

IMPORTANT ENROLMENT INFORMATION

Please read carefully

Dear Parents and Carers

These are mandatory requirements of the Department of Education and Training.

When enrolling your child at William Ruthven PS, the following documentary evidence must be submitted with your child's enrolment:

- Copy of birth certificate**
- Immunisation history statement**

Parents or carers of primary school applicants must provide an immunisation history statement from the Australian Immunisation Register (AIR), this is the only form of documentation accepted as proof of a child's immunisation status. School entry immunisation history statements can be obtained from:

- Medicare Australia Office:
<https://www.humanservices.gov.au/individuals/online-help/medicare/get-immunisation-history-statements>
- The Australian Immunisation Register (AIR) telephone-1800 653 809
- You will automatically receive an immunisation history statement from the AIR after your child turns 5 years old.
- If your child has completed all immunisations but you have not received a history statement call AIR on 1800 653 809 to find out why.
- If for some reason your child's immunisation records are incomplete or missing, contact AIR, your GP or local council immunisation service.
- If your child has never been immunised or was immunised overseas, then contact your GP or local council immunisation service who will be able to assist you in obtaining an immunisation history statement.
- **Proof of Australian Residency** if your child was born overseas (e.g., passport/visa). This needs to be photocopied as proof by the school.

Medical

- Asthma - requirements
 - Copy of current Action Plan signed by your GP (this will need to be updated annually).
 - Necessary medication as stated on the Action Plan (e.g., Ventolin and spacer)
- Allergy, Anaphylaxis - requirements
 - Copy of current Action Plan signed by your GP (this will need to be updated annually).
 - Necessary medication as stated on the Action Plan (e.g., EpiPen, antihistamine and Ventolin)
- Other medical conditions - see office staff for further information