



Gladstone Park Secondary College

Consideration for Enrolment Form

Date of application: / /	Requested starting date: / /	Proposed year level to commence:
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Student's First Name:	Student's Last Name:
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Student's Date of Birth ___/___/___ Gender: M / F _____ (Fill in Blank)

Current School:

Current Year Level:

Reason for seeking enrolment at Gladstone Park:

Parent/Guardian:		
Title	First Name	Surname
Mr/Mrs/Ms/Mx		
Mr/Mrs/Ms/Mx		
Phone – Home:	Work:	Mobile:
Email:		

Student's Residential Address:	
Suburb:	Postcode:

Names of all brothers and sisters currently enrolled or seeking enrolment at Gladstone Park	
Full Name _____	Year Level _____
Full Name _____	Year Level _____

You must submit this form with:

- Your child's Birth Certificate
- 2 most recent detailed School Reports

If you are claiming that Gladstone Park Secondary is your closest school, you also need to refer to the attached document and provide the 100-point identification documents.

If your child is not an Australian citizen, please provide VISA information/documents including:

- Notification of a grant of a VISA, any class (copy of original VISA as well as any bridging visas)
(If this is not provided your application will not be considered)

Privacy Notice:

Gladstone Park is collecting your personal information to establish that you reside within the school's Department of Education and Training approved enrolment zone and so that the school is compliant with DET enrolment guidelines. Your information will not be disclosed to any other organisation without your consent, unless authorised or required by law. You can access your personal information held by the school by contacting 9933 0500. If you choose not to provide some or all of the information asked for we may not be able to enrol your child at Gladstone Park.

Office Use Only:

Data entered on waiting list		Sub School Notes:
Copy to sub-school principal (circle)	Junior Middle Senior	
Acknowledgment letter mailed		
Original filed in G.O.		

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 each
3. 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 each

**up to 3 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](#).