



## Enrolment Checklist

Child's Full Name: \_\_\_\_\_ Male / Female (circle):

Date of Birth: \_\_\_\_\_

### ENROLMENT PROCESS PLEASE FOLLOW THE STEPS BELOW & INCLUDE ALL ATTACHMENTS

This is an explanation of the process for enrolling a student at Quakers Hill Public School. If you have any questions about this process, please refer to our school enrolment policy (published on our website [www.quakershil-p.schools.nsw.edu.au](http://www.quakershil-p.schools.nsw.edu.au)) or contact the school office on 9626 9655.

**Applications can be lodged at the school administration office between 9.30am and 2.00pm.**

**STEP 1:** Together with the checklist, original current documents are to be returned to the school administration office including the **Application to Enrol** signed by the enrolment owner/s.

**STEP 2:** Original documents are then verified and copied. Please ensure all items are attached with your checklist otherwise your application cannot proceed.

**STEP 3:** Once we have received your complete application it will be processed to ensure we can adequately cater for your child. You will be notified when your application is successful.

### Enrolment Application Checklist

**Child's Australian Birth Certificate**  
**Child's Australian Passport (If Child Born Overseas or Parents Born Overseas)**  
**Child and Parents' Passports and Visas (If Born Overseas or Permanent Resident)**

**Immunisation History Statement (from Department of Human Services/Medicare)**

*\*\*\*Blue Book Immunisation record is not an acceptable*

**Confirmation of Address** – minimum of **three documents** of evidence will be required. One document of evidence should be a Lease Agreement / Purchase of Property / Council Rates.

*All documents must be current and the originals will need to be sighted prior to a place being offered.*

*\*\*\*A Driver's Licence is not an acceptable proof of address.*

### Medical Conditions

- Asthma: Asthma Action Plan from child's doctor and medication
- Allergies: ASCIA Action Plan for either Allergies or Anaphylaxis and medication

Please turn over for additional information required

Quakers Hill Public School



### **Intervention Reports**

- Speech Pathologist
- Occupational Therapy
- Pediatrician
- Hearing and/or vision impairment

### **Court Orders**

- Relating to Family
- Relating to Student