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## **New Enrolment Checklist (Foundation–Year 6)**

Please use this checklist to ensure all required information and documentation are ready when submitting an enrolment application.

### **Student Details**

- Enrolment Application Form completed and signed
- Student details and parent/carer contact information confirmed

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### **Proof of Identity (one required)**

- Birth Certificate
- Passport
- Extract of Birth

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### **Immunisation**

- Australian Immunisation Register (AIR) Immunisation History Statement  
*(Official AIR statement required)*

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### **Residential Address (if required)**

- Proof of residential address provided
- Additional address documentation (if requested)

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### **Previous School Information (if applicable)**

- Most recent school report
- Learning or wellbeing plans (if applicable)

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### **Health and Wellbeing**

- Medical information provided (asthma, allergies, medical conditions)
- Current medical action plans supplied
- Emergency contact details completed

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### **Additional Information (if applicable)**

- Court or parenting orders
- Information to support learning or wellbeing needs

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### **Final Check**

- All documents attached
- Forms signed where required
- Details reviewed for accuracy