

# Inglewood Primary School

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## **2020 Kindergarten application 24 June to 26 July 2019**

Inglewood Primary School is a local intake school and under the enrolment policy guidelines children whose place of residence is within the local area for six months into the academic year can complete an application form for enrolment. We are taking these applications from **24 June until the 26 July 2019**. If you choose to submit an application prior to these dates you will be asked to return with current information before your application can go to the next step.

If you live outside our boundaries we recommend that you apply for your local school as in recent years we have not been able to offer places to students out of area. Department policy stipulates that you can only apply at one school, so we would not like you to apply here and miss out on a place at your local school.

## **Step 1 – all applications are to be lodged between Monday 24 June and Friday 26 July 2019**

Parents first lodge an Application for Enrolment with the school (this can be downloaded from the links of the enrolment page). Please ensure you have used the checklist included in this application, this will avoid you needing to return to the school. Applications are not accepted until all required information is presented. The following **original documentation** is required to be provided at time of lodging the application:

- **Two (2)** original items of proof of residence from the following. **One** of which must be:
  - Proof of ownership of property (ie. water or council rates)
  - If you are renting we require a lease agreement valid for **6** months into the school year for 2018. You may lodge your applications but it will not be confirmed until we have this confirmation.

and the **second** item can be any of these:

- A current Utilities account (Alinta, Synergy or connection notice)
- Child's birth certificate or passport with visa details
- Current ACIR immunisation Certificate - available
  - through [Medicare Online Services](#)
  - by [requesting a statement](#) to be sent in the mail
  - at your local [DHS Service Centre](#)
  - by calling the Immunisation Register on 1800 653 809
- Family Court Orders or Parenting plans registered with the Family Court
- Medical Information - any special medical care plans (ie. asthma, anaphylactic)

## **Step 2**

When all the relevant information has been collected it is submitted to the school for the Principal to approve enrolment and check with our network schools for duplicate enrolments and out of area enrolments. The school has three weeks to complete this process. If successful a letter will be sent inviting you to come to the school office and complete Part B of the Enrolment Pack. This will be taking place from **19 August to 23 August 2019**. This letter will also provide information regarding the ability to request certain days due to work commitments.

### Step 3

The school will collate all information and send out our kindergarten enrolment package, which will include information regarding the students group, starting days, personal items list, parent meeting and all other relevant information. This package is usually sent to parents in **early October**.

Please use the following documents found on the Enrolment web page to complete your application.

- Part A Inglewood PS Enrolment Pack.
- Inglewood PS Boundary Map.
- When Can My Child Start School?

For further information please contact the school office on 9370 2900