



# ENROLMENT ENQUIRY

To apply for enrolment please complete all questions.

Student Name (given names & surname) :

OFFICE USE ONLY

Student no :

Year Level :

Anticipated start date :

State date :

DOCUMENTS ATTACHED

Reports

Birth Certificate

Court Orders

Lease / Title

Utility Accounts

Drivers Licence

Visas etc

Applicants Full Name :

E-Mail :

Mobile :

Students permanent residential address :

Student Gender :

Male

Female

Self Described

Student Date Of Birth :

## Office use only:

Academic, Wellbeing & Behavioural request sent: / returned

Enrolment form emailed

Enrolment form received

POR checked

Data transfer requested

Timetable

CASES updated

Locker

Subject selections received

Events

## Parent Details:

### Parent 1 :

Fisrt Name :  Mobile :

Last Name :  Lives with ie Always, Balanced, Never

Address :

### Parent 2 :

Fisrt Name :  Lives with ie Always, Balanced, Occassionally, Never

Last Name :

Address :

Mobile :  Email :

## About your student:

Do you have an existing sibling attending Elwood College - Yes/No :

If YES - Student Name and Student Code

Reason you are requesting an enrolment for your child at Elwood College. Please include ALL relevant information

Is your student an Australian Resident - Yes/No :

Non Australian Resident :

If not an Australian resident, but your student is studying as a local student, copies visa and passport must be supplied

Current / last school attended :

School address :

Year Level Co-ordinator :

Contact Number :

Year Level :

List subjects currently studied :

**VCE Students:** A copy of all VCE results must be submitted. If coming from overseas or interstate, most recent official transcript must be submitted.

Does the student have any conditions, issues or needs that the school should be made aware of? Please supply all relevant information as this helps us plan for and support your student.

## Student Question:

Please tell us about yourself, your interests and achievements

## Parent Agreements:

### Confirmation that student resides within our Neighbourhood Boundaries

I confirm that I have checked the Department of Education's Find My School website for the Elwood College boundaries <https://www.findmyschool.vic.gov.au/>

### Required Documents

Please refer to the Elwood College website for full description of enrolment criteria

1. Copy of students most recent school report and VCE transcript (if applicable)
2. Copy of students birth certificate
3. Proof of residence:-

You will be asked to provide documents to verify your child's permanent residence. Please attach a combination of the following documents, adding up to at least 100 points

DOCUMENT SHOWING THE FULL NAME OF THE CHILD'S PARENT/CARER AND ADDRESS			POINTS
1.	1.1 1.2 1.3	One of the following:  Council rates notice OR Lease agreement through a registered real estate agent, inclusive of the proposed start date. Private lease arrangements, including staying with friends or relatives, are not acceptable OR Exchanged contract of sale	40
2.	2.1 2.2	Any of the following:  Current Centrelink payment statement showing home address Current Electoral roll statement	20 each
3.	3.1 3.2 3.3 3.4 3.5 3.6	Any of the following documents:  Electricity or gas bill showing the service address * Water bill showing the service address * Telephone or internet bill showing the service address * Driver's licence or government issued ID showing current home address * Home building or home contents insurance showing the service address (current) Motor vehicle registration showing home address (current)	15 each

4. For students who are not Australian Residents, a copy of their current passport and visa must be supplied. Students who are Australian Residents returning from overseas, please submit copies of passports.

## Release of Academic, Wellbeing and Behavioural Information

Please complete and return the attached Authority to Release Academic, Wellbeing and Behavioural information from your students previous school. Enrolment will commence once this information is received by Elwood College.

This information is collected and stored according to the Department of Education's Privacy Policy.

### Parent Signatures :

Parent 1

Parent 2

We are unable to consider applications unless all supporting documentation in its entirety is attached to this form and submitted to [enrolments@elwood.vic.edu.au](mailto:enrolments@elwood.vic.edu.au)

## Authority to Release Academic, Wellbeing and Behavioural Information

Dear \_\_\_\_\_ (school name)

I, \_\_\_\_\_, hereby authorize the release of academic and behavioural information regarding my child \_\_\_\_\_ to Elwood College. This information will assist in ensuring a smooth transition from my child to their new school.

I understand that this information is confidential and will only be used for educational purposes. The information will be used to better understand my child's educational need and to provide them with the necessary support to succeed in their academic pursuits.

I also understand that this agreement is valid for the specific purpose of obtaining academic and behavioural information from my child's previous school.

Please do not hesitate to contact me if you have any questions or concerns.

Yours sincerely

Parent name: \_\_\_\_\_

Date: \_\_\_\_\_

Contact number: \_\_\_\_\_

Email: \_\_\_\_\_