

# Enrolment Process Checklist

## NORTH MELBOURNE PRIMARY SCHOOL No. 1402



**Completed enrolment form and supporting documents to be delivered or posted to:**

**Attention: Enrolment Officer**  
**North Melbourne Primary School**  
**210 Errol Street**  
**North Melbourne, Vic. 3051**

	Check residential address: <a href="https://www.findmyschool.vic.gov.au/">https://www.findmyschool.vic.gov.au/</a> <b><i>If your address is in our designated neighbourhood area, please complete an Enrolment form and supply copies of:</i></b>
<b>Identity Documents:</b>	
	Birth Certificate
	Child's Passport (if child born overseas or if child born in Australia and parents born overseas)
	Evidence of Residency Status (if parents born overseas): <ul style="list-style-type: none"> <li>• Passport and Visa details of parents</li> <li>• Passport and Visa details of child</li> </ul>
<b>Proof of address documents:</b>	
	A current lease agreement or contract of sale/council rates. <i>Lease will need to extend beyond February 2025. If unavailable when submitting enrolment new lease to be provided once available.</i>
	<b>Two</b> current utility bills or connection notices eg. gas, electricity, internet or official correspondence from ATO, Centrelink, Banks, etc. showing guardian's name and residential address
<b>Additional Documents:</b>	
	Immunisation History Statement from the Australian Immunisation Register
	Court orders relating to access, parenting plans, etc <i>(if applicable)</i>
	Year 1 to Year 6 enrolments - copy of latest school report if available
	Medical conditions or developmental delays – plans, reports from previous school or relevant outside agency e.g. asthma management plans, therapists, etc <i>(if applicable)</i>
	Enrolment form with signatures of both parents noted on birth certificate <i>(if applicable)</i> This applies whether student's parents live in same or separate households
	Post or deliver enrolment form and supporting documents by <b>26/7/2024</b> to: <b>Attention: Enrolment Officer</b> <b>North Melbourne Primary School</b> <b>210 Errol Street</b> <b>North Melbourne, Vic. 3051</b>

***Please note we are unable to provide photocopying services***