EMMAVILLE CENTRAL SCHOOL – ENROLMENT PROCEDURE

1. Parents are to contact the school and make an appointment to come into the school. Phone 02 67 347 235

2. Parents will be given an Expression of Interest Enrolment Query Application Form for enrolment. They are to fill this out and return it to the school. Parents will be provided with a list of document requirements for the completion of the enrolment and for the enrolment interview.

3. Students previous school will be contacted and learning issues discussed.

4. Parents will then be contacted by the Principal as to a suitable date for an enrolment interview. Parents will be informed of any additional documentation that may be required for the enrolment interview. Parents are expected to bring all documentation required. See Appendix below. Parents need to be advised that enrolment may be delayed due to a failure to submit documentation.

5. Enrolment interview conducted. Information provided to parents about the school and uniform as well as travel forms.

6. Student can begin school the next school day.

APPENDIX: DOCUMENTATION REQUIRED.
APPENDIX: DOCUMENTATION REQUIRED FOR ENROLMENT IN A NSW GOVERNMENT SCHOOL

- Birth Certificate
- Medicare Card
- If your child has a health issue

Checklist

When you come to the school to enrol, please bring these original documents with you:

☐ Proof of student's residential address
  (eg council rates notice, residential lease, electricity accounts, statutory declaration etc)

☐ Birth certificate or identity documents

☐ Australian Childhood Immunisation Register (ACIR) Immunisation History Statement (only required for students enrolling in NSW Government primary schools for the first time)

In addition
If your child is the subject of family law matters you will need to provide:

☐ Copies of any family law or other relevant court orders

In addition
If your child has health, disability or other support needs you will need to provide:

☐ Copies of medical/healthcare or emergency action plans

☐ Evidence of any disability or other support needs, including any learning and support plans

In addition
Non-Australian Citizens
If your child is a permanent resident but not an Australian citizen you will need to provide:

☐ Passport or travel documents

☐ Current visa and previous visas (if applicable)

In addition
Temporary visa holders
If your child is a temporary visa holder you will need to provide:

☐ Passport or travel documents

☐ Current visa and previous visas (if applicable)

☐ Authority to Enrol issued by the Temporary Residents Program Unit. This is required for visitor and temporary visa holders (other than sub class 571P referred to below)

☐ Authority to Enrol or evidence of permission to transfer issued by the International Student Centre (if holding an international full fee student visa, sub class 571P)

☐ Evidence of the visa the student has applied for (if the student holds a bridging visa)

Mrs Gillian Davis
Relieving Principal