

# Application to Enrol in a Victorian Government School

This form has been designed to support students to apply for a place at a Victorian Government School. If a student is offered a place at a school, a School Enrolment Form, with attached supporting documentation, may need to be completed to finalise enrolment.

## Your child's right to enrolment

Your child is guaranteed a place at the school they are zoned for, as shown on the Find My School website.

This means that if your child lives within the school zone, they must be offered a place when seeking enrolment. To find the school you are zoned for (referred to as your local school) visit [www.findmyschool.vic.gov.au](http://www.findmyschool.vic.gov.au)

## Going to a school outside your zone

You have the choice to seek enrolment at a school that is not your local school. Your child should be offered a place if the school has sufficient accommodation.

If the school has limited accommodation, applications are considered using the priority order of placement. The priority order of placement prioritises out-of-zone siblings and then students in order of closeness of their home to the school.

In exceptional circumstances, a student may be enrolled in a school based on compassionate grounds. Family and student privacy will be maintained when considering applications on compassionate grounds.

To find out more, visit [www.vic.gov.au/how-choose-school-and-enrol](http://www.vic.gov.au/how-choose-school-and-enrol)

## Student tests and interviews

Enrolment offers are not dependent on a satisfactory report or interview. Student tests or interviews may only occur after an enrolment offer has been accepted.

## Students with disability

Every student has the right to attend their local school. Students with disability have the same right to enrol in their local school as students without disability.

All schools must make [reasonable adjustments](#) so that students with disability can learn and achieve on the same basis as students without disability.

You also have the option to seek enrolment for your child at a government specialist school for students with disability.

## International students

Fee-paying international students should apply through the Victorian Student Program at [www.study.vic.gov.au](http://www.study.vic.gov.au)

## STUDENT DETAILS

Surname:	
First Given Name:	
Second Given Name: <i>(if applicable)</i>	
Preferred First Name: <i>(if applicable)</i>	
Date of Birth: <i>(dd-mm-yyyy)</i>	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Self described: _____

## Which year are you seeking to enrol this student?

<input type="checkbox"/> Foundation(Prep)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12	<input type="checkbox"/> Ungraded
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<b>Intended start date:</b>				
<input type="checkbox"/> Day 1, Term 1	<input type="checkbox"/> Other (dd-mm-yyyy): _____ / _____ / _____			
<b>Are you seeking to enrol the student at this school full-time?</b> <input type="checkbox"/> Yes (move to next section) <input type="checkbox"/> No				
<b>If No, how many days a week would the student be attending this school?</b>				
<b>If No, provide a reason why you are seeking part-time enrolment:</b>				
<b>Other school name:</b>	<b>Days / week:</b>	<b>Has enrolment been accepted?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Other school name:</b>	<b>Days / week:</b>	<b>Has enrolment been accepted?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Do you live in the school's zone?</b> Go to <a href="http://www.findmyschool.vic.gov.au">www.findmyschool.vic.gov.au</a> to find your local school		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>If this school has multiple campuses, what campus is the student applying for?</b>				

## Student's Permanent Residence

Your child's permanent residence is the address where they spend the majority of their days during the school week. If they spend an equal amount of time at two addresses, both are considered their permanent address and your child will be entitled to enrol in the designated neighbourhood school for either address. **Please provide proof of permanent residence to the school as part of your application. The school will let you know what proof is required.** For more information, please refer to the Residential Address Checklist, available at: [www.education.vic.gov.au/Documents/parents/going-to-school/100-point-addresschecklist.pdf](http://www.education.vic.gov.au/Documents/parents/going-to-school/100-point-addresschecklist.pdf). When assessing your application, the school may make enquiries to verify the information provided, such as checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office; checking with a real estate agent; or checking whether there are any regulations/codes limiting the occupancy, for example if a rental property is a studio or one bedroom unit.

<b>No. &amp; Street Address:</b>				
<b>Suburb:</b>				
<b>State:</b>	<b>Postcode:</b>			
<b>How often does this student live at this address?</b>				
<input type="checkbox"/> Always	<input type="checkbox"/> Mostly	<input type="checkbox"/> Balanced (50%)		
<b>If the student lives at another address during the school week, please provide further details including the address, who they reside with, and how many days a week the student lives there:</b>				

## Siblings

A sibling is defined broadly and can include step-siblings and students residing together as part of a multiple family cohabitation or out-of-home-care arrangements, including foster care, kinship care and permanent care.

<b>Does the student have any siblings at this school?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No (move to next section)		
<b>Name</b>		<b>Current Year Level</b>	<b>Reside at same residential address as the student</b>		
1			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Sometimes
2			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Sometimes
3			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Sometimes
4			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Sometimes

<b>OFFICE USE ONLY</b>					
<b>Proof of the student's permanent residence provided?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Eligible for enrolment:</b>					
<input type="checkbox"/> Yes - DNS	<input type="checkbox"/> Yes - Sibling	<input type="checkbox"/> Yes – Closeness	<input type="checkbox"/> Yes – Compassionate	<input type="checkbox"/> No	

# PARENT/CARER DETAILS

This form should be completed by parents or carers who are responsible for enrolling their child in school. It is the responsibility of the person completing this form to consult with all other adults that need to be involved in the enrolment process. If required information is not provided or there is a dispute between parents about a child's enrolment, the enrolling principal is required to consider the student's education and wellbeing when deciding whether to defer or accept the enrolment.

## Enrolling Adult 1

Surname:				
First Given Name:				
Contact Mobile Number:				
Contact Home Phone:				
Contact Email Address:				
Correspondence Address:				
Student lives with Adult 1:	<input type="checkbox"/> Always	<input type="checkbox"/> Mostly	<input type="checkbox"/> Balanced(50%)	<input type="checkbox"/> Occasionally
Adult 1 Relationship to Student:	<input type="checkbox"/> Parent	<input type="checkbox"/> Step Parent	<input type="checkbox"/> Foster Parent	<input type="checkbox"/> Host Family
	<input type="checkbox"/> Relative	<input type="checkbox"/> Friend	<input type="checkbox"/> Self	<input type="checkbox"/> Other: _____

## Enrolling Adult 2

Surname:				
First Given Name:				
Contact Mobile Number:				
Contact Home Phone:				
Contact Email Address:				
Correspondence Address:				
Student lives with Adult 2:	<input type="checkbox"/> Always	<input type="checkbox"/> Mostly	<input type="checkbox"/> Balanced(50%)	<input type="checkbox"/> Occasionally
Adult 2 Relationship to Student:	<input type="checkbox"/> Parent	<input type="checkbox"/> Step Parent	<input type="checkbox"/> Foster Parent	<input type="checkbox"/> Host Family
	<input type="checkbox"/> Relative	<input type="checkbox"/> Friend	<input type="checkbox"/> Self	<input type="checkbox"/> Other: _____

## Declaration

Information is collected and handled in accordance with the Schools' Privacy Policy, available here: [www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx](http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx).

Please also refer to the Victorian Government School Privacy Collection Notice for details on handling of personal and health information in schools: [www.education.vic.gov.au/Pages/Schools'-Privacy-Collection-Notice.aspx](http://www.education.vic.gov.au/Pages/Schools'-Privacy-Collection-Notice.aspx)

### I/We confirm that:

- I am/We are the person/people named as completing this form.
- The information in this form is true and correct.
- I/We agree to authorise this form by electronic means with an electronic signature.

Signature of Enrolling Adult: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Enrolling Adult (if applicable): \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## PSC SUPPLEMENTARY PRE-ENROLMENT INFORMATION

*Please provide the following student information to assist with enrolment interview set up:*

**Current School:** \_\_\_\_\_ **Current Year Level:** \_\_\_\_\_

**If applying for Year 10 (please circle):** Year 10 mainstream **OR** Year 10 VET

**If applying for Year 11 or Year 12 (please circle):** VCE **OR** VCE VM

**Coordinator/contact:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**Wellbeing or Educational concerns (if applicable):** \_\_\_\_\_  
\_\_\_\_\_

**Country of Birth:** \_\_\_\_\_

**Arrival date to Australia (if applicable):** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Visa Sub Class No:** \_\_\_\_\_ **Visa Expiry Date:** \_\_\_\_\_

Have you contacted your current school to inform them of your intent to exit? **Yes/No**

Is this student funded on the DET Disability & Impairment program: **Yes/No**

Is this student a current recipient of CSEF (Camps, Sport, Excursion Fund) funding: **Yes/No**

Is English a Second Language: **Yes/No** If Yes, Language spoken at home:  
\_\_\_\_\_

### **Medical Conditions or Disabilities:**

Does your child suffer from any medical conditions or disabilities eg. Asthma, diabetes, anaphylaxis, epilepsy, key allergy, hearing loss, vision impairment or other: **Yes/No**

*If yes, please provide further detail:* \_\_\_\_\_  
\_\_\_\_\_

**Is this student of Aboriginal or Torres Strait Islander origin? (please circle):**

Koorie/Aboriginal: **Yes/No**

Torres Strait Islander: **Yes/No**



We Grow Through Connection

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PHONE: (03) 5945 1433

Dear Parents/Carers

**Re: Enrolment at Pakenham Secondary College**

To assist Pakenham Secondary College in confirming your child's eligibility for enrolment, please provide us with 100 points of documentation, please refer to [Residential Address Check \(PDF\)](#) requirements.

Documents should show the same address and parent's/carer's name as recorded on the school enrolment application form.

It is important that we verify your child's permanent residential address as this helps ensure that we are allocating places at our school fairly and in line with the Placement Policy.

If you are unable to provide proof of permanent residence because of your individual circumstances, please contact Kate Logan, Assistant Principal by calling the College on 5945 1433.

If our school is unable to verify your permanent residence, or your address changes prior to the start of the school year, enrolment may be withdrawn.

Kind Regards

Aaron Smith  
*College Principal*

# Residential address check

## For the enrolment of students in Victorian government schools

When seeking to enrol your child in a Victorian government school, you may be requested to provide supporting documentation. This documentation will assist schools in verifying your permanent residence.

### Key enrolment information

Your child is guaranteed a place at their designated neighbourhood school. You can find your designated neighbourhood school and school zone at [Findmyschool.vic.gov.au](http://Findmyschool.vic.gov.au)

You can apply for a place at a school that is not your designated neighbourhood school and should be enrolled if the school has enough space.

### Establishing a child's permanent residence

Your child's permanent residence is the address at which they permanently reside at the time of enrolment. If your child resides at multiple addresses, their permanent residence is the address at which they spend the majority of their weekdays.

Documents provided as per the 100-point residential address table should match the details recorded on the school enrolment application, including parent's/carer's name and address.

### Why does the school need to verify my address for enrolment?

Some schools in Victoria are facing enrolment pressure. To ensure every child can attend their local school, schools may request proof of address to verify that you live within their school zone.

This helps to keep our education system fair and equitable and ensures that children who live within the school zone are being prioritised for enrolment.



### 100-point residential address check

You may be asked to provide documents to verify your child's permanent residence. Any combination of the following documents is acceptable, as long as they add up to at least 100 points.

Document showing the full name of the child's parent/carer and address	Points
<b>1. One of the following</b> <ul style="list-style-type: none"> <li>1.1 Council rates notice <b>OR</b></li> <li>1.2 Lease agreement through a registered real estate agent or rental board bond receipt <b>OR</b></li> <li>1.3 Exchanged contract of sale</li> </ul>	40
<b>2. Any of the following</b> <ul style="list-style-type: none"> <li>2.1 Centrelink payment statement showing home address</li> <li>2.2 Electoral roll statement</li> </ul>	20
<b>2. Any of the following documents</b> <ul style="list-style-type: none"> <li>3.1. Electricity or gas bill showing the service address*</li> <li>3.2. Water bill showing the service address*</li> <li>3.3. Telephone or internet bill showing the service address*</li> <li>3.4. Driver's licence or government issued ID showing current home address</li> <li>3.5. Home building or home contents insurance showing the service address</li> <li>3.6. Motor vehicle registration or compulsory third-party insurance policy showing home address</li> </ul>	15

*\*up to three months old*

## Verification of permanent residence

When assessing your child's enrolment application, schools may make some enquiries to confirm the information provided is correct.

This can include:

- Checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office
- Contacting your real estate agent to confirm lease or contract of sale
- Checking whether there are any regulations/codes limiting the occupancy of rented studio apartments or one-bedroom units.

Your enrolment application may be unsuccessful if the school is not able to verify your address using the documentation provided.

## Inability to provide evidence of permanent residence

If you are unable to provide proof of permanent address because of your individual circumstances, you are encouraged to seek advice from your local school or a Community Liaison Officer in the [Regional office](#).

### More information

For more information, contact your local school or visit [Starting school](#).

To find out how your information is protected, visit [Schools' privacy policy](#).