

# BIMBADEEN HEIGHTS PRIMARY SCHOOL

## STUDENT ENROLMENT REQUEST FORM



Thank you for making a request to enrol your child at Bimbadeen Heights Primary School.

All requests for enrolment will be assessed by the Principal using the Department of Education and Training's Placement Policy. Our capacity to offer a placement for your child will be determined by the school's enrolment policy and capacity at the time of enrolment request. We will respond to your enrolment request within 5 working days and provide further information about the next steps in the enrolment process.

Please complete this enrolment request form and return to the school office with proof of home address. We request residential proof to assist us in determining a child's designated neighbourhood school. Examples of residential proof include: driver's licence, utility account (water, gas, electricity, phone), rates notice, motor vehicle registration, electoral enrolment.

We understand that the information you have provided is confidential and will be treated as such. The details are required to enable the Principal to properly assess eligibility and our capacity to offer a place for your child at our school.

### **Designated neighbourhood schools and school zones**

Children of compulsory school age are guaranteed the right to enrol in their local school by the [Education and Training Reform Act 2006 \(Vic\)](#), specifically S 2.2.13 (1), which states, "A child of compulsory school age is entitled to be enrolled at his or her designated neighbourhood Government school."

The designated neighbourhood school is generally the school within closest proximity to the student's permanent residential address. Parents/carers with children living outside a school's zone still have the choice to request enrolment at their preferred government school. If the school has sufficient capacity, the enrolment may be accepted.

The Placement Policy continues to prioritise children and young people living within the school zone and the siblings of students already attending the school.

### **Further information:**

The Department's Placement Policy sets out:

- the type of information a school can request as proof of permanent residence when you are completing their enrolment process, and the way a school can verify this information.
- the [Find My School website](#) provides guidance on which school zone a student's permanent residence is located within.
- the conditions under which students can claim sibling status.

More information is available online: <https://www2.education.vic.gov.au/pal/enrolment/guidance/placement-policy>

### **PERSONAL DETAILS OF STUDENT**

|                          |  |
|--------------------------|--|
| Surname:                 | Title: (Miss Ms, Mrs, Mx, Mr)  |
| First Given Name:        |  |
| Second Given Name:       |  |
| Gender:                  | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> _____ (fill in blank) |
| Birth Date: (dd-mm-yyyy) | ____ / ____ / ____   |

### **SIBLINGS**

|  |
|--|
| List any other family members currently attending this school: |
|  |

## PRIMARY FAMILY CONTACT DETAILS & HOME ADDRESS

|   |           |
|---|-----------|
| Primary Parent Contact Name:  |           |
| Number & Street Name:   |           |
| Suburb:   |           |
| State:  | Postcode: |
| Preferred contact method: (tick)      Email <input type="checkbox"/> Telephone <input type="checkbox"/> |           |
| Email:  |           |
| Telephone Number:   |           |

## NEW ENROLMENT OR STUDENT TRANSFER

|   |
|---|
| New enrolment - student is <u>not</u> enrolled in a Victorian school (tick) <input type="checkbox"/>                    |
| OR  |
| Student transfer - I request an <u>enrolment transfer</u> from another Victorian school (tick) <input type="checkbox"/> |
| Student's current school:   |

## ENROLMENT REQUEST DETAILS

|                              |   |
|------------------------------|---|
| Year Level Requested:        | <input type="checkbox"/> Foundation<br><input type="checkbox"/> Year 1<br><input type="checkbox"/> Year 2<br><input type="checkbox"/> Year 3<br><input type="checkbox"/> Year 4<br><input type="checkbox"/> Year 5<br><input type="checkbox"/> Year 6 |
| Year of Requested Enrolment: | <input type="checkbox"/> 2021<br><input type="checkbox"/> 2022<br><input type="checkbox"/> 2023   |
| Term Requested:              | <input type="checkbox"/> Term 1<br><input type="checkbox"/> Term 2<br><input type="checkbox"/> Term 3<br><input type="checkbox"/> Term 4  |

## CERTIFY INFORMATION PROVIDED

|  |
|--|
| I certify that the information contained within this <b>enrolment request</b> form is correct (tick) <input type="checkbox"/>  |
| I have decision making responsibility to make this enrolment request (tick) <input type="checkbox"/>   |
| Residential proof attached to this enrolment request form (tick)<br><input type="checkbox"/> driver's licence<br><input type="checkbox"/> utility account (water, gas, electricity, phone)<br><input type="checkbox"/> rates notice<br><input type="checkbox"/> motor vehicle registration<br><input type="checkbox"/> electoral enrolment<br><input type="checkbox"/> other _____ |
| Signature of Parent/Guardian: _____ Date: _____  |