Enrolment

With the exception of Year 7 applications, families seeking enrolment for their child at Box Hill High School are asked to complete and return by hand, a Student Enrolment Enquiry form which is available from the school website: www.boxhillhs.vic.edu.au and the documents requested on the form.

The families are required are to nominate on the Enrolment Enquiry Form the type of enrolment for which the student is to be considered:

Accredited Select Entry Accelerated Learning (SEAL) Program Enrolment

Students applying for the SEAL Program must be residing in Victoria and be entitled to a government funded education however a place in the program is offered regardless of the neighbourhood criteria.

Year 7 SEAL applicants are tested in Term 2 of Grade 6 and will be accepted for SEAL enrolment based on various criteria, including test results. Applications are made directly through the Box Hill High School website in Term 1 and the Enrolment Enquiry Form is not required.

Year 9 SEAL applicants are tested in Term 4 of Year 8. Applications are made directly through the Box Hill High School website at the commencement of Term 4 and the Enrolment Enquiry Form is required from students who are not currently enrolled at Box Hill High School.

Designated Neighbourhood Boundary Enrolment

Box Hill High School has a “Designated Neighbourhood Boundary” as determined by the Department of Education and Early Childhood Development (DEECD) approved neighbourhood map. Please refer to our website.

A student living in Box Hill High School’s designated neighbourhood boundary seeking enrolment must present suitable documents that satisfy the requirement of demonstrating a permanent residence. These include 2 different supplier’s current utilities bills (gas, electricity, water) to the nominated address in the name of the parent/legal guardian. Suitable documents are:

- A domestic residential property ownership document in the name of the legal parent/legal guardian who is living permanently with the student at the address.
- 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 address, which displays a commitment to property that lies within our designated neighbourhood boundary for 12 months from the date of enrolment.

Outside the Designated Neighbourhood Boundary Enrolment

A student who is seeking another type of enrolment needs to fill in the enquiry form, attach in writing any special circumstances or specific curriculum reasons that need to be considered with their request and supply the additional documentation requested.

International Student

Directed all enquiries to the International Student Unit of the DEECD. www.study.vic.gov.au/

For all applications the DEECD requirements are to be satisfied prior to enrolment.

For more enrolment information, please refer to our website: www.boxhillhs.vic.edu.au

Ms Dianne Trengove
Enrolment Officer
Ph. 9875 9154
Email: trengove.dianne.r@edumail.vic.gov.au
**Student Enrolment Enquiry**

Date of enquiry: __/__/__

**Student:**

Student Surname
First given name
Second given name
Preferred name

Gender (circle) M F Date of Birth __/__/__

Country of Birth*

*Proof of birth date must be sighted by the school

*If the Country of Birth is not Australia, please supply a passport of both child and parent with the relevant visa and a copy of your visa conditions [www.immi.gov.au](http://www.immi.gov.au) or proof of Australian citizenship

Proposed year level

Other family members attending this school

**Family home address:** With a ceiling on our enrolment numbers, a student living in the Box Hill High School’s “Designated Neighbourhood Boundary” seeking enrolment must provide a document which provides proof of a permanent residence within our designated neighbourhood boundary. Also provide 2 utilities bill to the address nominated.

Number and Street
Suburb
State
Telephone no.
Mob. no.

Postcode
Country
Email

Primary Family details i.e. the legal guardian for the student. Proof of legal guardianship (birth certificate) is required.

*If the Country of Birth is not Australia, please supply a passport with the relevant visa and a copy of the visa conditions [www.immi.gov.au](http://www.immi.gov.au) or proof of Australian citizenship.

**Adult A**

Gender (circle) M F
Title (circle) Mr Mrs Ms Miss
Surname
First Name
Country of birth**
Native language
Contact No.
Interpreter required Yes No

**Adult B**

Surname
First Name
Country of birth**
Native language
Contact No.
Interpreter required Yes No

Primary Family mailing address details if different to home address

Number and Street
Suburb
State
Telephone no.
Mob. no.

Postcode
Country
Email

Living with Primary family (circle) Always Mostly Balanced Occasionally Never

Language spoken at home

**Privacy Notice** Box Hill High School is collecting your personal information to establish that you reside within the school’s “Designated Neighbourhood Boundary”. Your information will not be disclosed to any other organisation without your consent, or unless authorised or required by law. You can access your personal information held by the school by contacting Ms Dianne Trengove by phone on 9877 1177 or emailing: box.hill.hs@edumail.vic.gov.au. If you choose not to provide some or all of the information asked for, we may not be able to enrol your child in Box Hill High School.
**Most recent school prior to your Box Hill High School request for enrolment**

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<th>School name</th>
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<tr>
<td>Current school address</td>
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<td>Contact person &amp; position held</td>
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<td>Reason for leaving current school</td>
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<td>Reason for wanting to attend Box Hill High School</td>
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<tr>
<th>Student’s strengths</th>
<th>Student’s weaknesses</th>
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<tr>
<td>Favourite Subjects</td>
<td>Curriculum preferences*</td>
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*Prospective Y9 –Y12 students need to list subjects they wish to study. Note:(6) Year 11 or (5) Year 12. Refer to the website for subject selection.

**Type of Enrolment Enquiry (tick)**

- [ ] Living in Designate Neighbourhood Boundary
- [ ] Out of Neighbourhood Boundary
- [ ] Year 9 SEAL
- [ ] International Fee Paying Students (eg visa 571): Direct your enquiries to the International Student Unit of DEECD www.study.vic.gov.au/

Thank you for taking the time to complete this Student Enrolment Enquiry form. To be considered for enrolment, please bring the following original documents when you bring this form to Box Hill High School.

**Designated Neighbourhood Boundary Enrolment - Proof of current address:**

Suitable documents are:

1. A residential property ownership document in the name of the parent/legal guardian who is living permanently with the student at the address.
   AND
   1. 2 current Utilities bills from 2 different suppliers displaying the permanent address.
   OR
2. 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 address, which displays a commitment to property that lies within our Neighbourhood for 12 months from the date of enrolment.
   AND
   3. 2 current Utilities bills from 2 different suppliers displaying the permanent address.

**All Applicants:**

**Most recent school report including the most recent Naplan results.** If the last place of study (excluding a language school) was overseas, please provide your most recent overseas report. To facilitate an effective transition for your child the school requests you to provide as much detail about your child as possible. This includes tests, Naplan results, and any additional information relevant to your child’s specific needs.

**Proof of birth date***: birth certificate. If the Country of Birth is not Australia, please also supply a passport with the relevant visa and a copy of your visa conditions or proof of Australian citizenship.

**Proof of legal guardianship**: If the Country of Birth of the parents is not Australia, please also supply a passport with the relevant visa and a copy of your visa conditions www.immi.gov.au/ or proof of Australian citizenship.

**Signature(s) of parents/guardians**

Adult A: ___________________________ Dated: / /

Adult B: ___________________________ Dated: / /

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