

Section 1: Early childhood education details

Student's current kindergarten or early childhood service <i>(N/A if not enrolled)</i>	
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Section 2: Student details

Family name			
First name		Date of birth <i>(dd-mm-yyyy)</i>	____ / ____ / ____
Second name		Gender	
Preferred name <i>(if applicable)</i>			
Current permanent residential address			
Street number and name			
Suburb		Postcode	
Current mailing address	<input type="checkbox"/> Same as residential <input type="checkbox"/> Different <i>(complete below)</i>		
Street number and name			
Suburb		Postcode	

Section 3: Parent or carer details

Adult A		Adult B	
Relationship to child (Parent, Carer, Step-parent, Grandparent, etc.)		Relationship to child (Parent, Carer, Step-parent, Grandparent, etc.)	
Title (Ms, Mrs, Mr, etc)		Title (Ms, Mrs, Mr, etc)	
First name		First name	
Family name		Family name	
Phone number		Phone number	
Email address		Email address	
On <u>weekdays</u>, student lives with Adult A <i>(tick one)</i>	<input type="checkbox"/> Full time or mostly <input type="checkbox"/> Equal time (equal split with Adult B) <input type="checkbox"/> Sometimes or never	On <u>weekdays</u>, student lives with Adult B <i>(tick one)</i>	<input type="checkbox"/> Full time or mostly <input type="checkbox"/> Equal time (equal split with Adult A) <input type="checkbox"/> Sometimes or never
Permanent residential address	<input type="checkbox"/> Same as Section 2 <input type="checkbox"/> Different to Section 2, please complete:	Permanent residential address	<input type="checkbox"/> Same as Section 2 <input type="checkbox"/> Different to Section 2, please complete:

Section 3: Parent or carer details cont'd

Is the student at risk?	<input type="checkbox"/> Yes <i>(complete the below questions and attach a copy of any relevant orders)</i> <input type="checkbox"/> No	
Please describe risk		
Relevant orders attached <i>(please highlight)</i>	<input type="checkbox"/> Intervention Order	<input type="checkbox"/> Other <i>(please specify)</i>
	<input type="checkbox"/> Protection Order	

Section 4: Government school preference

Preferred school at which applicant has been unsuccessful <i>(include campus if applicable)</i>	Essex Heights Primary School
Designated neighbourhood school (local school) You can find your local school by visiting the Find My School website: findmyschool.vic.gov.au	

Section 5A: Grounds for appeal

Please select **one** of the reasons below as grounds for your appeal and complete **section 5B**. The below options align with the [Placement Policy](#) and the grounds for appeal under [Appealing enrolment decisions](#).

Placement Policy	Grounds for appeal	
Guaranteed entry – students for whom the school is the designated neighbourhood school	Appeal on permanent residence	<input type="checkbox"/>
Priority 1 of the priority order of placement – students with a sibling at the same permanent address who are attending the school at the same time	Appeal on compliance with the priority order of placement	<input type="checkbox"/>
Priority 2 of the priority order of placement – all other students in order of closeness of their home to the school	Appeal on permanent residence and/or compliance with the priority order of placement	<input type="checkbox"/>
Overarching consideration – compassionate grounds (due to exceptional circumstances)	Appeal on compassionate grounds	<input type="checkbox"/>

Section 5B: Rationale for appeal

If appealing on compassionate grounds, please:

- explain the exceptional circumstances which you believe make an enrolment at your local school unsuitable for your child.
- attach supporting evidence of your claim.

Dear placement or enrolment committee and/or Principal of preferred school

Section 6: Signature of parents or carers

Privacy Notice Summary: To assist with the consideration of your appeal, the placement or enrolment committee and/or Principal may seek information about you and your child. The full Privacy Notice is attached to this form.

- ☐ I declare that all the information provided in this appeal is, to the best of my knowledge, true and correct and I have read the attached Privacy Notice.
- ☐ If applicable: I have attached documents in support of my appeal.

Adult A Signature		Adult B Signature	
Date	/ / 2025	Date	/ / 2025