

Enrolment Submission

Completed enrolments need to be **returned to the school office by Friday June 23rd 2023** and must have all the accompanying documentation as listed below. To ensure all relevant information has been completed, please use the checklist before submitting the enrolment.

Completed enrolment forms can be submitted in the following ways:

- Emailed to beaconsfield.ps@education.vic.gov.au
- Dropped into the school front office
- Mailed to the Enrolments Officer, P.O Box 251, Beaconsfield 3807

Please contact the school office on 9707 1510 or email beaconsfield.ps@education.vic.gov.au for any further information.

Supporting Documents

- Birth Certificate
- Immunisation History Statement
- 2 Proofs of Residential Address
- Passport and Visa (if born outside Australia)
- Australian Citizen Certificate (if applicable)

Separated Families will require the following additional information.

- Alternative Family Enrolment Form – available on request
- Parenting Plan / Family Law Order / Court Order / Restraining Order – if applicable

Checklist

- Both parents have signed pages 10 & 12
- All contact details, including email addresses, mobile numbers & work details are included
- Ensure at least 2 emergency contacts, other than parents are listed. Please note: all parents are called first, if parents cannot be contacted in an emergency we will contact the emergency contact listed
- Medicare number
- Ambulance Subscription
- Kindergarten/ Kindergarten Group / Childcare / Previous School
- Medical condition: Please supply all asthma/allergy plans

School Zone Information

Our school zone is available on findmyschool.vic.gov.au. This website has the most up-to-date information about Victorian school zones.

Students residing in the zone for Beaconsfield Primary School are guaranteed a place at our school, which is determined on the basis of your permanent residential address.