



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>OUT OF ZONE APPLICATIONS: Please complete the Application Form ONLY and return to us by 28th July 2023. <i>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.</i></p>		
<p>SIBLING ENROLMENTS: Please complete the Enrolment Form and provide a copy of Birth Certificate and Immunisation Certificate. The original Birth Certificate must be sighted by staff at the Jnr. Campus office. <i>(proof of address is not required if you already have a child/children attending the school)</i></p>		
<p>IN ZONE ENROLMENTS: Please complete the Enrolment form and provide the below supporting documentation:</p> <ul style="list-style-type: none"> ● Proof of Birth: Please provide a copy of your child’s Birth Certificate. The original must be presented to the Junior Campus office for verification. ● Immunisation Certificate: 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) https://www.servicesaustralia.gov.au/how-to-get-immunisation-history-statement ● Emergency contact details: (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> ● Medical Condition details (if Applicable, on Enrolment form): 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. ● Proof of Residential Address: Please provide: <ul style="list-style-type: none"> i) Contract of Sale and Rates Notice (if Homeowners). 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. iii) Recent utility bill or connection notice. iv) Current driver’s licence with corresponding address to application. 		
<p>Enrolment form: completed and signed.</p>		
<p>Additional Information: (If applicable)</p> <ul style="list-style-type: none"> ● For separated families, please ensure you complete pages 16 and 17 of the enrolment form ● Family Court Documents ● For Non-Australian Born applicants, a copy of student’s visa and passport 		