



Lalor Secondary College

FOR OFFICE USE ONLY
Date of Submission of Form: _____

ENROLMENT ENQUIRY FORM – 2025

*Submission of completed **Enrolment Enquiry Form** MUST include copies of the two most recent school reports, copy of student birth certificate or current passport and as well as evidence/proof of residential address (rates notice, utility bill, rental agreement). Please note that should the above items not be submitted with the **Enrolment Enquiry Form**, you may not be interviewed for enrolment.*

1. Student Information:

Family Name:

Student Given Names:

Residential Address:

Postcode Sex: Female / Male Date of Birth: ____ / ____ / ____

Current School:

Current Year Level: Name of Year Level Coordinator:

Reason for change of school:

.....

Sibling(s) currently attending Lalor Secondary College:

Name: Year Level:

..... Year Level:

School Use Only:	Enrolment:	Accepted	<input type="checkbox"/>	Declined	<input type="checkbox"/>
Initial Interview Date:				
Application Form Returned:	School Reports		<input type="checkbox"/>		
	Passport / Birth Certificate		<input type="checkbox"/>		
	Proof of Residence		<input type="checkbox"/>		
	Visa Documentation		<input type="checkbox"/>		
Student Readiness:	Subjects Confirmed		<input type="checkbox"/>		
	Books/Resources		<input type="checkbox"/>		
	Uniform		<input type="checkbox"/>		
Commencement Date:				
Student Manager/s informed	Yes	<input type="checkbox"/>	Enrolled on CASES	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>		No	<input type="checkbox"/>

2. Parent / Guardian Information

Father / Male Guardian

Family Name:

Given Name:

Telephone Contact (please provide two contact numbers) 1.

2.

Mother / Female Guardian

Family Name:

Given Name:

Telephone Contact (please provide two contact numbers) 1.

2.

Intended starting date at Lalor Secondary College:

Term:.....

Date:.....

Year 20.....

3. School History: (please list the names of the schools your child has attended)

Primary School(s):

.....

Secondary School(s): Year 7:

Year 8:

Year 9:

Year 10:

Year 11:

If your child has missed periods of schooling or has repeated year levels, please provide the details:

.....

.....

Consent to contact previous school:

I do I do not give permission for Lalor Secondary College to contact my child's previous school.

Is your child eligible to study English as an Additional Language (EAL)? YES NO

(Student must have arrived in Australia within the last 5 years and must have studied at school in a language other than English)

4. Signatures:

Father / Male Guardian: Date:

Mother / Female Guardian: Date:

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: <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 2.1. Centrelink payment statement showing home address 2.2. Electoral roll statement 	20 each
3. Any of the following documents <ul style="list-style-type: none"> 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](#).