



Dear Parents and Guardians,

Thank you for your enquiry to enrol at Davis Creek Primary School. As per Department of Education guidelines, Davis Creek Primary School is required to sight and keep copies of certain documentation. Official documentation to confirm your residency in our neighbourhood area is also required. DET's policy on enrolments including our privacy policy can be viewed via DET's website [www.education.vic.gov.au](http://www.education.vic.gov.au)

**Enrolment Checklist for admission for Davis Creek Primary School**

- Ensure your home address is within our enrolment boundary via this DET link:  
<https://www.findmyschool.vic.gov.au/>
- Copy of Childs Birth Certificate
- Copy of Childs Passport
- Copy of Both Parents Passport
- Copy of the Visa (if applicable)
- Copy of Childs Immunisation History Statement. This can be obtained from the Australian Immunisations Register or by logging into the MyGov website or Express Plus Medicare mobile app
- Copy of last School Report for the student from previous school
- Copy of 2 current utilities bills with the name and address of residence (Gas, Water, Electricity)

**OR**

- Copy of 'An intent to connect' or a 'Welcome' letter from the Gas, Water or Electricity company.
- A rental agreement minimum of 1 complete school year
- If your child currently attends another Government school, please advise them of your intentions to enrol at Davis Creek Primary School.

**Student Medical Information** – Does your child have any of the following?

- Anaphylaxis       Asthma       Allergies       Epilepsy

Coloured forms are available from the administration office. Forms must be completed and signed by your child's doctor and have a recent photo of the child attached.

\*Please provide photo copies of all documents per enrolment form as listed above. Enrolment forms will not be accepted if any of the above documents are missing or not photocopied.

Thank you for your understanding.

Davis Creek Primary School