

How to enrol at Highvale Primary School



Enrolment forms are available from the school office or to download from the school website. Please submit your child's completed enrolment form/s along with the required documents to the school office.

To enrol your child in a Victorian School you are required to provide:

- Evidence of your child's date of birth (birth certificate or passport).
- VISA details, if applicable. *Not applicable.*
- Your contact details, including home address, work phone number, home phone number, mobile number, email address and those of any other parent, guardian and/or carer.

PARENT A on your forms should be the primary carer and the person you would prefer us to contact during the day, when required. The 'PRIMARY' Family is: "the family or parent the student mostly lives with". Additional and Alternative family forms are available from the school if required. Please contact the office. These additional forms are designed to cater for varying family circumstances.

- Additional or Alternative family form completed.*

- Names and contact details of emergency contacts.
- Doctor's name and phone number.
- Immunisation Status Certificate (If vaccinations were given overseas, this certificate may be obtained from the Monash City Council upon presentation of proof by you that your child has received the vaccinations recommended to enter a Victorian school).
- Information about the language/s your child speaks and hears at home.
- If applying as a resident of the Highvale Primary School catchment area (www.findmyschool.com.au) please provide two of the following documents:
 - Council Rates Notice
 - Lease agreement through a registered real estate agent or rental bond receipt
 - Exchanged Contract of Sale
 - Electricity or gas bill showing service address (Up to 3 months old)
 - Water bill showing the service address (Up to 3 months old)

Health/medical information:

Does your child have a medical condition? For example, asthma, diabetes, allergies, poor eyesight or hearing? Please complete p.8 of enrolment form. *Not applicable.*

Has your child received any reports and/or received support from a specialist/therapist?

- Paediatrician Speech therapist Occupational therapist Other: _____
- To support your child's education, please provide reports from their paediatrician/therapists.
- Not applicable.*

Welfare information:

Does your child have specific custody arrangements?

- Please complete p.7 of enrolment form and provide any relevant documentation. *Not applicable.*

Parent/Guardian signatures:

- First Aid Authority (p.9) and Parent/Guardian signature (p.10) must be signed and dated.

If your child is transferring from another school, please include:

- Name of current school and your child's year level.
- Recent school report/s.

School Tours

School Tours are offered on Wednesday mornings at 9.30am with the principal Mr Steve Richardson. Bookings are essential. Please call the office on 9887 8000 to book a tour.