



# UNIVERSITY HIGH SCHOOL

Dear Parent/Carer(s),

Thank you for your interest in applying to enrol your child at University High School. You will find enclosed here the following:

- An Application to Enrol in a Victorian Government School
- Checklist of Documentation & Other Information

## Required Documents

We require the following documents to fully process your application:

- Proof of permanent place of residence (applications on local grounds only)
- Certified copy of Full birth certificate showing parent(s) /guardian(s) names
- Certified copy of passport and valid entry visa if not born in Australia.

## Requested Documents

We request that you provide copies of the following documents with your application:

- Copies of most recent school reports
- Copies of most recent NAPLAN reports (applicable)

The full list of required documentation, and further information, may be found after the application form in this booklet.

Please be aware University High School is currently experiencing a high level of demand for places and is under a **DET Enrolment Management Plan**. Places can only be offered to students in the first two categories of the DET Priority Order as per the DET Placement Policy.

- Here is a link to the University High School Enrolment page on the school website where you can download the UHS Enrolment Management Plan: <https://unihigh.vic.edu.au/enrol/enrolment-policies-and-appeal-process/>
- Here is the link to the **DET 'Determining Permanent Residence'**: <https://www2.education.vic.gov.au/pal/enrolment/guidance/determining-permanent-residence>
- Here is a link to the **DET Placement Policy**: <https://www2.education.vic.gov.au/pal/enrolment/guidance/placement-policy>

The University High School is a government secondary school bound by the designated neighbourhood area (school zone) as set out by the Department of Education and Training (DET).

The school zone is available on the **'Find My School'** website: <https://www.findmyschool.vic.gov.au/>

You can find more information and answers to frequently asked questions on the DET website under School Zones: [www.education.vic.gov.au/parents/going-to-school/Pages/zones-restrictions.aspx](http://www.education.vic.gov.au/parents/going-to-school/Pages/zones-restrictions.aspx) If you have a question about school zones call the VSBA Hotline on 1800 896 950 or via email: [vsba@education.vic.gov.au](mailto:vsba@education.vic.gov.au)

Further information and links may be found at the end of this booklet.

You should submit (please check):

- Completed Application Form
- Proof of Permanent Place of Residence (applications on local grounds only)
- Student Specific Documentation (all applications)
- Any further information you would like us to consider with your application (if applicable)

Kind Regards,

University High School

Date Received

--



# Application to Enrol in a Victorian Government School

## University High School

This form has been designed to support students to apply for a place at a Victorian Government School. If a student is offered a place at a school, a School Enrolment Form, with attached supporting documentation, may need to be completed to finalise enrolment.

### Your child's right to enrolment

Your child is guaranteed a place at the school they are zoned for, as shown on the Find My School website.

This means that if your child lives within the school zone, they must be offered a place when seeking enrolment. To find the school you are zoned for (referred to as your local school) visit [www.findmyschool.vic.gov.au](http://www.findmyschool.vic.gov.au)

### Going to a school outside your zone

You have the choice to seek enrolment at a school that is not your local school. Your child should be offered a place if the school has sufficient accommodation.

If the school has limited accommodation, applications are considered using the priority order of placement. The priority order of placement prioritises out-of-zone siblings and then students in order of closeness of their home to the school.

In exceptional circumstances, a student may be enrolled in a school based on compassionate grounds. Family and student privacy will be maintained when considering applications on compassionate grounds.

To find out more, visit [www.vic.gov.au/how-choose-school-and-enrol](http://www.vic.gov.au/how-choose-school-and-enrol)

### Student tests and interviews

Enrolment offers are not dependent on a satisfactory report or interview. Student tests or interviews may only occur after an enrolment offer has been accepted.

### Students with disability

Every student has the right to attend their local school. Students with disability have the same right to enrol in their local school as students without disability.

All schools must make [reasonable adjustments](#) so that students with disability can learn and achieve on the same basis as students without disability.

You also have the option to seek enrolment for your child at a government specialist school for students with disability.

### International students

Fee-paying international students should apply through the Victorian Student Program at [www.study.vic.gov.au](http://www.study.vic.gov.au)

## STUDENT DETAILS

Surname:			
First Given Name:			
Second Given Name: <i>(if applicable)</i>			
Preferred First Name: <i>(if applicable)</i>			
Date of Birth: <i>(dd-mm-yyyy)</i>	Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
		<input type="checkbox"/> Self-described: _____	
Country of Birth:	Date of most recent Arrival from overseas:		
Number of years lived overseas	Main Language spoken at home		
Name of Current School			
Indicate the number of years the main Language of instructions for all subjects was in English	Year Level		



**Eligible for enrolment:**

Yes - DNS                       Yes - Sibling                       Yes – Closeness                       Yes – Compassionate                       No

## PARENT/CARER DETAILS

This form should be completed by parents or carers who are responsible for enrolling their child in school. It is the responsibility of the person completing this form to consult with all other adults that need to be involved in the enrolment process. If required information is not provided or there is a dispute between parents or carers about a child's enrolment, the enrolling principal is required to consider the student's education and wellbeing when deciding whether to defer or accept the enrolment.

### Enrolling Adult 1

<b>Surname:</b>	
<b>First Given Name:</b>	
<b>Contact Mobile Number:</b>	
<b>Contact Home Phone:</b>	
<b>Contact Email Address:</b>	
<b>Correspondence Address:</b>	
<b>Student lives with Adult 1:</b>	<input type="checkbox"/> Always <input type="checkbox"/> Mostly <input type="checkbox"/> Balanced (50%) <input type="checkbox"/> Occasionally
<b>Adult 1 Relationship to Student:</b>	<input type="checkbox"/> Parent <input type="checkbox"/> Step Parent <input type="checkbox"/> Foster Parent <input type="checkbox"/> Host Family
	<input type="checkbox"/> Relative <input type="checkbox"/> Friend <input type="checkbox"/> Self <input type="checkbox"/> Other: _____

### Enrolling Adult 2

<b>Surname:</b>	
<b>First Given Name:</b>	
<b>Contact Mobile Number:</b>	
<b>Contact Home Phone:</b>	
<b>Contact Email Address:</b>	
<b>Correspondence Address:</b>	
<b>Student lives with Adult 2:</b>	<input type="checkbox"/> Always <input type="checkbox"/> Mostly <input type="checkbox"/> Balanced (50%) <input type="checkbox"/> Occasionally <input type="checkbox"/> Never
<b>Adult 2 Relationship to Student:</b>	<input type="checkbox"/> Parent <input type="checkbox"/> Step Parent <input type="checkbox"/> Foster Parent <input type="checkbox"/> Host Family
	<input type="checkbox"/> Relative <input type="checkbox"/> Friend <input type="checkbox"/> Self <input type="checkbox"/> Other: _____

### Declaration

Information is collected and handled in accordance with the Schools' Privacy Policy, available here: [www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx](http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx).

Please also refer to the Victorian Government School Privacy Collection Notice for details on handling of personal and health information in schools: [www.education.vic.gov.au/Pages/Schools'-Privacy-Collection-Notice.aspx](http://www.education.vic.gov.au/Pages/Schools'-Privacy-Collection-Notice.aspx)

**I/We confirm that:**

- I am/We are the person/people named as completing this form.
- The information in this form is true and correct.
- I/We agree to authorise this form by electronic means with an electronic signature.

Signature of Enrolling Adult: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature of Enrolling Adult (if applicable): \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



<p><b>Required (Applications on local grounds only)</b></p> <p><b>Evidence of Permanent Place of Residence – Documentation must add up to 100 points</b></p> <p>You are asked to provide documents to verify your child's per documents to your child's permanent residence. Any combination of the following documents is acceptable, as long as they add up to at least 100 points.</p>	1	<p>One of the following:</p> <p>1.1 Council rates notice OR 1.2 Lease agreement through a registered real estate agent OR 1.3 Exchanged contact of sale</p>	40 points
	2	<p>Any of the following:</p> <p>2.1 Centrelink payment statement showing home address 2.2 Electoral roll statement</p>	20 each
	3	<p>Any of the following documents:</p> <p>3.1 Electricity or gas bill showing the service address* 3.2 Water bill showing the service address* 3.3 Telephone or internet bill showing the service address* 3.4 Driver's licence or government issued ID showing current home address* 3.5 Home building or home contents insurance showing the service address* 3.6 Motor vehicle registration or compulsory third-party insurance policy showing home address</p> <p><i>*up to 3 months old</i></p>	15 each
	Your total points:		

Further information about the documentation we are requesting may be found on the Department of Education's website:  
<https://www.education.vic.gov.au/Documents/parents/going-to-school/100-point-address-checklist.pdf>

<p><b>Required (All applications)</b></p> <p><b>Student Specific Information</b></p>	1.	*Certified copy of Birth Certificate
		*Note: If the Applicant was born Overseas, please ensure the certified copy of the birth certificate is fully translated to English. You also need to provide a certified copy of the <u>Passport and Visa</u> OR an <u>Australian Citizenship Certificate</u> .
	2.	*Proof of Legal Guardianship (if applicable) Certified Copy

The below student specific information is requested in addition to the required documentation listed above. This documentation is not considered when we review the student's application. This information is only referred to upon a student's successful enrolment to University High School to aid in their transition to the school. We therefore request you to include the below documentation in addition to the required documents listed above.

<p><b>Requested (All Applications)</b></p> <p><b>Student Specific Information</b></p>	1.	Copies of most recent school reports
	2.	Copies of most recent NAPLAN reports (if applicable)

If you are applying on compassionate grounds, please provide supporting documents

## General Information

### Required Documents

Please refer to the checklist above. Please note: some documents need to be certified. All Documents indicated with a \* must be certified prior to submitting your application.

**Please return to The University High School, 77 Story Street, Parkville, 3052, or via email at [enrolment@unihigh.vic.edu.au](mailto:enrolment@unihigh.vic.edu.au)**

**Note:** Enrolment applications may not be successful if the required documentation listed in the checklist above is not provided or found not to be genuine.

On request, you may also be required to complete a statutory declaration. A statutory declaration should confirm the student is living in the address provided in the enrolment application and that the arrangement is intended to be permanent. The statutory declaration may also be requested to confirm other information surrounding your circumstances. If we request this document, we will advise you what information we are seeking confirmation on. The declaration must contain written acknowledgment by the declarant that it is true and correct and is made in the belief that a person making a false declaration is liable to the penalties of perjury. Further information about statutory declarations may be found here: <https://www.justice.vic.gov.au/statdecs>

### VISA information

If the student applicant was born Overseas, we require a certified copy of the student applicant's Passport and Visa OR an Australian Citizenship Certificate.

Please Note: The University High School does not have an International School program, so the school needs to ensure the student applicant has a relevant Visa for entry to the school. If you have any questions related to this, please contact the DET International Education Division Phone: (03) 7022 1000 or Email: [international@education.vic.gov.au](mailto:international@education.vic.gov.au)