



ENROLMENT ENQUIRY

*Please refer to the criteria for enrolment



DATE OF INITIAL CONTACT:

ENQUIRY TAKEN BY:

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STUDENT DETAILS

NAME OF STUDENT:

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AGE:

DATE OF BIRTH:

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CURRENT ADDRESS:

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TELEPHONE:

ALTERNATIVE CONTACT NO:

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PARENT/CAREGIVER NAME:

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BEST TIME TO CONTACT:

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SCHOOL DETAILS

ZONE SCHOOL:

PREVIOUS SCHOOL:

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CURRENT YEAR LEVEL:

PREVIOUS SCHOOL CONTACT NO.

DATE OF LEAVING PREVIOUS SCHOOL:

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CONTACT TEACHER AT PREVIOUS SCHOOL:

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REASON FOR TRANSFER or RETURN TO SCHOOL:

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| <p>1. Proof of Age – Birth Certificate or Passport</p> <p>2. Proof of Residence – <u>If you own your own home:</u></p> <p style="margin-left: 20px;">a) copy of contract of sale or a recent council rates notice</p> <p style="margin-left: 20px;">b) Recent gas or electricity bill for that property</p> <p><u>If you rent a home:</u></p> <p style="margin-left: 20px;">a) A rental agreement and a bond receipt showing current rental agreement should cover the first 12 months of the child will be attending the school</p> <p style="margin-left: 20px;">b) A recent gas or electricity for that property</p> <p>Renting a room or rooms at a property does not constitute a primary place of residence.</p> <p>Is there a Custody Order? Yes <input type="checkbox"/> / No <input type="checkbox"/></p> <p>Is the student under the Guardianship of the Minister? Yes <input type="checkbox"/> / No <input type="checkbox"/></p> <p>Does the student live independently? Yes <input type="checkbox"/> / No <input type="checkbox"/></p> <p>Is the student 18? Yes <input type="checkbox"/> / No <input type="checkbox"/></p> <p>If any parent requires an interpreter, please let us know</p> | <p>- a copy must be supplied at any enrolment meeting.</p> <p>- a copy must be supplied at any enrolment meeting.</p> <p>- a copy must be supplied at any enrolment meeting.</p> <p>- a copy must be supplied at any enrolment meeting.</p> <p>- a copy must be supplied at any enrolment meeting.</p> <p>- a copy must be supplied at any enrolment meeting.</p> <p>If yes – copy must be supplied at any enrolment meeting.</p> <p>If yes – contact must be made by Social Worker and Families SA official confirmation papers supplied.</p> <p>If yes, Centrelink proof must be supplied.</p> <p>If yes, check Criminal History Check requirements.</p> <p>Main language spoken at home by Parent/Caregiver</p> <p>.....</p> |
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Office use below

FOLLOW UP BY ASSISTANT PRINCIPAL OF UHS – Write details on separate page

FOLLOW UP UNDERTAKEN BY UHS:

SUMMARY/RECOMMENDATION FROM PREVIOUS SCHOOL:
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ENROLMENT

YES / NO	Decision made by: _____
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ENROLMENT APPOINTMENT DATE:	ENROLMENT COMPLETED:	START DATE

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Only

When registering to attend Underdale High school Parents/Caregivers need to provide the following documents before the Enrolment process:

1. Proof of Age:

At the time of enrolment parents/guardians are required to provide proof of their child's birth age. The following documents will be accepted by schools in this regard:

- Passport
- Birth certificate, or
- Official Centrelink documentation stating the child's name and birth date.

2. Proof of Residence:

If you own your own home:

1. A copy of contract of sale or a recent council rates notice
2. Recent gas or electricity bill for that property

If you rent a home:

1. A rental agreement and a bond receipt showing current rental agreement should cover the first 12 months of the child will be attending the school
2. A recent gas or electricity for that property
3. Renting a room or rooms at a property does not constitute a primary place of residence.

Student states that they are residing with friend/relative:

If your child is living with a relative or friend, you will need to provide supporting documentation stating that the relative/friend is the legal guardian of the child. This documentation should include a Parenting Order from the Family Court, which states that the relative/friend is the full-time guardian of the child. Statutory Declarations are not considered to be sufficient documentation in this regard.

Additional Information Required:

1. Copies of any family law or other relevant court orders
2. Schools must receive details of Individual Health Care recommendations for any child or young person with an identified health condition that may need intervention from education and care staff.
3. If student is born overseas – provide a copy of Visa, passport.

If any parent requires an interpreter, please let us know. (Main language spoken at home by parent/caregiver)