



**KEW**  
HIGH SCHOOL

# Kew High School

## Years 7 School Transfer Enrolment Application

**NOTE:** Completing this form does not indicate automatic enrolment to Kew High School. All enrolments are considered in line with the Department of Education and Training's Placement Policy.

Please email your completed forms, and all relevant documentations, to [Enrolments@kew.vic.edu.au](mailto:Enrolments@kew.vic.edu.au)

**Applying for transfer into Year 7 at Kew High School during 20\_\_\_\_\_**

**Attended a School Tour:**      **Yes, on:** \_\_\_\_\_      **No**

### STUDENT DETAILS

<b>Surname</b>	_____
<b>Given name</b>	_____
<b>Address</b>	_____
<b>Date of birth</b>	_____
<b>Gender</b>	_____
<b>Residency Status</b> (Please circle)	Australian Citizen / Permanent Resident / Temporary Resident

### CURRENT SCHOOL DETAILS

<b>Current School</b>	_____
<b>Current Year Level</b>	_____
<b>Name of Current Year Level Coordinator</b>	_____
<b>School Phone Number</b>	_____



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### SIBLING CLAIM

We have another child at the same permanent address who is currently attending Kew High School at the same time:

<b>Sibling Name</b>	_____
<b>Current Year Level at KHS</b>	_____

### PARENT / CARER INFORMATION

<b>Adult 1</b>	_____
<b>Occupation</b>	_____
<b>Contact number</b>	_____
<b>Email</b>	_____

<b>Adult 2</b>	_____
<b>Occupation</b>	_____
<b>Contact number</b>	_____
<b>Email</b>	_____

### SUBJECT SELECTIONS

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

### REASON FOR TRANSFER

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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## REQUIRED SUPPORTING DOUMENTATION FOR ENROLMENT

To assist with assessing your child's eligibility for enrolment at Kew High School, the following documentation is required. If no supporting documentation is provided, your application will be deemed incomplete, and will not be considered.

### Name and Date of Birth

You must provide the school with evidence to verify your child's name and date of birth. This is a mandatory requirement for all students enrolling in a Victorian government school.

Check box	Document
<input type="checkbox"/>	Australian or International Birth Certificate (Preferred)

If your child's birth certificate is not available, you must provide one of the following documents to the school.

Check box	Document
<input type="checkbox"/>	Australian or International Passport
<input type="checkbox"/>	Australian Citizenship Certificate
<input type="checkbox"/>	Australian Visa documents
<input type="checkbox"/>	Immicard

### Address

Due to capacity constraints, proof of address is required to confirm the legibility of living within the Kew High School zone. Any combination of the following documents is acceptable, as long as they add up to at least 100 points, show the same address, and Parent's/Carer's name as recorded on the application form.

Check box	Document
<input type="checkbox"/>	Any of the following documents is 40 points: <ul style="list-style-type: none"><li>• Council rates notice <b>OR</b></li><li>• Lease agreement (lease must be for at least 12 months) through a registered real estate agent or rental board bond receipt <b>OR</b></li><li>• Exchanged contract of sale</li></ul>
<input type="checkbox"/>	Any of the following documents is 20 points: <ul style="list-style-type: none"><li>• Centrelink payment statement showing home address</li><li>• Electoral roll statement</li></ul>
<input type="checkbox"/>	Any of the following documents (up to 3 months old) is 15 points: <ul style="list-style-type: none"><li>• Electricity or gas bill</li><li>• Water bill</li><li>• Telephone or internet bill</li><li>• Driver's license or government issued ID</li><li>• Home building or home contents insurance</li><li>• Motor vehicle registration or compulsory third-party insurance policy</li></ul>

## Child's Residency Status

If your child is an Australian citizen and they were born overseas, you must provide one of the documents listed below. You are not required to provide evidence of your child's Australian citizenship if they were born in Australia and are an Australian citizen.

Check box	Document
<input type="checkbox"/>	Student's Australian citizenship certificate
<input type="checkbox"/>	Student's Australian passport

If your child is an Australian permanent resident and holds a permanent residency visa, you must provide the school with a copy of one document combination listed below. This includes children who are New Zealand citizens.

Children who are born in Australia and have an Australian birth certificate are not automatically Australian citizens and may fall into this category.

Check box	Document
<input type="checkbox"/>	Student's New Zealand passport, <b>or</b> Student's New Zealand citizenship certificate
<input type="checkbox"/>	Student's New Zealand birth certificate, <b>and</b> <ul style="list-style-type: none"> <li>• One parent's New Zealand birth certificate (prior to 2006), <b>or</b></li> <li>• One parent's New Zealand passport, <b>or</b></li> <li>• One parent's Cook Island, Tokelau and Niue birth certificate.</li> </ul>
<input type="checkbox"/>	Student's permanent residency visa, <b>and</b> Student's passport

If your child is a temporary resident and holds visa documents allowing them to attend school in Victoria on a short-term basis, you **must** provide the school with a copy of **both** documents listed below. This includes students on study visas (500 or 571) and visitor visas (600). It also includes students on bridging visas and those listed as dependents on their parent's visa.

Most students on temporary visas will need to pay fees and enrol in the International Student Program. For more information, please refer to [www.study.vic.gov.au](http://www.study.vic.gov.au) or contact the Department of Education International Education Division at [international@education.vic.gov.au](mailto:international@education.vic.gov.au).

Check box	Document
<input type="checkbox"/>	Student's temporary residency visa, <b>and</b> Student's passport

If your child is a refugee but does not have a valid humanitarian visa, you **must** provide the school with a copy of **one** document listed below

Check box	Document
<input type="checkbox"/>	A letter from the Department of Home Affairs (DHA) or Adult Multicultural Education Services (AMES)

*If, after reasonable enquiries, the Principal does not accept that the address provided is the genuine permanent residence of the student, the enrolment application may not be successful.*