



# Box Hill High School

## Student Enrolment Enquiry for Years 7 - 12

Date of Enquiry    /    /

To ensure your enquiry is dealt with efficiently, please ensure that all the required information is accurately recorded.

### Student

Surname \_\_\_\_\_ Date of Birth    /    /    Gender (circle)    M    F  
 First name \_\_\_\_\_ Preferred name \_\_\_\_\_  
 Intended year level to start at: \_\_\_\_\_ Intended start date    /    /  
 Other family members who are attending Box Hill High School

### Previous School information

Current School \_\_\_\_\_  
 Postcode \_\_\_\_\_ State \_\_\_\_\_ Ph. No \_\_\_\_\_  
 Contact person and their position (tick box) \_\_\_\_\_  
 Principal     Assistant Principal     Year Level Coordinator     Other

### Current Family address

Number and Street \_\_\_\_\_  
 Suburb \_\_\_\_\_ Postcode \_\_\_\_\_  
 Telephone No. \_\_\_\_\_ Email \_\_\_\_\_  
 Mob. no. \_\_\_\_\_

### Primary Family details

Title (circle)    Mr    Mrs    Ms    Miss	Title (circle)    Mr    Mrs    Ms    Miss
Surname _____	Surname _____
First Name _____	First Name _____
Contact No. _____	Contact No. _____
Relationship to student _____	Relationship to student _____
Interpreter required    Yes    No	Language _____

### Type of Enrolment (tick box)

Living inside the Designated Neighbourhood     Living outside Designated Neighbourhood   
 Your child is guaranteed a place at the school they are zoned for, refer to the [Find My School](#) website for your Designated Neighbourhood School.  
 All International Student enquiries : Direct your enquiries to the International Student Unit of DEECD [www.study.vic.gov.au/](http://www.study.vic.gov.au/)  
 Reason for seeking enrolment at Box Hill High School \_\_\_\_\_

Requested subjects: Please refer to the website for subjects offered: [www.boxhill.vic.edu.au](http://www.boxhill.vic.edu.au) then click on the curriculum tab

Year 10 subjects (6)	Year 11 Subjects (6)	Year 12 Subjects (5)

Student Name \_\_\_\_\_

Proposed Year Level \_\_\_\_\_

Please Email this form along with copies of the following documents to [enrolments@boxhillhs.vic.edu.au](mailto:enrolments@boxhillhs.vic.edu.au)

**A. For Designated Neighbourhood Enrolment:**

Document showing the full name of the child's parent/carer and address	Points
1. One of the following: 1.1. Council rates notice <b>OR</b> 1.2. Lease agreement through a registered real estate agent or rental board bond receipt <b>OR</b> 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  *Up to 3 months old	15 each

**\*\*For more detail on the above, please read the attached document regarding 100 Point Residential Check**

**B. For all Applicants:**

1. Copy of most recent school report including the most recent NAPLAN results. If the last school of enrolment was overseas, please provide this report.
2. Proof of birth date a. Copy of Birth Certificate b. If student was not born in Australia, i. Copy of Australian citizenship, or ii. A copy of the Students Passport and Visa (including Visa Subclass Number, if applicable)
3. Copy of legal guardianship if required (e.g., Australian Family Court guardianship document)

Any other comments: \_\_\_\_\_  
\_\_\_\_\_

**Signature(s) of parents/guardians:**

Adult A \_\_\_\_\_

Dated / /

Adult B \_\_\_\_\_

Dated / /

## 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](http://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 <b>OR</b> 1.2. Lease agreement through a registered real estate agent or rental board bond receipt <b>OR</b> 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](#).