## Concerned a child is not enrolled in school or registered for home schooling?

### Making a referral

Any person can make a referral to a School Attendance Officer about a child of compulsory school age who appears not to be enrolled.

In order to make enquiries and send a School Enrolment Notice, the School Attendance Officer will need to know:

* the full name and date of birth of the child; and
* the name and address of a parent responsible for that child’s school enrolment.

A person making a referral is encouraged to use the referral form over the page. A School Attendance Officer may accept a referral by another method if it includes all the required information.

Please note: if insufficient information is provided the matter may not be able to be investigated.

##### PLEASE RETURN THE FORM TO YOUR CLOSEST DEPARTMENT OF EDUCATION AND TRAINING OFFICE:

|  |  |
| --- | --- |
| **South-Western Victoria Region** | North-Western Victoria Region |
| **Ballarat**  109 Armstrong Street North, Ballarat, 3350 **Phone:** 1300 333 232 **Fax:** (03) 5333 2135  **Geelong**  PO Box 2086, Geelong, Victoria 3220 **Phone:** 1300 333 232 **Fax:** (03) 5225 1099  **West Footscray**  Level 3, Whitten Oval, 417 Barkly Street, West Footscray, 3012 (entry via glass sliding doors) **Phone:** 1300 333 232 **Fax:** (03) 9291 6565 | **Bendigo**  PO Box 442, Bendigo, 3552 **Phone:** (03) 9488 9488 **Fax:** (03) 5442 5321  **Coburg**  Locked Bag 2001, Coburg, 3058 **Phone:** (03) 9488 9488 **Fax:** (03) 9488 9400 |

|  |  |
| --- | --- |
| **South-Eastern Victoria Region** | **North-Eastern Victoria Region** |
| **Dandenong**  P.O. Box 5, Dandenong, 3175 **Phone:** 1300 338 738 **Fax:** (03) 8765 5784  **Moe**  PO Box 381, Moe, Victoria, 3825 **Telephone:** 1300 338 738 | **Benalla**  PO Box 403, Benalla, Victoria, 3672 **Phone:** 1300 333 231 **Fax:** (03) 8392 9502  **Glen Waverley**  Level 3, 295 Springvale Road, Glen Waverley, Victoria 3150 **Phone:** 1300 333 231 **Fax:** (03) 8392 9333 |

## Referral form: Child does not appear to be enrolled in school or registered for home schooling

| Details of child and parent |
| --- |
| ……………………………………………………………………… …………………………………  Full name of child date of birth of child  …………………………………………………………………………………………………………………………  Name of parent responsible for child  …………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………  Address of parent responsible for child  ………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………… Additional information. For example the name of the school you think the child may have previously been enrolled in or reasons you may see for failure to comply with enrolment requirements, including any social, cultural, lingual, economic, geographic or learning difficulties (optional). |

| Your details (optional) |
| --- |
| …………………………………………………………………………………………………………………………  Your name  …………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………  Your address and phone number |