

ENROLMENT INFORMATION

Dear Parents/Guardians,

Enrolment of a child is a very important decision for your family. To enable the best possible start to a school year the Department of Education requires the following documents BEFORE a child can start school:

(You may bring in the originals and we can make a copy for you)

Proof of date of birth:

Birth Certificate /Passport or Immigration Card

Current Immunisation Status Certificate:

The school entry immunisation certificates can be obtained from the following sources:

- MY GOV App
- The Australian Childhood Immunisation Register (ACIR) ph: 1800 653 809.
- Your local Medicare Office.
- Your local Council
- Your family doctor

Proof of Address:

Can be a current utilities bill/ rates notice or a rental agreement, with at least 12mths on the lease. All of these documents must have your name on the title. If you are living with someone in the area, you will need a statutory declaration to prove living arrangements. We will photocopy if required.

Reports:

Any reports that you have for your child e.g. Formal Speech or Cognitive assessments, Social worker, councillors, Psychology or Occupational Therapy reports. Please provide us with any of the above reports, as this enables us to have a positive start to school for your child.

If you are transferring from another school could you also provide the last academic report from that school.

Thanking you in anticipation, if you require further information regarding this letter please call the office on 9303 9335.

Yours sincerely,

Sam Kenely,
Acting Principal
Roxburgh Park Primary School