

# Inglewood Primary School

An Independent Public School

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## Pre-primary to Year 6 Enrolment information.

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 compulsory school age students.

Enrolment in a public school is a two step process

### Step 1

Parents first lodge an application using the Enrolment Pack A document, with the school (this can be downloaded from the enrolments page of our website). 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:

- **Three (3)** original items of proof of residence from the following.
  - Proof of ownership of property (Council rates and current Water Rates)
  - If you are renting, we require a lease agreement valid for **3** months into the school year for 2021. You may lodge your applications but it will not be confirmed until we have this confirmation.
  - A current Utilities account (Alinta, Synergy etc or a connection notice)
- Child's birth certificate or passport with visa details
- Current AIR history statement, dated within 2 months of application. These are available
  - through [Medicare Online Services on the myGov website](#),
  - by [requesting a statement](#) to be sent in the mail,
  - 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, disability)

### Step 2

When all the relevant information has been collected it is submitted to the school for the Principal to approve enrolment. The school will notify you of the outcome of your application within two days of lodgement if it is for compulsory school aged students.

If successful, you will be invited to come back to the school to complete Part B of the Enrolment Pack. All relevant information regarding uniforms, class etc. will be provided at this time.

Please use the following documents from our Enrolment webpage to complete your application.

- Enrolment Pack Part A
- Inglewood PS Boundary Map
- When can my child start school?

For further information, please contact the school office on 9223 9900.