



Stoney Creek Rd, Upper Beaconsfield 3808  
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Website: [www.bups.vic.edu.au](http://www.bups.vic.edu.au)

## Enrolment Submission

Completed enrolments need to be returned to the school office by Friday 31st July 2026 and must have all the accompanying documentation as listed below. To ensure all relevant information has been completed, please use the checklist before submitting the enrolment.

Completed enrolment forms can be submitted in the following ways:

- Digital enrolment via website <https://students.educationapps.vic.gov.au/s/>
- Paper form emailed to [beaconsfield.upper.ps@education.vic.gov.au](mailto:beaconsfield.upper.ps@education.vic.gov.au)
- Paper form dropped in to the school office
- Paper form mailed to the school PO Box 403, Beaconsfield Upper 3808

Please contact the school office on 59 443 591 or email [beaconsfield.upper.ps@education.vic.gov.au](mailto:beaconsfield.upper.ps@education.vic.gov.au) for any further information.

## Supporting Documents

- Birth Certificate
- Immunisation History Statement
- 2 proofs of Residential Address (see note)**
- Passport and Visa (if born outside of Australia)
- Australian Citizen Certificate (if applicable)

Separated families will require the following additional information.

- Alternative Family Enrolment Form—available on request
- Parenting plan/ Family Law Order/ Court Order/ Restraining Order— if applicable

## Checklist

- Parent/s have signed Pg 11
- All contact details have been included
- Ensure at least 2 emergency contacts, other than parents are listed. Please note: all parents are called first, if parents cannot be contacted in an emergency we will contact the emergency contact listed
- Medical condition: please supply all asthma/allergy plans

*\*NOTE: Proof of address is only required for new families to our school. Please provide a drivers license and a utilities bill. Please no rates notices.*