



# Gardenvale Primary School

## Enrolment Checklist for Parents/Guardians

Student Family name:.....

Student Given Name:.....

Year commencing at Gardenvale Primary School 20.....Year Level.....

*Please provide the following documents and information*

	YES	NO
<b>OUT OF ZONE APPLICATIONS:</b> Please complete the Application Form <b>ONLY</b> and return to us <b>by 28<sup>th</sup> July 2023</b> . No evidence of address is required. Your Application will be held on a waitlist. Waitlist applications will be notified of enrolment prospects by email in August.		
<b>SIBLING ENROLMENTS:</b> Please complete the Enrolment Form and provide a copy of Birth Certificate and Immunisation Certificate. <b>The original Birth Certificate must be sighted by staff at the Jnr. Campus office.</b> (proof of address is not required if you already have a child/children attending the school)		
<b>IN ZONE ENROLMENTS:</b> Please complete the Enrolment form and provide the below supporting documentation: <ul style="list-style-type: none"><li>• <b>Proof of Birth:</b> Please provide a copy of your child's Birth Certificate. <b>The original must be presented to the Junior Campus office for verification.</b></li><li>• <b>Immunisation Certificate:</b> Please provide a copy of your child's up to date immunisation certificate. (This can be obtained from the Australian Childhood Immunisation Register via Medicare) <a href="https://www.servicesaustralia.gov.au/how-to-get-immunisation-history-statement">https://www.servicesaustralia.gov.au/how-to-get-immunisation-history-statement</a></li><li>• <b>Emergency contact details:</b> (on Enrolment form) please provide at least 3 other emergency contact details other than the primary and secondary carer. <i>To be contacted in case of an emergency where you cannot be contacted.</i></li><li>• <b>Medical Condition details (if Applicable, on Enrolment form):</b> it is a requirement to inform the school if your child has a medical condition such as Asthma , Anaphylaxis or any other allergic reaction. An Action Plan completed by a doctor must be provided to the school.</li><li>• <b>Proof of Residential Address:</b> Please provide:<ul style="list-style-type: none"><li>• Contract of Sale and Rates Notice (if Homeowners).</li><li>• Agency Lease Agreement if renting (<i>Lease must be for a minimum of 12 months from the date your child starts school. Please contact the School to discuss if you do not meet this requirement</i>) and Bond receipt.</li><li>• Recent utility bill or connection notice.</li><li>• Current driver's licence with corresponding address to application.</li></ul></li></ul>		
<b>Enrolment form:</b> completed and signed.		
<b>Additional Information: (If applicable)</b>		
Family Court Documents		
For Non-Australian Born applicants, a copy of student's visa and passport		