

Foundation (Prep) Enrolment Information Pack for **Parents and Carers**

Guidance for parents/carers of children starting primary school in 2027



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How to enrol your child in Foundation (Prep)

Starting primary school is an exciting time for you and your child.

If your child is turning **5 years old by 30 April 2027**, they are eligible to start school in 2027. Schooling is **compulsory** once your child turns 6 years old.

In Victoria, every child has the right to attend their designated neighbourhood government school (your 'local school'), as set out in the [Education and Training Reform Act 2006](#).

The Victorian government supports school choice. This means that you can apply to schools other than your local school. Schools will consider your application in line with the department's Placement Policy and offer enrolment if there are available places. The department's Placement Policy does not apply to schools with specific entry criteria, including specialist schools and English language schools.

This information pack outlines **when and how to enrol** your child in Foundation at a government primary school for the 2027 school year and guides you through the process.

If you wish for your child to attend a non-government school (Catholic or independent), please contact the schools directly for their enrolment processes. For information about enrolling in a government specialist school, please visit: vic.gov.au/how-choose-school-and-enrol.

What you need to do

1. Find your local school

Visit www.findmyschool.vic.gov.au to find your local government primary school or nearby schools.

2. Contact the school

Contact the primary school to book an optional school tour. Confirm whether the school will be using the online enrolment ([VicStudents](#)) or paper-based enrolment process. This information will be available through the school's website.

3. Submit your enrolment application

Submit an enrolment application **by Friday 31 July 2026**, either online via VicStudents or using the paper-based application form, depending on the school's process. For schools using the paper-based process, the application form is available at the end of this pack.

4. Receive and choose to accept an outcome

You will be notified of the outcome of your application via email **between Monday 3 August and Friday 14 August 2026**. If you receive an offer, you should accept the offer **by Friday 28 August 2026**.

5. Prepare for your child's transition to school

Take part in student **transition sessions during Term 4, 2026**, which will be organised by the school. Your child will start Foundation on **Thursday 28 January 2027**. For further information, visit: <http://www.vic.gov.au/transition-school-resources-families>.

More information

Contact a government primary school if you need further information or support. Below are some useful links:

- Find my School - findmyschool.vic.gov.au
- Information on school zones - vic.gov.au/school-zones
- Enrolling in Foundation (Prep) – vic.gov.au/enrolling-foundation-prep
- Enrolling in school – vic.gov.au/how-choose-school-and-enrol
- Disability and inclusive education – vic.gov.au/disability-and-inclusive-education
- Department of Education contact – Call 1800 338 663 or email: enquiries@education.vic.gov.au

Foundation (Prep) enrolment timeline 2026-27

All Victorian government primary schools (including P-12 schools) follow a statewide Foundation (Prep) enrolment timeline. The timeline provides key dates to apply and enrol your child into Foundation for the 2027 school year.

2026 Dates	What do parents/carers need to do?
Term 1: Tuesday 27 January (students start 28 January) – Thursday 2 April 2026	
Terms 1 and 2, 2026	<ul style="list-style-type: none"> Attend school tours organised by primary schools (<i>optional</i>).
By Thursday 2 April 2026	<ul style="list-style-type: none"> School zones for the 2027 school year are available. You can find your local school at www.findmyschool.vic.gov.au.
Term 2: Monday 20 April – Friday 26 June 2026	
From Monday 20 April 2026	<ul style="list-style-type: none"> From the start of Term 2, complete and submit your child's application – either online (VicStudents portal) or using the Application Form, which is available in this pack (below),
Term 3: Monday 13 July – Friday 18 September 2026	
By Friday 31 July 2026	<ul style="list-style-type: none"> Submit your completed application to the government primary school <u>by Friday 31 July 2026</u>.
Between Monday 3 August and Friday 14 August 2026	<ul style="list-style-type: none"> Primary schools will notify you in writing of enrolment outcomes during this period. If your enrolment application is not successful, and you believe you have appropriate grounds to appeal the decision, you may lodge a written appeal with the school using the Appeal Form, found in the Appeals information pack for parents and carers (DOCX and PDF), available on the Enrolling in school webpage.
By Friday 28 August 2026	<ul style="list-style-type: none"> Confirm acceptance of your child's place by completing the required steps included in the enrolment offer. If you intend to appeal, submit a written appeal to the primary school <u>by Friday 28 August</u>.
By Friday 11 September 2026	<ul style="list-style-type: none"> Primary schools will notify you in writing of appeal outcomes. If your appeal is successful, you must complete an enrolment form to confirm acceptance.
By Friday 18 September 2026	<ul style="list-style-type: none"> If your appeal to the school is unsuccessful, and you believe your appeal has not been adequately considered, you may lodge a written appeal to the relevant Department of Education Regional Director. For regional office details, email enquiries@education.vic.gov.au. A written appeal to the Regional Director must be submitted <u>by Friday 18 September</u>.
Term 4: Monday 5 October – Friday 18 December 2026	
Term 4, 2026	<ul style="list-style-type: none"> Attend transition sessions hosted by primary schools.
By Friday 6 November 2026	<ul style="list-style-type: none"> If you have lodged an appeal with the Regional Director, the region will notify you in writing of the outcome by this date. This only applies to appeals received by the closing date of Friday 18 September.

Frequently Asked Questions (FAQs)

Online Enrolment (VicStudents)



- Some government primary schools will use the [VicStudents](#) portal, the department's new online enrolment system, for Foundation (Prep) enrolments in 2026.
- Before applying, please check the school's website or contact the school directly to confirm how you should submit your application.

Applying to a government primary school

1. When should my child start primary school?

Your child must be 5 years old by 30 April in the year that they start school. Schooling is *compulsory* for children who have turned 6 years old.

2. What happens if I miss the application due date?

We encourage families to follow the statewide enrolment timeline (see page 4), as this helps schools plan classes, staffing and transition activities to support a smooth start to school for all children.

While you are asked to submit an enrolment application **by Friday 31 July 2026**, late applications will still be accepted from families who may have missed the enrolment timeframe, moved to a new permanent residence or have newly arrived in Victoria. Applications submitted after this date will be managed by the primary school as they are received, in accordance with the department's Enrolment Policy.

3. Who can I contact for help with enrolment?

Contact the primary school you want to apply to directly. The Transition Coordinator, Enrolment Officer or Principal can help you with any questions you may have about the enrolment process.

4. What if I want to apply to a non-government (Catholic or Independent) school?

If you wish to enrol at a Catholic or independent (non-government) primary school, you must follow a different enrolment process. You can find more information on the following websites:

- Catholic schools: vcea.catholic.edu.au/choosing-a-catholic-school/
- Independent schools: is.vic.edu.au/independent-schools/

Forms, documents and special circumstances

5. Do I need to complete both an application form and an enrolment form?

In most cases, yes – you will complete an application form first, and an enrolment form later if your child is offered a place and you accept it.

The **application form** is used to apply for a place at a school. It allows the school to check whether your child is eligible to enrol. You may be asked to provide proof of your address when you apply, and you can submit application forms to more than one school.

If your child is offered a place and you choose to accept it, the school will then ask you to complete an **enrolment form**. This form confirms your acceptance of the offer for the 2027 school year and collects the personal and health information needed to finalise your child's enrolment for Foundation at this school. You should only complete an enrolment form for the school your child will attend.

In some cases, a school may ask you to complete an enrolment form instead of an application form. The school will let you know what form you need to complete.

6. What documents do I need to enrol my child?

Schools may ask for different documents at different stages of the enrolment process.

When you apply for a place, the school may ask for documents to confirm:

- your child's home address, and/or
- your child's Australian residency status.

If your child is offered a place and you accept it, the school will ask for additional documents to finalise enrolment.

These may include:

- evidence of your child's name and date of birth (for example, a birth certificate or passport),
- an Immunisation History Statement, and
- any relevant supporting documents, such as medical plans, court orders or care arrangements.

Schools will let you know exactly which documents are required and when to provide them. You do not need to provide original documents; copies can be provided in person or digitally. For more information, you may refer to the: [Enrolment documentation checklist for parents and carers \(DOCX\)](#)

7. Who can sign the application and enrolment forms?

Where practical, all parents/carers with legal responsibility for a child should sign the application form and/or enrolment form.

For the purposes of these forms, a parent or carer may include:

- the parents as set out on the child's birth certificate (unless varied by a court order)
- the parents described in a court order
- an informal carer, with a statutory declaration.

Where it is not possible for parents/carers to sign the same form, please let the school know. The school can arrange for separate forms to be completed if needed.

8. How do I register my child for home schooling in 2027?

For information on home schooling, visit the Victorian Registration and Qualifications Authority website at <https://www2.vrqa.vic.gov.au/register-home-educate>.

9. Where can I find information about enrolment for international students?

If you are a parent/carer of a child holding a fee-liable visa (for example, a dependant, temporary or bridging visa) you should apply for enrolment in a government school through the International Student Program (ISP) at study.vic.gov.au or apply directly to non-government (Catholic or Independent) schools. International students holding fee-exempt visas should submit their application to a government school directly.

If you have any further questions regarding international student enrolments, or wish to confirm whether your child's visa is fee-liable or fee-exempt, you can find further information at study.vic.gov.au, or you can contact the Department of Education's International Education and Partnerships Division directly at international@education.vic.gov.au.

10. My child has a disability. How can I ensure their primary school will support them?

Every Victorian government school has established programs and practices to support a wide variety of student needs, including students with disability and additional needs. Schools must make reasonable adjustments to ensure students with disability have the same learning opportunities as children without disability.

We encourage you to contact the school early to discuss your child's needs and the supports that may be available. This can help the school plan for a smooth transition and ensure the right supports are in place from the start. You also have the option to seek enrolment for your child at a government specialist school for students with disability (see question below).

More information about disability support, inclusive education and your child's rights is available at: vic.gov.au/disability-and-inclusive-education.

Local schools and school zones

11. What is a designated neighbourhood school (local school)?

Your local school is generally the government school closest to your child's permanent residential address.

For children living in metropolitan Melbourne, Ballarat, Bendigo or Geelong, their local school is usually the nearest government school in a straight line from their permanent address. If you live in another area, it is usually the nearest school by the shortest practical route by road.

For more information, please visit: vic.gov.au/school-zones

12. Is my child guaranteed a place at their local school?

Yes, the [Education and Training Reform Act 2006](#) guarantees your child a place at their local school. This means, if your child lives within the school zone, they must be offered a place when seeking enrolment.

13. How can I find my local primary school and other schools nearby?

Find your local school on the [Find my School](#) website by following the steps below:

1. Enter findmyschool.vic.gov.au into your browser.
2. Enter your permanent address under 'Enter your address to get started'.
3. Select 2027 under 'Enrolment year'. **School zones for 2027** will be available by 2 April 2026.
4. Select Primary under 'School type'.

The map will then show your address, your local school and, on the left, the contact details for the school. If you scroll down, it will also show you the five closest schools to your address. You can also search by school name under 'Search for school'.

14. My property sits across two or more school zones. Which is my local school?

If your property sits across multiple zones or is intersected by a school zone boundary, then your child has the right to attend any of these schools.

15. If my child has multiple addresses, how is their local school decided?

If your child lives at more than one address, their permanent address is the place at which they spend most of their weekdays.

If your child spends an equal amount of time at multiple addresses, you can choose any of these addresses as their permanent address when applying to a primary school. However, this does not mean that your child can be enrolled at and attending multiple schools, rather you are entitled to enrol in one local school of your chosen address.

For more information and help to determine your address for enrolment, visit: vic.gov.au/how-choose-school-and-enrol.

16. What address do I use if I am moving, or intend to move to a different address?

You should complete the application form using your child's **current** permanent address. If you intend to move to a new address with your child, you must only use that address for enrolment once they are living at the new address permanently. You may only enrol at another local school using the new permanent address when your child is living there, subject to verification of your child's permanent address.

For more information, please see: vic.gov.au/how-choose-school-and-enrol.

How enrolment decisions are made

17. How do schools decide which applications are accepted?

All government primary schools use the Placement Policy to manage enrolments by:

- setting out the legal right for students to enrol at their local school
- providing schools guidance on how to prioritise students outside their school zone, when they have limited places available (the priority order of placement).

The priority order of placement only applies where parents/carers are seeking enrolment in a school other than their child's local school, and where that school does not have sufficient accommodation to offer places to all who apply for entry. The priority order of placement is set out in question 18.

The department's Placement Policy does not apply to schools with specific entry criteria, including specialist schools, English language schools, select entry schools or community schools.

In exceptional circumstances, a child may be enrolled in a school based on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement.

18. How are applications from outside the school zone prioritised?

Where schools cannot offer a place to all children who live outside their school zone, schools will prioritise out-of-zone applications using the following priority order of placement:

1. students with a sibling at the same permanent address who are attending the school at the same time
2. all other students in order of closeness of their home to the school.

In exceptional circumstances, a child may be enrolled in a school based on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement. For further information on compassionate grounds, refer to question 24 below.

Supported inclusion schools have local enrolment policies that enable them to offer priority enrolment to out-of-zone students who meet specialist enrolment criteria. To find your nearest Specialist or Supported Inclusion School, go to the [Find my School](#) website and follow the steps set out in question 13 (above) and select 'Specialist' under school type.

19. I can see that siblings are prioritised for enrolment. How is a sibling defined?

The definition of a sibling reflects modern family living arrangements. It includes, but is not limited to:

- both younger and older siblings
- step-siblings living together at the same permanent address
- students living together at the same permanent address as part of statutory out-of-home care arrangements, including foster care, kinship care, residential care and permanent care
- students permanently living together in one residence as part of multiple family cohabitation.

Application outcomes and appeals

20. How do I accept my child's Foundation enrolment offer?

Schools will send offers **between Monday 3 August and Friday 14 August 2026**. You will receive a notification from each school you have applied to, indicating whether the school is able to offer your child a place or not. The offer will include instructions on how to accept the offer.

If you receive multiple offers, you must only accept one. You will then need to contact the schools your child will not be attending to let them know you are declining their offer.

If you have applied online through the VicStudents portal, you will be notified of the outcomes of your application through the portal. You will have to accept one offer for your preferred school and decline any other offer(s) accordingly.

21. What happens if I receive a letter saying my application was unsuccessful?

Your unsuccessful letter will include the next steps, including contacting your local school or nearby government schools to submit another application if required.

If your application was unsuccessful, you can lodge an appeal (see question 23).

22. What happens if our address changes after my child's application has been accepted?

You must contact the primary school that offered your child a place as soon as possible to inform them of your updated address. If your new address is out of zone, the offer may be withdrawn. In this instance, you will need to contact your new local school or other government schools to seek enrolment.

If your child has been offered a place on sibling grounds the offer will remain unchanged, so long as both siblings continue to share a permanent address and will attend the school at the same time.

23. Can I appeal the decision if my application is unsuccessful?

If a government school decides not to offer your child a place, and you believe you have appropriate grounds to appeal the decision, you can submit an appeal to the school.

You may appeal a school's decision not to enrol your child on the following grounds:

- compliance with the priority order of placement
- permanent address
- compassionate grounds

For more information about the appeal process, refer to the Appeals information pack for parents and carers ([DOCX](#) and [PDF](#)), available on the [Enrolling in school webpage](#).

Form to Enrol in a Victorian Government School

Goonawarra Primary School

Student Enrolment Information – 20____	OFFICE USE ONLY	CASES21 Student ID: _____
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The information requested in this form is required for enrolment purposes. This information is collected to plan for and support the educational needs of your child.

This form should be completed by parents or carers who are responsible for enrolling their child. It is the responsibility of the person completing this form to consult with all other adults that need to be involved in the enrolment process. Parents or carers can co-sign the same form or complete separate forms if personal details are unable to be shared between them.

If required information is not provided or there is a dispute between parents or carers about a child's enrolment, the enrolling principal is required to consider the student's education and wellbeing when deciding whether to defer or accept the enrolment.

Only one enrolment form should be submitted per student. By completing and submitting this enrolment form, you are accepting a place for your child at the specified school (subject to any further checks required by the school).

All schools across Australia are expected to collect the same information. Questions marked with a ❖ are asked as a requirement of the Commonwealth Government to meet data collection, funding and reporting requirements under the Australian Education Regulations 2013.

STUDENT DETAILS

Surname:	
First Given Name:	
Second Given Name: <i>(if applicable)</i>	
Preferred First Name: <i>(if applicable)</i>	
❖ Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Self-described: _____
Date of Birth: <i>(dd-mm-yyyy)</i>	____ / ____ / ____ Student Mobile Number: <i>(if applicable)</i>

Intended start date:	
<input type="checkbox"/> Day 1, Term 1	<input type="checkbox"/> Other: <i>(dd-mm-yyyy)</i> ____ / ____ / ____

Which year are you seeking to enrol this student?	
<input type="checkbox"/> Foundation <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> Ungraded	

Student's Permanent Residence

Your child's permanent residence is the address where they spend the majority of their days during the school week. If they spend an equal amount of time at two addresses, both are considered their permanent address and your child will be entitled to enrol in the designated neighbourhood school for either address.

The school may make enquiries to verify the information provided, such as checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office; checking with a real estate agent; or checking whether there are any regulations/codes limiting the number of people living at one residence, for example if a rental property is a studio or one bedroom unit.

No. & Street Address:	
Suburb:	
State:	Postcode:

How often does this student live at this address?
<input type="checkbox"/> Always <input type="checkbox"/> Mostly <input type="checkbox"/> Balanced (50%)
If the student lives at another address during the school week, please provide further details including the address, who they reside with and how many days a week the student lives there:

Siblings

A sibling is defined broadly and can include step-siblings and students residing together as part of a multiple family cohabitation or out-of-home-care arrangements, including foster care, kinship care, permanent care and residential care.

Does the student have any siblings at this school?	<input type="checkbox"/> Yes <input type="checkbox"/> No (<i>move to next section</i>)
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Name	Current Year Level	Reside at same residential address as the student
1		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes
2		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes
3		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes
4		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes

PARENT/CARER DETAILS

Enrolling Adult 1

Title	
First Given Name	
Surname	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Self-described: _____

Adult 1 Relationship to student:
<input type="checkbox"/> Parent <input type="checkbox"/> Step Parent <input type="checkbox"/> Host Family <input type="checkbox"/> Relative <input type="checkbox"/> Self (adult student / mature minor) <input type="checkbox"/> Friend <input type="checkbox"/> Foster Parent <input type="checkbox"/> Other: _____
Student lives with Adult 1:
<input type="checkbox"/> Always <input type="checkbox"/> Mostly <input type="checkbox"/> Balanced (50%) <input type="checkbox"/> Occasionally

No. & Street Address:	
Suburb:	
State:	Postcode

Enrolling Adult 2

Title	
First Given Name	
Surname	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Self-described: _____

Adult 2 Relationship to student:
<input type="checkbox"/> Parent <input type="checkbox"/> Relative <input type="checkbox"/> Host Family <input type="checkbox"/> Friend <input type="checkbox"/> Foster Parent <input type="checkbox"/> Other: _____ <input type="checkbox"/> Step Parent
Student lives with Adult 2:
<input type="checkbox"/> Always <input type="checkbox"/> Mostly <input type="checkbox"/> Balanced (50%) <input type="checkbox"/> Occasionally

Address is the same as Enrolling Adult 1	<input type="checkbox"/> Yes <input type="checkbox"/> No (complete below)
No. & Street Address:	
Suburb:	
State:	Postcode

Adult 1 Job Title:	
Adult 1 Employer:	

Adult 2 Job Title:	
Adult 2 Employer:	

In which country was Adult 1 born?
<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify): _____

In which country was Adult 2 born?
<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify): _____

❖ Does Adult 1 speak a language other than English at home?
<input type="checkbox"/> No, English only
<input type="checkbox"/> Yes (please specify): _____

❖ Does Adult 2 speak a language other than English at home?
<input type="checkbox"/> No, English only
<input type="checkbox"/> Yes (please specify): _____

Please indicate any additional languages spoken by Adult 1:	
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Please indicate any additional languages spoken by Adult 2:	
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Is an interpreter required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Is an interpreter required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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❖What is the highest year of primary or secondary school that Adult 1 has completed?
<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent
<input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below / no schooling

❖What is the highest year of primary or secondary school that Adult 2 has completed?
<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent
<input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below / no schooling

❖What is the level of the highest qualification that Adult 1 has completed?
<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma / Diploma
<input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification

❖What is the level of the highest qualification that Adult 2 has completed?
<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma / Diploma
<input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification

❖What is the occupation group of Adult 1? Please select the appropriate current parental occupation group from the attached list at the end of the document.
<ul style="list-style-type: none"> If the person is not currently in paid work but has had a job in the last 12 months, or has retired in the last 12 months, please use their last occupation to select from the attached list. If the person has not been in <u>paid</u> work for the last 12 months, enter 'N'.
<input type="text"/>

❖What is the occupation group of Adult 2? Please select the appropriate current parental occupation group from the attached list at the end of the document.
<ul style="list-style-type: none"> If the person is not currently in paid work but has had a job in the last 12 months, or has retired in the last 12 months, please use their last occupation to select from the attached list. If the person has not been in <u>paid</u> work for the last 12 months, enter 'N'.
<input type="text"/>

What is the main language spoken between the student and adult at home?	
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What is the main language spoken between the student and adult at home?	
--	--

Preferred language of communications:	
--	--

Preferred language of communications:	
--	--

Is Adult 1 interested in being involved in school group participation activities? (e.g., School Council, excursions)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Is Adult 2 interested in being involved in school group participation activities? (e.g., School Council, excursions)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------

Can we contact Adult 1 during school hours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is Adult 1 usually home during school hours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Home Phone:		
Work Phone:		
Mobile:		
SMS Notifications:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Email Address:		
Email Notifications:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Adult 1's preferred method of contact: <i>(Email shall be used for communication that cannot be sent via phone)</i>	<input type="checkbox"/> Mobile	<input type="checkbox"/> Email
	<input type="checkbox"/> Home Phone	<input type="checkbox"/> Work Phone
Specify any other special conditions or times related to contact?		

Can we contact Adult 2 during school hours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is Adult 2 usually home during school hours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Home Phone:		
Work Phone:		
Mobile:		
SMS Notifications:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Email Address:		
Email Notifications:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Adult 2's preferred method of contact: <i>(Email shall be used for communication that cannot be sent via phone)</i>	<input type="checkbox"/> Mobile	<input type="checkbox"/> Email
	<input type="checkbox"/> Home Phone	<input type="checkbox"/> Work Phone
Specify any other special conditions or times related to contact?		

Emergency Contacts

Please provide emergency contacts in the event that the enrolling parents/carers are unavailable. Please ensure those listed as emergency contacts are aware that their information has been provided for this purpose.

Name	Relationship <i>Neighbour, Relative, Friend or Other (please specify)</i>	Telephone Contact	Language Spoken <i>Write E for English</i>
1			
2			
3			
4			

Billing Details

You are not required to make payments or voluntary financial contributions to your school. Schools may request payments for extra-curricular items and activities. For more information, please refer to www.vic.gov.au/school-costs-and-fees.

Send bills to: (select one)	<input type="checkbox"/> Adult 1	<input type="checkbox"/> Adult 2	<input type="checkbox"/> Another person / address* (complete details below)
Name to be used for all billing correspondence:			
No. & Street or PO Box			
Suburb:			
State:		Postcode:	
Billing Email:			

* Note: If you would like to send bills to another person / address, please ensure Additional Parent/Carer details are completed on pages 13-15.

Correspondence Details

Send correspondence addressed to: (select one)	<input type="checkbox"/> Adult 1	<input type="checkbox"/> Adult 2	<input type="checkbox"/> Both Adults	<input type="checkbox"/> Neither
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Additional Parents/Carers

Are there additional parents/carers in the student's life?	<input type="checkbox"/> Yes (provide details below)	<input type="checkbox"/> No (move to next section)
Name of Adult 3:		
Name of Adult 4:		

If yes, please complete the Adult 3 and/or Adult 4 sections as attachments to this form on pages 13-15. If required, you may request a separate form for additional parents/carers from the school. The separate form allows for the capture of four further parents/carers.

STUDENT DEMOGRAPHICS

❖ In which country was the student born?	
<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify): _____
If born overseas, on what date did the student arrive in Australia? (dd-mm-yyyy) ____ / ____ / ____	
What is the student's residency status? *	
<input type="checkbox"/> Australian citizen – holds Australian Passport	<input type="checkbox"/> Permanent Resident (provide visa details below)
<input type="checkbox"/> Australian citizen – eligible for Australian Passport	<input type="checkbox"/> Temporary Resident (provide visa details below)
<input type="checkbox"/> New Zealand citizen	
Visa Sub Class:	Visa Expiry Date: (dd-mm-yyyy) ____ / ____ / ____
Visa Statistical Code: (Required for some sub-classes)	

* Note: An Australian birth certificate does not guarantee Australian residency or citizenship. Further information is available at www.passports.gov.au/getting-passport-how-it-works/documents-you-need/citizenship

Does the student hold a Bridging Visa?	<input type="checkbox"/> Yes (provide further detail below)	<input type="checkbox"/> No
If Yes, what was the student's previous visa?		
If Yes, what visa has the student applied for?		

International Student ID*: (Not required for exchange students)
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* Note: If you are unsure of your International Student ID, please contact the International Education Division via phone (03 9084 8497) or email (international@education.vic.gov.au).

Does the student speak English?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
❖ Does the student speak a language other than English at home?		
<input type="checkbox"/> No, English only		
<input type="checkbox"/> Yes (please specify the main language spoken at home): _____		
❖ Is the student of Aboriginal or Torres Strait Islander origin?		
<input type="checkbox"/> No	<input type="checkbox"/> Yes, Aboriginal	
<input type="checkbox"/> Yes, Torres Strait Islander	<input type="checkbox"/> Yes, Both Aboriginal & Torres Strait Islander	
Is the student a young carer (providing support/care for other family member/s)? *	<input type="checkbox"/> Yes	<input type="checkbox"/> No

* A young carer is a young person under 25 years of age who provides, or intends to provide care, assistance, or support to a family member with a mental illness, physical illness, disability, chronic illness, or who is aged or has an addiction.

What are the student's living arrangements?	
<input type="checkbox"/> Student lives with parents/carers together at the same residence	<input type="checkbox"/> Student lives with each parent/carer at different times
<input type="checkbox"/> Student lives with one parent/carer only	<input type="checkbox"/> State Arranged Out of Home Care*
<input type="checkbox"/> Informal care arrangement#	<input type="checkbox"/> Student is independent
<input type="checkbox"/> Homeless	
If the student has a Case Manager, please provide their contact details below:	

* Students who live in court ordered alternative care arrangements away from their parents. These court ordered care arrangements include living with relatives or friends (kinship care), living with non-relative families (foster care or adolescent community placements) and living in residential care units.

If the student is living in an informal care arrangement, please contact the school for an Informal Carer's Statutory Declaration, which must be completed. If there are any **court orders** about the child, please provide copies of those orders to the school with this form.

How will the student primarily travel to and from school?				
<input type="checkbox"/> Walking	<input type="checkbox"/> School Bus	<input type="checkbox"/> Train	<input type="checkbox"/> Driven by parent/carer	<input type="checkbox"/> Taxi / Ride Share
<input type="checkbox"/> Bicycle	<input type="checkbox"/> Public Bus	<input type="checkbox"/> Tram	<input type="checkbox"/> Self-Driven	<input type="checkbox"/> Other: _____
If the student catches public transport to school, what station/stop does their journey commence:				
If the student drives themselves to school, what is their Car Registration Number:				

Students residing in rural and regional Victoria or attending special schools may be entitled to receive travel assistance. Travel assistance may be in the form of access to a school bus service or financial support through a conveyance allowance to assist with the cost of travel. Information on eligibility and the application process can be obtained from the school.

SCHOOL DETAILS

Are you seeking to enrol the student at this school full-time? <input type="checkbox"/> Yes (<i>move to next section</i>) <input type="checkbox"/> No				
If No, how many days a week would the student be attending this school?				
If No, provide reason you are seeking part-time enrolment:				
If No, provide details for other schools:				
Other school name:	Days / week:	Has enrolment been accepted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other school name:	Days / week:	Has enrolment been accepted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Previous Education – Students Enrolling in Foundation for the First Time

Is the student attending a funded kindergarten program* in the year before Foundation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of kindergarten or early childhood service:	

* Note: A kindergarten program that is funded and approved by the Victorian Government, has a play-based learning program, and is delivered by a qualified teacher. Funded kindergarten programs can be found at www.education.vic.gov.au/findaservice

Previous Education – Other

Has the student previously been enrolled at another school?	<input type="checkbox"/> Yes, in Victoria – Government School	<input type="checkbox"/> Yes, in Victoria – Catholic or Independent School
	<input type="checkbox"/> Yes, interstate	<input type="checkbox"/> Yes, overseas <input type="checkbox"/> No (<i>move to next section</i>)

If Yes, name of last school attended:	
If Yes, location of last school attended: (suburb/town/state/country)	
If Yes, date of attendance: (dd-mm-yyyy) _____ / _____ / _____ to _____ / _____ / _____	
If Yes, year levels of previous education:	
If the student studied overseas, what age did the student first start school?	
What was the language of the student's previous education?	
Period of interruption to education: (months/years)	Is the student repeating a year level? <input type="checkbox"/> Yes <input type="checkbox"/> No

STUDENT MEDICAL DETAILS

Schools require the health information requested in this section to plan for and support the health and wellbeing needs of students.

Please note: If there is a situation or incident which requires first aid to be administered to your child, school staff will administer first aid that is reasonably necessary and appropriate to their level of training. School staff will also seek emergency medical attention for your child if it is considered reasonably necessary. Any costs associated with student injury rest with parents/carers unless the Department of Education is liable in negligence (liability is not automatic). In the event that your child needs medical attention, school staff will contact you as soon as practically possible.

Medical Conditions

Does the student have an allergy? If yes, please provide the school with an ASCIA Action Plan for Allergies (available at: www.allergy.org.au/hp/ascia-plans-action-and-treatment#r2a)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the student at risk of anaphylaxis? If yes, please provide the school with an ASCIA Action Plan for Anaphylaxis (available at: www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the student have asthma?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has a current Asthma Action Plan been provided to School? If No, please provide an Asthma Action Plan to the School (available at: www.asthma.org.au/treatment-diagnosis/asthma-action-plan/)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the student have any other medical condition or other relevant medical assessment that the school needs to know about? If Yes, please ask the school for the appropriate <u>medical advice form</u> , to be completed by the treating medical practitioner and returned to school.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes to <u>any of the above</u>, please specify:		

Medication

Does the student take medication?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the medication required during school hours? If Yes, please ask the school for a <u>Medication Authority Form</u> , to be completed by the treating medical practitioner and returned to school	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of medications taken:		

Student Doctor

Doctor's Name:	
Medical Centre:	
Street Address:	
Suburb:	Postcode:
State:	Telephone Number:

ADDITIONAL LEARNING AND SUPPORT NEEDS

The Department of Education recognises that adjustments may be required for students with additional needs, including students with disability, so that they can participate at school. School personnel and parents or carers work together to identify the adjustments that may be needed to meet the student's learning and support needs.

Does the student have additional needs and require support for learning?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------

Does the student have additional needs in any of the following areas?	Hearing:	<input type="checkbox"/> Yes (please specify): _____
	Vision:	<input type="checkbox"/> Yes (please specify): _____
	Speech/Language:	<input type="checkbox"/> Yes (please specify): _____
	Physical:	<input type="checkbox"/> Yes (please specify): _____
	Cognitive/Learning:	<input type="checkbox"/> Yes (please specify): _____
	Social/Emotional:	<input type="checkbox"/> Yes (please specify): _____

Has the student had a disability assessment before?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (specify outcome): _____
Has the student received individualised disability funding before?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (please specify): _____
Has any previous education provider prepared a documented plan to support the student's additional learning needs?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (provide details): _____

<p>Please indicate any adjustments that may assist the student to participate at school:</p>
--

Privacy Statement

The personal and health information collected in this form, and any attachments, is required for enrolment at all Victorian Government Schools. The information is collected to ensure accurate enrolment, and to plan for and support the educational needs of students. The information will be managed securely and accessed only by staff, on a need-to-know basis, and in accordance with the Department of Education Schools' Privacy Policy which applies to all government schools (available at: www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx) or where mandated or allowed by law.

Please also refer to the Victorian Government School Privacy Collection Notice for details on handling of personal and health information in schools: www.education.vic.gov.au/Pages/Schools'-Privacy-Collection-Notice.aspx

DECLARATION

Thank you for completing this Student Enrolment form. The information provided is required to enable staff to properly enrol your child at our school as such it is important that it is accurate and up to date.

I/We confirm that:

- **I am/We are the person/people named as completing this form.**
- **The information in this form is true and correct.**
- **I/We agree to authorise this form by electronic means with an electronic signature.**

Signature of Enrolling Adult: _____ Date: ____ / ____ / ____

Signature of Enrolling Adult (if applicable): _____ Date: ____ / ____ / ____

Please select the category that best describes who has signed and completed this form. This will assist the school with the enrolment process.

- Both parents/carers have completed and signed this form.
- Parents/carers are completing separate forms (schools can provide additional forms on request).
- One parent has completed and signed this form on behalf of both parents. Contact details for the other parent have been provided in the form for the school's use as required.
- One parent has completed and signed this form and the contact details for the other parent are unknown to the enrolling parent/carer and not provided.
- There is only one parent/carer with legal responsibility for the child and that person has completed and signed this form.
- Other, please specify: (for instance, where the contact details for the other parent are known but it is not appropriate or safe to contact them) _____

If there are any court orders about the child, please provide copies of those orders to the school with this form.

WHO CAN SIGN THIS FORM?

- **A person with parental responsibility:** a parent of a child under 18 years of age, subject to relevant court orders (including parenting orders made under the *Family Law Act 1975* and protection orders made under the *Children, Youth and Families Act 2005* by the Children's Court, or other person granted parental responsibility under a relevant court order).
- **A carer formally authorised by Child Protection to enrol the student:** the Department of Families, Fairness and Housing (DFFH) can issue a written authorisation to the carer of a child in out of home care to make decisions about the child. In some circumstances this will include specific authorisation to enrol the child at school.
- **Informal carer:** an Informal Carer is a relative or other responsible adult with whom the child lives, and who has day to day care of the child. The informal carer should provide an Informal Carer Statutory Declaration to confirm their status as an informal carer. A copy of this statutory declaration can be obtained from www.education.vic.gov.au/PAL/informal-carer-statutory-declaration-template.pdf
- **Students living independently:** If the student is an adult or a mature minor for the purpose of enrolment and they live independently. These students will need to be considered in accordance with the www.education.vic.gov.au/pal/decision-making-responsibilities-students/policy policy.
- **Adult Students:** a student 18 years of age or older is considered an adult and can sign their own consent form.

ATTACHMENT 1 – PARENTAL OCCUPATION GROUP CODES

The codes outlined below are to be used when providing family occupation details for enrolled students. Please indicate your current occupation – not your qualification. This information is used for determining funding allocations to schools.

Group A: Senior management in large business organisation, government administration and defence, and qualified professionals

Senior Executive / Manager / Department Head in industry, commerce, media or other large organisation

Public Service Manager (Section head or above), regional director, health / education / police / fire services administrator

Other administrator (school principal, faculty head / dean, library / museum / gallery director, research facility director)

Defence Forces Commissioned Officer

Professionals - generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat, and advise on problems; and teach others:

- Health, Education, Law, Social Welfare, Engineering, Science, Computing professional
- Business (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer)
- Air/sea transport (aircraft / ship's captain / officer / pilot, flight officer, flying instructor, air traffic controller)

Group B: Other business managers, arts/media/sportspersons and associate professionals

Owner / Manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist Manager (finance / engineering / production / personnel / industrial relations / sales / marketing)

Financial Services Manager (bank branch manager, finance / investment / insurance broker, credit / loans officer)

Retail sales / Services manager (shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency)

Arts / Media / Sports (musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proofreader, sportsman/woman, coach, trainer, sports official)

Associate Professionals - generally have diploma / technical qualifications and support managers and professionals:

- Health, Education, Law, Social Welfare, Engineering, Science, Computing technician / associate professional
- Business / administration (recruitment / employment / industrial relations / training officer, marketing / advertising specialist, market research analyst, technical sales representative, retail buyer, office / project manager)
- Defence Forces senior Non-Commissioned Officer

Group C: Tradespeople, clerks and skilled office, sales and service staff

Tradespeople generally have completed a 4-year Trade Certificate, usually by apprenticeship. All tradespeople are included in this group

Clerks (bookkeeper, bank / PO clerk, statistical / actuarial clerk, accounting / claims / audit clerk, payroll clerk, recording / registry / filing clerk, betting clerk, stores / inventory clerk, purchasing / order clerk, freight / transport / shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk)

Skilled office, sales, and service staff:

- Office (secretary, personal assistant, desktop publishing operator, switchboard operator)
- Sales (company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher)
- Service (aged / disabled / refuge / childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor)

Group D: Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production / processing machinery and other machinery operators

Hospitality staff (hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper)

Office assistants, sales assistants, and other assistants:

- Office (typist, word processing / data entry / business machine operator, receptionist, office assistant)
- Sales (sales assistant, motor vehicle / caravan / parts salesperson, checkout operator, cashier, bus / train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker)
- Assistant / aide (trades' assistant, school / teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum / gallery attendant, usher, home helper, salon assistant, animal attendant)

Labourers and related workers

- Defence Forces - ranks below senior NCO not included above
- Agriculture, horticulture, forestry, fishing, mining worker (farm overseer, shearer, wool / hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/ logging worker, miner, seafarer / fishing hand)
- Other worker (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor)

ATTACHMENT 2 – ADDITIONAL PARENT/CARER DETAILS

Enrolling Adult 3

Title	
First Given Name	
Surname	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Self-described: _____

Adult 3 Relationship to student:
<input type="checkbox"/> Parent <input type="checkbox"/> Relative <input type="checkbox"/> Host Family <input type="checkbox"/> Friend <input type="checkbox"/> Foster Parent <input type="checkbox"/> Other: _____ <input type="checkbox"/> Step Parent
Student lives with Adult 3:
<input type="checkbox"/> Always <input type="checkbox"/> Mostly <input type="checkbox"/> Balanced (50%) <input type="checkbox"/> Occasionally

No. & Street Address:	
Suburb:	
State:	Postcode

Adult 3 Job Title:	
Adult 3 Employer:	

In which country was Adult 3 born?
<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify): _____

❖ Does Adult 3 speak a language other than English at home?	
<input type="checkbox"/> No, English only <input type="checkbox"/> Yes (please specify): _____	
Please indicate any additional languages spoken by Adult 3:	
Is an interpreter required?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Enrolling Adult 4

Title	
First Given Name	
Surname	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Self-described: _____

Adult 4 Relationship to student:
<input type="checkbox"/> Parent <input type="checkbox"/> Relative <input type="checkbox"/> Host Family <input type="checkbox"/> Friend <input type="checkbox"/> Foster Parent <input type="checkbox"/> Other: _____ <input type="checkbox"/> Step Parent
Student lives with Adult 4:
<input type="checkbox"/> Always <input type="checkbox"/> Mostly <input type="checkbox"/> Balanced (50%) <input type="checkbox"/> Occasionally

Address is the same as Enrolling Adult 3	<input type="checkbox"/> Yes <input type="checkbox"/> No (complete below)
No. & Street Address:	
Suburb:	
State:	Postcode

Adult 4 Job Title:	
Adult 4 Employer:	

In which country was Adult 4 born?
<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify): _____

❖ Does Adult 4 speak a language other than English at home?	
<input type="checkbox"/> No, English only <input type="checkbox"/> Yes (please specify): _____	
Please indicate any additional languages spoken by Adult 4:	
Is an interpreter required?	<input type="checkbox"/> Yes <input type="checkbox"/> No

❖ What is the highest year of primary or secondary school that Adult 3 has completed?	
<input type="checkbox"/> Year 12 or equivalent	<input type="checkbox"/> Year 11 or equivalent
<input type="checkbox"/> Year 10 or equivalent	<input type="checkbox"/> Year 9 or equivalent or below / no schooling
❖ What is the level of the highest qualification that Adult 3 has completed?	
<input type="checkbox"/> Bachelor degree or above	<input type="checkbox"/> Advanced diploma / Diploma
<input type="checkbox"/> Certificate I to IV (including trade certificate)	<input type="checkbox"/> No non-school qualification
❖ What is the occupation group of Adult 3? Please select the appropriate current parental occupation group from the attached list at the end of the document.	
<ul style="list-style-type: none"> If the person is not currently in paid work but has had a job in the last 12 months, or has retired in the last 12 months, please use their last occupation to select from the attached list. If the person has not been in <u>paid</u> work for the last 12 months, enter 'N'. 	

❖ What is the highest year of primary or secondary school that Adult 4 has completed?	
<input type="checkbox"/> Year 12 or equivalent	<input type="checkbox"/> Year 11 or equivalent
<input type="checkbox"/> Year 10 or equivalent	<input type="checkbox"/> Year 9 or equivalent or below / no schooling
❖ What is the level of the highest qualification that Adult 4 has completed?	
<input type="checkbox"/> Bachelor degree or above	<input type="checkbox"/> Advanced diploma / Diploma
<input type="checkbox"/> Certificate I to IV (including trade certificate)	<input type="checkbox"/> No non-school qualification
❖ What is the occupation group of Adult 4? Please select the appropriate current parental occupation group from the attached list at the end of the document.	
<ul style="list-style-type: none"> If the person is not currently in paid work but has had a job in the last 12 months, or has retired in the last 12 months, please use their last occupation to select from the attached list. If the person has not been in <u>paid</u> work for the last 12 months, enter 'N'. 	

What is the main language spoken between the student and adult at home?	
Preferred language of communications:	
Is Adult 3 interested in being involved in school group participation activities? (e.g., School Council, excursions)	<input type="checkbox"/> Yes <input type="checkbox"/> No

What is the main language spoken between the student and adult at home?	
Preferred language of communications:	
Is Adult 4 interested in being involved in school group participation activities? (e.g., School Council, excursions)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Can we contact Adult 3 during school hours?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is Adult 3 usually home during school hours?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Home Phone:	
Work Phone:	
Mobile:	
SMS Notifications:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Email Address:	
Email Notifications:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Adult 3's preferred method of contact: (Email shall be used for communication that cannot be sent via phone)	<input type="checkbox"/> Mobile <input type="checkbox"/> Email <input type="checkbox"/> Home Phone <input type="checkbox"/> Work Phone
Specify any other special conditions or times related to contact?	

Can we contact Adult 4 during school hours?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is Adult 4 usually home during school hours?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Home Phone:	
Work Phone:	
Mobile:	
SMS Notifications:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Email Address:	
Email Notifications:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Adult 4's preferred method of contact: (Email shall be used for communication that cannot be sent via phone)	<input type="checkbox"/> Mobile <input type="checkbox"/> Email <input type="checkbox"/> Home Phone <input type="checkbox"/> Work Phone
Specify any other special conditions or times related to contact?	

Billing Details

You are not required to make payments or voluntary financial contributions to your school. Schools may request payments for extra-curricular items and activities. For more information, please refer to www.vic.gov.au/school-costs-and-fees.

Send bills to: (select one) <input type="checkbox"/> Adult 3 <input type="checkbox"/> Adult 4 <input type="checkbox"/> Another person / address* (complete details below)	
Name to be used for all billing correspondence: 	
No. & Street or PO Box 	
Suburb: 	
State: 	Postcode:
Billing Email: 	

* Note: If you would like to send bills to another person / address, please ensure Additional Parent/Carer details are completed on pages 13-14.

Correspondence Details

Send correspondence addressed to: (select one) <input type="checkbox"/> Adult 3 <input type="checkbox"/> Adult 4 <input type="checkbox"/> Both Adults <input type="checkbox"/> Neither

ATTACHMENT 3 - TRAVEL ASSISTANCE AND PROGRAMS

Conveyance Allowance Program

The Conveyance Allowance Program supports eligible families attending mainstream schools in rural and regional Victoria, and special schools (state-wide) with financial assistance towards the cost of transporting students to and from school.

Is the student applying for the Conveyance Allowance Program?

- Yes No (*proceed to next question*)

Your school can provide the applicable application form and advice on the different types of conveyance available. For further information, including the conveyance allowance policy and application forms, refer to the Department's Policy and Advisory Library (PAL) here: www.education.vic.gov.au/pal/conveyance-allowance/policy

School Bus Program

The School Bus Program assists families in rural and regional Victoria by transporting students to school where they do not have access to public transport. The program supports travel to students nearest government and non-government school. Travel by bus to special schools is provided through the Students with Disabilities Transport Program (see below). Travel to a school that is not the nearest will pay a fare to travel. Your school can provide the relevant application form.

Is the student applying for the School Bus Program?

- Yes (see text below) No (*proceed to next question*)

Your school can provide the relevant application form and advice on travel type (free travel, pre-school, fare payer etc.) For further information, including the School Bus Program policy refer to the Department's PAL here:

www.education.vic.gov.au/pal/school-bus-program/policy

Students with Disabilities Transport Program

The Students with Disabilities Transport Program assists families throughout Victoria by transporting students to their nearest appropriate government special school. The program supports travel for students within Designated Transport Areas. Families should also consider the conveyance allowances that may provide increased or alternative travel options to support school travel.

Is the student applying to travel on a school bus or other travel assistance?

- Yes (read below text) No

Your school can provide the relevant application form and advice on travel suitability. For further information, including the Students with Disabilities Transport Program policy, refer to the Department's PAL here:

www.education.vic.gov.au/pal/transport-students-disabilities/policy

First date of travel? Next school year Alternate date: (dd-mm-yyyy) ____ / ____ / ____

Type of travel assistance requested?

- Access to School Bus Conveyance Allowance

If applicable, specify the student's mode of assisted mobility. Wheelchair Walker

Comments relevant to travel:

ATTACHMENT 4 – OFFICE USE ONLY SECTION

OFFICE USE ONLY				
Child's Name sighted:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Enrolment Date:
Year level:	Home Group:	Timetabling Group:	House:	Campus:
Student Email Address:				
Australian residency confirmed:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not sighted / provided
Date of birth confirmed:		<input type="checkbox"/> Yes – Birth certificate	<input type="checkbox"/> Yes – Doctor certificate	<input type="checkbox"/> Yes - Other / provided <input type="checkbox"/> Not sighted / provided
Does the student have a Disability ID number?		<input type="checkbox"/> Yes (please specify): _____ <input type="checkbox"/> No		

Does the student have a Victorian Student Number (VSN)?		
<input type="checkbox"/> Yes, please specify: _____	<input type="checkbox"/> Yes, but the VSN is unknown	<input type="checkbox"/> No, the student has never been issued a VSN

For Foundation students, has a Transition Learning and Development Statement been provided?	<input type="checkbox"/> Yes, via Insight Assessment Platform	<input type="checkbox"/> Yes, direct from teacher/parent/carer	<input type="checkbox"/> No	<input type="checkbox"/> Pending
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Immunisation Certificate received:	<input type="checkbox"/> Yes – Up to date	<input type="checkbox"/> Yes – Not up to date	<input type="checkbox"/> Not sighted / provided
Are there any Notice/s on the Immunisation History Statement:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Does the student have asthma, allergies or anaphylaxis?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Does the student need to take medication during school hours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
*Have the required medical forms been provided to the school?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A – no medical conditions

*Note: Additional forms including student medical advice and condition forms can be found here: [Medical Advice Forms](#)

Can the student Individual Education Plan include travel training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the student attending their nearest school?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the student reside in Designated Transport Area (if attending special school)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Can the student be accommodated on an existing route (if applicable)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Pick-up Point:	Map Ref:	Time AM:
Set Down Point:	Map Ref:	Time PM:

Current Court Order or other access document placed on student file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------

Additional notes regarding the student's enrolment: (e.g., note if student information or documentation is missing and yet to be provided to the school)