

# Enrolling at Tooradin Primary School

All Melbourne schools are zoned. Where there are insufficient places at a school for all students who seek entry, students are enrolled in the following priority order:

1. Students for whom the school is the designated neighbourhood school
2. Siblings
3. Students seeking enrolment on specific curriculum grounds
4. Other students in order of closeness of their home to the school
5. Exceptional circumstances, compassionate grounds

If you do not reside within the area we are only able to accept your application for enrolment where a vacancy exists.

Go to the [Find My School](#) site for information about our zone or to search your local government primary school.

Please refer to the Department of Education [Placement Policy](#) for more information, if required.

## How do I enrol my child?

You will need to complete an Enrolment Application form. You can collect one from the School office.

The Enrolment Application should be completed and returned to school with the following documents –

- Birth Certificate
- Immunisation History Statement
- Child's Passport (if child born overseas)
- Evidence of Residency Status (if born overseas) – Visa Details or Australian Citizenship Certificate
- Proof of residential address (1 document from list A and 1 from list B)

**List A** – Recent Council rate notice, lease agreement of 12 month duration. Statutory Declaration may also be requested.

**List B** – Gas or electricity bill (must be less than 8 weeks old) or current drivers licence.

Other information you will need to provide for the enrolment form include –

- Parent home, work and emergency contact details
- Medicare number and contact details for your family doctor
- Copies of any reports or information from previous school, or relevant outside agency (e.g. therapist)
- Signatures of both mother and father
- Alternative family form required for separated families along with other relevant documentation

Students transferring from another Victorian Government primary school are required to advise their school of their intention to transfer.

**When do I have to submit the Enrolment Application form?**

Enrolment applications should be submitted to the school office with all supporting documentation, by appointment.

Enrolment forms for the following year should be submitted by appointment, between May and the end of term 2, or as soon as possible. Families will be advised late September on the status of their enrolment application.

**Is there a Transition / Orientation program?**

All families who have successful enrolments will be advised of dates and time of these sessions. Please contact the school if your child has particular needs you would like to discuss.