

Enrolment Submission

Completed enrolments need to be **returned to the school office by Friday 26th July 2024** 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
- Residential address check (100 Point Address Checklist)
- Passport and Visa (if born outside Australia)
- Australian Citizen Certificate (if applicable)
- Parenting Plan / Family Law Order / Court Order / Restraining Order – if applicable

Checklist

- 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
- 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 which hosts the most up-to-date information on school zones in Victoria.

Students residing within our school zone are guaranteed a place at our school, which is determined based on your permanent residential address.

Our school manages enrolments using the Placement Policy to ensure that students have access to their designated neighbourhood school and may enrol at another school, if there are available places.

For more information, you can:

- visit School zones for answers to frequently asked questions
- call the Victorian School Building Authority (VSBA) on 1800 896 950
- email the VSBA at vsba@education.vic.gov.au