses letters attached	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Medication Taken	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Court Orders	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>		
Processed in One School		Date Processed	/ /

