



Lake Charm Primary School

Murray Valley Highway

C/- Post Office

LAKE CHARM 3581

Phone 03 54579244 Fax 03 54579450

Principal: Miss Morgen Alexander

ENROLMENT PROCESS

1. Enrolment Process

Information packs will be provided to prospective families and a tour of the school will be offered.

To enrol a child at Lake Charm Primary School an enrolment form will need to be filled out, and the school must be provided with important information about each child, including:

- evidence of the child's date of birth (if they were not born in Australia, a passport or travel document such as a visa)
- contact details, phone and address details, and that of any other parent, guardian and/or carer
- names and contact details of emergency contacts
- doctor's and dentist's names and phone numbers
- Immunisation Status Certificate
- health and welfare information
- information about the language/s your child speaks and hears at home

Enrolment forms are available at each school. If an interpreter is required to help fill out the enrolment form, the school staff can help organise this for you.

2. Enrolment Package.

List of forms

This policy was last ratified by School Council on....

November 2014