# 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**
**25 Molesworth Street**
**North Melbourne, Vic. 3051**

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| | Check your residential address: https://www.findmyschool.vic.gov.au/<br>***If your address is in our designated neighbourhood area, please complete an Enrolment form and supply copies of:*** |
| **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):<br>● Passport and Visa details of parents<br>● Passport and Visa details of child |
| **Proof of address documents:** | |
| | A current lease agreement or contract of sale/council rates. *Lease will need to extend beyond time of enrolment. For 2027 enrolments, if unavailable when submitting enrolment new lease to be provided once available (prior to student's commencement).* |
| | **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., *if applicable* |
| | 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.) *if applicable* |
| | Enrolment form signed |
| | *Post or deliver* enrolment form and supporting documents to:<br>***Enrolment Officer***<br>***North Melbourne Primary School***<br>***25 Molesworth Street***<br>***North Melbourne Vic. 3051***<br><br>*Emailed enrolments will not be accepted.* |

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