

Application for Enrolment Request Form



Taylors Lakes
SECONDARY COLLEGE

The purpose of this form is to make an initial enrolment enquiry. It is **NOT** an enrolment form. The Assistant Principal responsible for enrolments will contact you once this form has been processed.

APPLICANT DETAILS

Surname:	Name:
Current School Attending:	
Current Year Level:	Year Level Requested:
Current School Contact:	
School Phone Number:	

FAMILY DETAILS

Current Address:	
Suburb:	Postcode:
Parent/Guardian Full Name:	
Home Number:	Mobile Number:
Email:	
Please list any siblings currently enrolled at Taylors Lakes Secondary College:	
Sibling Name:	Year Level:
Does your child require specific support? <input type="checkbox"/> Special Needs <input type="checkbox"/> EAL <input type="checkbox"/> Literacy <input type="checkbox"/> Numeracy <input type="checkbox"/> Wellbeing (Please outline and attach relevant documents.)	

REQUIRED DOCUMENTATION

The following documents must be submitted with this form in order to be considered for enrolment:

- A copy of your child's birth certificate or passport
- A copy of your child's most recent School Reports (including relevant NAPLAN results)
- A copy of a completed Student Applicant Response (must be completed by the student)
- A copy of your proof of residence (Rate Notice/Lease Agreement (minimum 12 months), driver's license, health care card)
- A copy of a current utility bill in your name.

This documentation is required to confirm that the student is eligible to enrol at the school on the basis that their permanent residence is within the school's zone. An application may not be accepted if the requested information/documentation is not provided. Schools can make reasonable enquiries to verify permanent address information provided such as:

- checking the electoral roll at an Australian Electoral Commission/Victorian Electoral Commission office
- checking with a real estate agent
- checking whether the contact phone number provided is registered to the residence
- checking whether there are any regulations/codes limiting the occupancy of the residence

I consent to my child's current school providing information to this school.

Signature of Parent/Guardian:

Date: ____ / ____ / ____

OFFICE USE ONLY

Zone confirmed		School Reports sighted		Interview conducted	
Contact with current school		Enrolment Form issued		Commencement date	