



Norwood Secondary College

Student Enrolment Enquiry Form for Years 8 - 12

Date of Enquiry / /

To ensure your enquiry is dealt with efficiently, please ensure that all the required information is accurately recorded.

Student

Surname _____ Date of Birth / / Gender (circle) M F
 First name _____ Preferred name _____
 Intended year level to start at _____ Intended start date / /
 Other family members who are attending or have previously attended Norwood Secondary College

Previous School information

Current School _____
 Postcode _____ State _____ Ph. No _____
 Contact person and their position (tick box)
 Principal Assistant Principal Yr Level Coordinator Other

Current family address

Number and Street _____
 Suburb _____ Postcode _____
 Telephone No. _____ Email _____
 Mob. no. _____

Primary Family details

Title (circle) Mr Mrs Ms Miss	Title (circle) Mr Mrs Ms Miss
Surname _____	Surname _____
First Name _____	First Name _____
Contact No. _____	Contact No. _____
Relationship to student _____	Relationship to student _____

Type of Enrolment

Living inside the Designated Neighbourhood Living outside Designated Neighbourhood

*Refer to the Find My School website at www.findmyschool.vic.gov.au to locate your Designated Neighbourhood School

Reason for seeking enrolment at Norwood SC _____

Requested subjects: Please refer to the information under the Learning Tab (Junior or Senior School) on our website to make your selection: <https://www.norwood.vic.edu.au/learning/>

Year 9 or Year 10 subjects (6)	Year 11 Subjects (6)	Year 12 Subjects (5)

Student Name _____

Proposed Year Level _____

Please bring this form with following original documents with you when you make your enquiry at Norwood Secondary College. Your application will not be processed until all requested documents are supplied.

A. For Designated Neighbourhood Boundary Enrolment:

Suitable documents that demonstrate permanent residency in our designated neighbourhood boundary will need to be presented.

Suitable documents are:

1. A residential property ownership document (i.e. Council Rates notice) in the name of the parent/legal guardian who is living permanently with the student at the same address, and
2. Two current utility bills from two different suppliers displaying the permanent address

Or

1. A residential lease from a registered real estate agent in the name of the parent/legal guardian who is living permanently with the student at the same address, and
2. Two current utility bills from two different suppliers displaying the permanent address

B. For all Applicants:

1. **Most recent school report (including the most recent Naplan results)**. If the last school of enrolment was overseas please provide a **translated school report**.
2. Proof of birth date
 - a. **Birth Certificate**
 - b. If student was not born in Australia,
 - i. **proof of Australian citizenship, or**
 - ii. **document which defines the student's visa, e.g. Passport: Temporary or Permanent Resident, Visa Subclass Number (where applicable)**
3. Proof of legal guardianship if required (e.g. Australian Family Court Guardianship document)

Any other comments: _____

Signature(s) of parents/guardians:

Adult A _____

Dated / /

Adult B _____

Dated / /

****Please note this is an Enrolment Enquiry only, when all the documentation is received our Junior or Senior School Principal will call you to discuss enrolment options with you and/or to make an interview time. If your application is approved, you will then need to complete additional forms which includes an official DET Enrolment form.***