Enrolment Procedure

It is recommended that parents read the “Primary School Privacy Notice” prior to completing the enrolment form. A copy can be obtained via this web page or at the General Office.

Parents must supply the school with the following documentation.

**Enrolment Privacy Notice**

- Proof of Age  (Birth Certificate or Passport).
- If born overseas: Date of arrival and copy of Visa, etc.
- Immunization Certificate
- VSN: Victorian Student Number
- Copy of any Custody Restrictions
- Contact numbers in case of emergency other than parents
- Does the child have any Disabilities / Medical problems / Asthma, etc.?
- Asthma Management Plan
- Is your child entitled to Integration Funding?
- Name of previous school / kindergarten (for Preps only)
- Signatures x 2 on enrolment form

**OTHER:**

- Are you eligible for EMA?  (HealthCare Card or Pension Concession)
- Do you have any EMA funds from previous school to be transferred?
- Have you completed an EMA Claim form for this year?

Other school forms required to be read and signed at the school.

- Head Lice Inspection
- Consent Media Website
- Allergies/Reactions/Religious Restrictions
- Asthma Management Plan
- Internet ‘Code of Conduct’
- PMP Program for Preps only