

Enrolment Process Checklist

NORTH MELBOURNE PRIMARY SCHOOL No. 1402



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

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

	Check your residential address: https://www.findmyschool.vic.gov.au/ <i>If your address is in our designated neighbourhood area, please complete an Enrolment form and supply copies of:</i>
Identity Documents:	
	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"> • Passport and Visa details of parents • Passport and Visa details of child
Proof of address documents:	
	A current lease agreement or contract of sale/council rates. <i>Lease will need to extend beyond date when student is to commence school. If unavailable when submitting enrolment new lease to be provided once available.</i>
	Two 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
Additional Documents:	
	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 signed
	Post or deliver enrolment form and supporting documents to: <i>Enrolment Officer North Melbourne Primary School 210 Errol Street North Melbourne, Vic. 3051</i>

Please note we are unable to provide photocopying services