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)
- Consent x 4 on enrolment form:
  i. Excursion/Incursion
  ii. Head Lice Permission
  iii. Media Consent
  iv. Certification that information given is correct.

**OTHER:**

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

- Allergies/Reactions/Religious Restrictions
- Asthma Management Plan
- Internet ‘Code of Conduct’
- PMP Program for Preps only