



# Independent Schools Application Form

<b>Proposed Enrolment Year</b>	<b>2020</b>	<b>Proposed Year Level</b>	<b>Year 7</b>
<b>Student's First Name</b>		<b>Student's Surname</b>	
<b>Gender</b>	<b>MALE / FEMALE (CIRCLE)</b>		
<b>Fee Paying International Student?</b>	<b>YES / NO (CIRCLE)</b>	<b>International Student ID</b>	

<b>Current School</b>	
<b>Current School Address</b>	
<b>Current School Phone Number</b>	
<b>Student's Residential Address</b>  (see over for documents required if you are claiming local residence)	
<b>Correspondence Address</b>  (if different to above)	

<b>Parent/Guardian 1 Full Name</b>	
<b>Parent/Guardian 1 Email Address</b>  (please print clearly)	



<b>Phone (AH)</b>		<b>Phone (BH)</b>	
<b>Phone (Mobile)</b>			

<b>Parent/Guardian 2 Full Name</b>			
<b>Parent/Guardian 2 Email Address</b> (please print clearly)			
<b>Phone (AH)</b>		<b>Phone (BH)</b>	
<b>Phone (Mobile)</b>			

**Siblings of Student**

<b>Name</b>	<b>Year Level (2020)</b>	<b>School</b>

<b>Languages Spoken at Home</b>	
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**Required Signatures of Parents/Guardians.**

- I have read this form and the attached Privacy Notice and understand why information is being collected and how it will be used. Please note some of the information in the Privacy Notice may not apply to Independent Schools Applications.
- I have attached the most recent copies of court orders and/or parenting plans including all Family Law Court Orders.
- I certify that all of the above information is correct.

<b>Parent/Guardian 1 Signature</b>		<b>Parent/Guardian 2 Signature</b>	
<b>Date</b>		<b>Date</b>	



Return this form by 4pm Friday 17 May 2019 to:

**Enrolments Officer, Northcote High School, St. Georges Rd, Northcote, 3070.**

An offer of a position at Northcote High School will be made subject to the availability of places and to the DET Priority Order of Placement. Please contact Assistant Principal Ms Katie Archibald or Enrolments Officer Ms Louise Penson if you have any difficulty completing any of this form. (03 9488 2300)

### **100 Points of Identification for claiming local residence**

All parents *applying* to the school will be asked to provide evidence of the applicant's permanent residential address.

The following documents can be used to establish permanent residence:

#### **70 points (Choose 1)**

1. Property lease / rental agreement in the parent name
2. A council rate notice in the parent name

#### **30 points (Choose 1)**

3. Australian driver licence or learners permit (current) in the parent name
4. Centrelink or social security card (current) in the parent name
5. Department of veterans affairs card in the parent name
6. A Gas or electricity bill in the parent name
7. Motor vehicle registration / insurance in the parent name
8. Property insurance papers in the parent name

*Note: Please read the NHS enrolment policy on our website [www.nhs.vic.edu.au](http://www.nhs.vic.edu.au)*



## Year 6 to Year 7 Transition: Privacy Notice

1. The Department of Education and Training (the Department) is one legal entity and includes all Victorian government schools.
2. The primary school may pre-populate sections of the attached *Application for Year 7 Placement* form (*the Application*) from information already held in its records.
3. The *Application* asks for personal information such as your child's given name, family name, date of birth, gender and permanent residential address which are necessary to ensure that:
  - a. you are provided with as much choice as possible
  - b. that all children who require a place in a Victorian government school for Year 7 are provided with one
  - c. the transition process is as smooth as possible for your child.
4. If you wish your child to attend a government secondary school currently being attended by an older brother or sister who lives at the same permanent residential address, and who will still be attending the said school in 2019, please identify the school's name, sibling's name, and future year level of the sibling in the *Application*.
5. In order to assist the primary school to properly manage the Year 7 placement process, please ensure that all information provided to the school through the *Application* and other means, is accurate and current, including:
  - a. Contact phone numbers
  - b. Permanent residential address
  - c. Emergency contact details
  - d. Copies of court orders and/or parenting plans including all Family Law Court Orders.
6. Once a Year 7 placement offer has been made by a government secondary school, personal and health information about your child will be sent to that school electronically through the Department's administrative system, CASES21. CASES21 is the software component of the Computerised Administrative System Environment in Schools (CASES) which is the package provided to Victorian government schools to support school administration, finance and central reporting.
7. When a Victorian government school student has been accepted at another Victorian government school, the school may request additional information about your child's educational abilities and interests and skills. The primary school may also provide to the secondary school personal and health information about each student in non-electronic formats.
8. Transferring personal and health information to a student's next Victorian government school is in the best interests of students because it assists that next school to provide optimal education and support to each student.
9. Personal and health information about students will only be shared with school staff who need to know that information to educate or support the student, to fulfil legal requirements or where permitted by law

If you require further information concerning transfer of your child's information, please contact your child's primary school.