

Thomastown West Primary School Enrolment Checklist

	Initial Inquiry
	Tour with Principal or nominated delegate
	Enrolment Form to be filled in and checked by Radmilla
	Applicant must complete sections , , , , , , ,
	Proof of student residential address
	Birth Certificate or Identity documents
	Australian Childhood Immunization Register (ACIR) Immunisation History Statement
	Copy of any family law or other relevant court orders
	Copy of medical/healthcare or emergency action plan
	Evidence of disability or other support needs, including any learning and support plans
	Are you a temporary visa holder – <ul style="list-style-type: none"> • passport or travel documents • Current visa • Authority to enrol • Evidence of visa that has been applied for
	Principal or Assistant Principal to contact previous school to gain some background information on students.
	Computer permission slip to be signed
	Permission to see social worker to be signed?
	Permission to publish photo and student work form to be signed
	Principal/Assistant Principal to assign grade & class teacher
	Date of Birth checked to assign correct grade level
	Check student numbers within grades
	Consult with Team Leader
	Notification by Radmilla - on Compass of each new enrolment and grade assigned
	Teachers to inform Assistant Principal of any EAL or PSD needs. AP gathers parental consent to request personal file from previous school