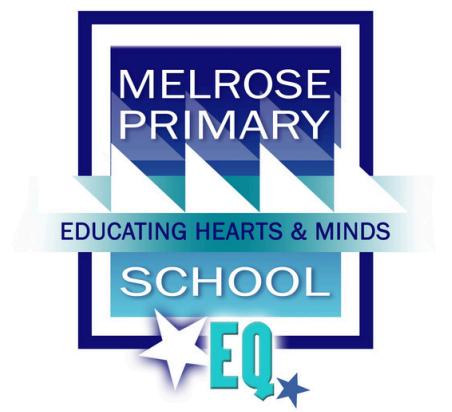


# ENROLMENT PROCESS



## What is the Department of Education and Wodonga Federation of Government Schools enrolment Process?

The Wodonga Federation of Government Schools adhere to the Department of Education enrolment process.

1. Visit the "Find My School" website <https://www.findmyschool.vic.gov.au/>
2. Identify your neighbourhood school by entering your address – All children have the right to attend their designated neighbourhood school.
3. Complete an enrolment enquiry form via the Melrose Primary School Website: <https://melroseps.vic.edu.au/>
4. Contact your neighbourhood school and arrange an enrolment meeting and tour
5. Complete enrolment form and provide supporting documentation such as your child's birth certificate and Immunisation History Statement, Allied Health reports and assessments <https://content.sdp.education.vic.gov.au/media/enrolment-documentation-checklist-2967>
6. If exiting from another school complete your current school's exit form

## What if I seek to enrol my child in a school that is not my neighbourhood school?

You can seek enrolment at school other than your local school. Applications are considered in line with the Department of Education's Placement Policy. Please refer to Frequently ask Questions and policy links below:

### · Frequently Asked Questions:

<https://www.education.vic.gov.au/Documents/school/parents/Enrolment-Frequently-asked-questions.pdf>

### · Enrolment Policy:

<https://www2.education.vic.gov.au/pal/enrolment/policy>

