

Enrolment Checklist

Dear Parent/Carer

Thank you for enrolling your child at Essendon North Primary School. Please find below a list of all required documents to be provided with your enrolment forms.

[Original documents to be sighted - photocopies of items can be made by the school office]

Evidence of Student's name and date of birth

Please provide ONE of these documents below:

- Birth Certificate (as preferred option where possible), OR
- Passport, OR
- Australian Citizenship Documents, OR
- Immicard

Immunisation History Statements

Prior to commencing primary school, children should have received their childhood vaccinations as per the National Immunisation Program Schedule. The National Immunisation Program Schedule is prescribed by the Australian Government and seeks to protect children from vaccine preventable diseases that can cause serious illness, and sometimes death.

For more information on obtaining Immunisation History Statements, please see this linked [Starting primary school guide](#).

Please provide:

- A copy of the Immunisation History Statement for your child, from the Australian Immunisation Register

Evidence of Student's Current Residence

Please provide ONE of these documents below:

- Current Rental Agreement (where possible), OR
- Contract of Sale (where possible), OR
- Recent Rates Notice (where possible), OR
- Statutory Declaration (if options above are unavailable – for this, please declare that you and your child(ren) all live at a specific address, as at today's date).

For more information on these, please visit [Statutory Declarations](#)

International Students

If your child(ren) are temporary residents in Australia, please provide:

- Visa documents (where applicable)

Court Orders

If there are any court orders of any sort in place for your child(ren), please provide:

- Court Orders

Medical Alerts/Medication/Specialist Reports

If your child(ren) has any medical conditions of any sort, that we might need to know about, please provide items such as:

- Asthma Management Plan (if applicable)
- Allergy Action Plan (if applicable)
- Anaphylaxis Action Plan (if applicable)
- Medication (if applicable)
- Specialist Reports (if applicable)
- Any other medical information that you think we might need, to best support your child

Previous School/Kinder Reports

- Recent copy of local or international school/kinder report

Consent Forms

- Head Lice Inspection Consent (available on our [website](#))

Thank you for your support with providing these documents.

If you require any assistance, please contact our wonderful office team on +61 3 9379 3979, or essendon.north.ps@education.vic.gov.au .

Thank you

ENPS Office Team.

14 September 2023