



Truganina College Enrolment Document Check List

Any queries please contact our Enrolments Team on
9368 9800 or enrolments@truganinap9.vic.edu.au

Supporting Documentation	Provided	Detail
Birth Certificate		A photocopy is sufficient
Visa Requirements		If the student is on a Visa please provide an up to date copy with your enrolment.
Immunisation Certificate		An Immunisation History Statement from the Australian Immunisation Register (Medicare App).
Truganina College Consent Booklet		Please sign the consent book provided in the enrolment pack to give permission for: Local Excursions, School Photography, Internet Acceptable Use and Headlice Inspection consent.
Proof of Residence		Please see attached Residential Address Check Requirements 100 point check is required for new families
School reports		Please provide copies of your child's most recent school reports including NAPLAN results if applicable. <i>This does not apply to students enrolling for Foundation Term 1</i>
Allied Health Reports & Action Plans		If your child has Asthma, Allergies, or any other medical condition requiring monitoring. Please notify us on enrolment to ensure the correct forms are shared with you.
Confidential Information Form		Please also provide copies of any Speech, Psychologist, Paediatrician, or specialist services reports. Please speak with our Enrolments Manager to discuss any concerns.
Current Employment Information (Page 6 & 7 Enrolment Form)		Like all government schools, a component of our government funding is based on parent occupation. This information is strictly confidential and is only collected to provide a statistical number so we can receive additional funding. Please do not overstate your occupation, as this could adversely affect the amount of funding we receive.

OFFICE USE ONLY

Student Name	
Student DOB	
Year Level	
Enrolment Year	
List any items for follow up	

Residential address check

For the enrolment of students in Victorian government schools

When seeking to enrol your child in a Victorian government school, you may be requested to provide supporting documentation. This documentation will assist schools in verifying your permanent residence.

Key enrolment information

Your child is guaranteed a place at their designated neighbourhood school. You can find your designated neighbourhood school and school zone at Findmyschool.vic.gov.au

You can apply for a place at a school that is not your designated neighbourhood school and should be enrolled if the school has enough space.

Establishing a child's permanent residence

Your child's permanent residence is the address at which they permanently reside at the time of enrolment. If your child resides at multiple addresses, their permanent residence is the address at which they spend the majority of their weekdays.

Documents provided as per the 100-point residential address table should match the details recorded on the school enrolment application, including parent's/carer's name and address.

Why does the school need to verify my address for enrolment?

Some schools in Victoria are facing enrolment pressure. To ensure every child can attend their local school, schools may request proof of address to verify that you live within their school zone.

This helps to keep our education system fair and equitable and ensures that children who live within the school zone are being prioritised for enrolment.



100-point residential address check

You may be asked to provide documents to verify your child's permanent residence. Any combination of the following documents is acceptable, as long as they add up to at least 100 points.

Document showing the full name of the child's parent/carer and address	Points
1. One of the following 1.1 Council rates notice OR 1.2 Lease agreement through a registered real estate agent or rental board bond receipt OR 1.3 Exchanged contract of sale	40
2. Any of the following 2.1 Centrelink payment statement showing home address 2.2 Electoral roll statement	20
2. Any of the following documents 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	15

**up to three months old*

Verification of permanent residence

When assessing your child's enrolment application, schools may make some enquiries to confirm the information provided is correct.

This can include:

- Checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office
- Contacting your real estate agent to confirm lease or contract of sale
- Checking whether there are any regulations/codes limiting the occupancy of rented studio apartments or one-bedroom units.

Your enrolment application may be unsuccessful if the school is not able to verify your address using the documentation provided.

Inability to provide evidence of permanent residence

If you are unable to provide proof of permanent address because of your individual circumstances, you are encouraged to seek advice from your local school or a Community Liaison Officer in the [Regional office](#).

More information

For more information, contact your local school or visit [Starting school](#).

To find out how your information is protected, visit [Schools' privacy policy](#).