

# **Application to Enrol in a Victorian Government School**

This form has been designed to support students to apply for a place at a Victorian Government School. If a student is offered a place at a school, a School Enrolment Form, with attached supporting documentation, may need to be completed to finalise enrolment.

#### Your child's right to enrolment

Your child is guaranteed a place at the school they are zoned for, as shown on the Find My School website.

This means that if your child lives within the school zone, they must be offered a place when seeking enrolment. To find the school you are zoned for (referred to as your local school) visit <a href="https://www.findmyschool.vic.gov.au">www.findmyschool.vic.gov.au</a>

#### Going to a school outside your zone

You have the choice to seek enrolment at a school that is not your local school. Your child should be offered a place if the school has sufficient accommodation.

If the school has limited accommodation, applications are considered using the priority order of placement. The priority order of placement prioritises out-of-zone siblings and then students in order of closeness of their home to the school.

In exceptional circumstances, a student may be enrolled in a school based on compassionate grounds. Family and student privacy will be maintained when considering applications on compassionate grounds.

To find out more, visit www.vic.gov.au/how-choose-school-and-enrol

#### Student tests and interviews

Enrolment offers are not dependent on a satisfactory report or interview. Student tests or interviews may only occur after an enrolment offer has been accepted.

### Students with disability

Every student has the right to attend their local school. Students with disability have the same right to enrol in their local school as students without disability.

All schools must make <u>reasonable adjustments</u> so that students with disability can learn and achieve on the same basis as students without disability.

You also have the option to seek enrolment for your child at a government specialist school for students with disability.

#### International students

Fee-paying international students should apply through the Victorian Student Program at www.study.vic.gov.au

## STUDENT DETAILS

Surname:				
First Given Name:				
Second Given Name:(if applicable)				
Preferred First Name:(if applicable)				
Date of Birth: (dd-mm-yyyy)	Gender:	Male	Female	Self described:

Which year are y	ou seel	king to e	enrol thi	s stude	nt?								
Foundation(Prep)	1	2	3	4	5	6	7	8	9	10	11	12	Ungraded

Intended start date:									
Day 1, Term 1	□ Other (dd-	mm-yyyy):	1	1					
Are you seeking to enrol the student at this school full-time?	☐ Yes (move	to next sec	ction) 🗆 No						
If No, how many days a week would the student be attending th	,		,						
If No, provide reason you are seeking part-time enrolment:									
Other school name:	Days /		Has enrolment	• Yes	No				
	week: Days /		been accepted Has enrolment	?					
Other school name:	week:		been accepted	? Yes	No				
Do you live in the school's zone? Go to <a href="https://www.findmyschool.vic.gov.au">www.findmyschool.vic.gov.au</a> to find your local school		Y	es	No					
If this school has multiple campuses, what campus is the stud	dent applying f	or?							
Student's Permanent Residence									
www.vic.gov.au/how-choose-school-and-enrol. When assessing your application, 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:	Postcoo	le:							
How often does this student live at this address?									
□ Always □ Mostly		☐ Balanced (50%)							
If the student lives at another address during the school week, they reside with, and how many days a week the student lives t		further de	etails including	the address	, who				
Siblings A sibling is defined broadly and can include step-siblings and students reshome-care arrangements, including foster care, kinship care, residential care.			ultiple family coh	abitation or oເ	ut-of-				
Does the student have any siblings at this school? ☐ Yes ☐ No (move to next section)									
Name	-	rrent ar Level	Reside at sa address as t		tial				
1		·	□ Yes □	No □ So	ometimes				
2			□ Yes □	No □ So	ometimes				
3					ometimes				
4			□ Yes □	No □ So	ometimes				

# **PARENT/CARER DETAILS**

This form should be completed by parents or carers who are responsible for enrolling their child in school. 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. 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.

# **Enrolling Adult 1**

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Surname:						
First Given Name:						
Contact Mobile Number:						
Contact Home Phone:						
Contact Email Address:						
Correspondence Address:						
Student lives with Adult 1:	□Always	Mostly	Balanced(50	Occa	asionally	
Adult 1 Relationship to Student:	Parent Relative	Step Parent Friend	Foster Pare Self		Host Family Other:	
Enrolling Adult 2						
Surname:						
First Given Name:						
Contact Mobile Number:						
Contact Home Phone:						
Contact Email Address:						
Correspondence Address:						
Student lives with Adult 2:	□ Always	Mostly	□Balanced(50%)	□Occasionally	□ Never	
Adult 2 Relationship to Student:	Parent Relative	Step Parent Friend	Foster Parent Self	Host Family Other:		
Declaration						
Information is collected and hand www.vic.gov.au/schools-privacy-p Please also refer to the Victorian personal and health information in	oolicy Government Sc	chool Privacy Colle	ection Notice for de	tails on handling o	f	
I/We confirm that:						
<ul> <li>I am/We are the persor</li> <li>The information in this</li> <li>I/We agree to authorise</li> </ul>	form is true a	nd correct.		c signature.		
Signature of Enrolling Adult:				Date:/	/	
Signature of Enrolling Adult (if a	ipplicable):			Date:/		