



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, **AND**
- A checklist of **documentation & other information**

Documentation & Other Information:

We require specific documents to fully process your application. You should submit the following documentation & other information with the form:

- Completed **Application Form**
- Evidence of the student's identity & residency status**, including:
 - A copy of the student's **full birth certificate** showing parent(s)/guardian(s) names (**translated to English**, if applicable), **AND**
 - Evidence of their **residency status**, either:
 - a copy of the student's **foreign passport** and a full copy of their current **visa grant notice** if not born in Australia, **OR**
 - a copy of their **Australian Passport** or **Australian Citizenship Certificate**
- Proof of your **current permanent residential address**, only applicable to those on local grounds (i.e., in zone)
- Any further information** you would like us to consider with your application (if applicable)

The full list of required documentation may be found after the application form on the second last page of this form.

Please return to University High School's General Office during opening hours, or via email to enrolment@unihigh.vic.edu.au

International Students:

Please note, 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 **Department's International Education Division** via phone on (03) 7022 1000, or via email at international@education.vic.gov.au

Designated Neighbourhood Area (School Zones) & Other Information:

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

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

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

You can find more information and answers to frequently asked questions on the Department's website under School Zones: www.education.vic.gov.au/parents/going-to-school/Pages/zones-restrictions.aspx

Further information and other important links may also be found at the end of this form.

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

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

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

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

Surname:				
First Given Name:				
Contact Mobile Number:				
Contact Home Phone:				
Contact Email Address:				
Correspondence Address:				
Student lives with Adult 1:	<input type="checkbox"/> Always	<input type="checkbox"/> Mostly	<input type="checkbox"/> Balanced (50%)	<input type="checkbox"/> Occasionally
Adult 1 Relationship to Student:	<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

Surname:					
First Given Name:					
Contact Mobile Number:					
Contact Home Phone:					
Contact Email Address:					
Correspondence Address:					
Student lives with Adult 2:	<input type="checkbox"/> Always	<input type="checkbox"/> Mostly	<input type="checkbox"/> Balanced (50%)	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Never
Adult 2 Relationship to Student:	<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.

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

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: ____ / ____ / ____



Checklist

<p>Required (All Applications)</p> <p>Student Specific Information</p>	1.	<p>Copy of the student's Birth Certificate</p> <p>If your child was born overseas, we also require:</p> <p>1.1 A copy of your child's Australian Passport OR Australian Citizenship Certificate OR</p> <p>1.2 A copy of your child's full Visa Grant Notice AND a copy of their Foreign Passport</p> <p>Note 1: If your child was born Overseas, please ensure the copy of your child's birth certificate is fully translated to English by an authorised body.</p> <p>Note 2: a copy of your child's passport is <u>not sufficient</u> as an alternative to a copy of their birth certificate. If you are having issues locating a copy of your child's birth certificate, advise us via email as soon as possible.</p> <p>Note 3: If your child currently holds a bridging visa, we require a copy of the original visa grant notice; as the bridging visa extends the conditions of the visa which has expired, we require a copy of the bridging <u>and</u> original visa.</p> <p>Note 4: A copy of a VEVO check is <u>not sufficient</u> for the purposes of verifying a student's residency status – please ensure you provide a copy of the full visa grant notice that you received when your visa application was originally approved.</p>	
	2.	Proof of Legal Guardianship (If applicable)	
<p>Required for Applications on Local Grounds Only</p> <p>Evidence of Permanent Place of Residence – Documentation must add up to 100 Points</p> <p>Documents provided as per the 100-point residential address checklist should match the details recorded on the school enrolment application, including parent's/carer's name and address.</p>	1.	<p>One of the following: (40 points)</p> <p>1.1 City of Melbourne Rates Notice OR</p> <p>1.2 Lease agreement through a registered real estate agent OR</p> <p>1.3 Exchanged contract of sale (if purchased within the last 12 months)</p>	<p>One item required (as applicable)</p>
	2.	<p>Any of the following: (20 points)</p> <p>2.1 Centrelink payment statement showing home address*</p> <p>2.2 Electoral roll statement</p> <p>2.3 Centrelink Health Care or Pensioner Card</p> <p>2.4 A letter or statement from Medicare or the Australian Tax Office*</p> <p>Note 5: a copy of your Medicare card is not accepted, as it does not include your residential address</p>	<p>Any combination, as long as it adds up to at least 60 points</p>
	3.	<p>Any of the following documents: (15 points)</p> <p>3.1 Electricity or gas bill showing the service address*</p> <p>3.2 Water bill showing the service address*</p> <p>3.3 Telephone or internet bill showing the service address*</p> <p>3.4 Driver's licence or government issued ID showing current home address</p> <p>3.5 Home building or home contents insurance showing the service address</p> <p>3.6 Motor vehicle registration or compulsory third-party insurance policy showing home address</p> <p>3.7 A letter or statement from an Australian bank*</p> <p><i>*no older than 4 months</i></p>	



General Information

Required Documentation:

Please refer to the checklist on the previous page for required documentation you will need to submit with the completed application form.

You may also provide any other information you wish us to consider while reviewing your application.

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>

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>

Please note, enrolment applications may not be successful if the **requested documentation** is not provided or found not to be genuine.

School Zones:

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 Department's website under School Zones: www.education.vic.gov.au/parents/going-to-school/Pages/zones-restrictions.aspx.

If you have a question about school zones, you may contact the VSBA via their hotline on 1800 896 950 or via email at vsba@education.vic.gov.au

Important Links:

University High School's enrolment policies, including our Enrolment Management Plan, may be found here: <https://www.unihigh.vic.edu.au/enrol/enrolment-policies-and-appeal-process/>

The **Department's 'Determining Permanent Residence'** may be found here: <https://www2.education.vic.gov.au/pal/enrolment/guidance/determining-permanent-residence>

The **Department's Placement Policy** may be found here: <https://www2.education.vic.gov.au/pal/enrolment/guidance/placement-policy>