




1 May 2023

Local Student Enrolment Process

Enrolment Steps

Complete	Step
	<p>Check Visa code to determine if student needs to be approved by International Education Division – via the Victorian International Student Program Website: 400, 417, 500 – Higher Education, 500- Vocational, 590, 600, 676, 870 OR 500 Post-graduate research, NZ Citizen, Australian PR visa Can enroll directly with a Government School</p>
Local Students	
	<p>Parents fill in the online enquiry form on the school website https://forms.gle/tmCwCDBHLkxoGjrJA</p> 
	<p>Parents check school zone to check if they are in school zone. (Note school may not always be able to place students out of zone if classes are full.) Check: https://www.findmyschool.vic.gov.au Proof of address may need to be provided to the school.</p>
	School contacts parents to confirm tour time
	Our Place facilitators - contact parent introduce and provide any needed support.
	Parent attends for a tour and enrolment enquiry meeting, meets the Principal/Assistant Principal) ,looks through the enrolment pack with an Ourplace facilitator.
	Principal or Assistant Principal reviews information and makes enrolment decision.
	If enrolling, Parent brings enrolment form, ID and all other documentation to the school for processing.
	Principal/Assistant Principal meets the family for an interview and tour
	Front office processes enrolment papers, notifies teachers, selects a class for the student to be in, enters details on computer (1-day)
	Students starts at the school (on the following school day)