



# 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
<p><b>OUT OF ZONE APPLICATIONS:</b> Please complete the Application Form and return to us <b>by 25<sup>th</sup> July 2025</b>, together with a copy of a recent gas/electricity bill (<b>not Rates Notice</b>). <i>Your Application will be held on a waitlist. Waitlist applications will be notified of enrolment prospects by email in August.</i></p>		
<p><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> <i>(proof of address is not required if you already have a child/children attending the school)</i></p>		
<p><b>IN ZONE ENROLMENTS:</b> Please complete the Enrolment form and provide the below supporting documentation:</p> <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 <b>other than the primary and secondary carer.</b> <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 and updated annually.</li> <li>• <b>Proof of Residential Address:</b> Please provide: <ul style="list-style-type: none"> <li>i) Contract of Sale and Rates Notice (if Homeowners).</li> <li>ii) 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>iii) Recent utility bill (gas or electricity) or connection notice.</li> <li>iv) Current driver's licence with corresponding address to application.</li> </ul> </li> </ul>		
<p><b>Enrolment form:</b> completed and signed.</p>		
<p><b>Additional Information: (If applicable)</b></p> <ul style="list-style-type: none"> <li>• For separated families, please ensure you complete pages 13 -15 of the enrolment form</li> <li>• Family Court Documents</li> <li>• For Non-Australian Born applicants, a copy of student's visa and passport</li> </ul>		