



89 Forest Road, Lara 3212

Tel: 5282 1261

Email: lara.lake.ps@edumail.vic.gov.au

Website: www.laralake.vic.edu.au

Dear Prospective Family,

Welcome to Lara Lake Primary School.

My name is Zane Moylan, and It is an honour and a privilege to serve as the principal of Lara Lake Primary School. I am passionate about providing our wonderful students with the opportunities they require to thrive as active members of this community. I am a dad, and I want the same for your kids as I do for mine – for them to be safe, develop friendships, flourish academically, and to develop the key social and emotional skills that will allow them to become great human beings. **This is what drives me every day.**

We have a terrific team of staff who work collaboratively to create an environment that enables all students to reach their potential. Our school uniquely implements high expectations for all – students, staff, and families. We have established a clear set of expected cultural behaviours and routines which are consistently implemented in every classroom across the school.

We deeply value calm, quiet and supportive learning environments. We aim to create learning spaces where all children can safely access high quality teaching and learning programs, delivered by highly competent teachers.

Our teaching and learning approaches are evidenced-based and designed to meet the needs of all students. Our practices are constantly reviewed to ensure that we are providing the highest quality instruction for your child.

Our values of Respect, Responsibility and Excellence play an important part in our school culture, and we ensure that they are taught and upheld by all members of our school community.

Visitors to our school frequently comment on the calmness of our classrooms and the friendliness of our staff and students. If you are a prospective member of our community, I invite you to visit us for a tour – these are run on the first Friday of each month. Please contact our school office on 52821261 to make a booking.

I look forward to meeting you soon.

Zane Moylan

Principal



Learning and growing together

Application to Enrol in a Victorian Government School

Lara Lake Primary School

This form has been designed to support students to apply for a place at a Victorian Government School. If a student is offered a place at a school, a School Enrolment Form, with attached supporting documentation, may need to be completed to finalise enrolment.

Your child's right to enrolment

Your child is guaranteed a place at the school they are zoned for, as shown on the Find My School website.

This means that if your child lives within the school zone, they must be offered a place when seeking enrolment. To find the school you are zoned for (referred to as your local school) visit www.findmyschool.vic.gov.au

Going to a school outside your zone

You have the choice to seek enrolment at a school that is not your local school. Your child should be offered a place if the school has sufficient accommodation.

If the school has limited accommodation, applications are considered using the priority order of placement. The priority order of placement prioritises out-of-zone siblings and then students in order of closeness of their home to the school.

In exceptional circumstances, a student may be enrolled in a school based on compassionate grounds. Family and student privacy will be maintained when considering applications on compassionate grounds.

To find out more, visit www.vic.gov.au/how-choose-school-and-enrol

Student tests and interviews

Enrolment offers are not dependent on a satisfactory report or interview. Student tests or interviews may only occur after an enrolment offer has been accepted.

Students with disability

Every student has the right to attend their local school. Students with disability have the same right to enrol in their local school as students without disability.

All schools must make [reasonable adjustments](#) so that students with disability can learn and achieve on the same basis as students without disability.

You also have the option to seek enrolment for your child at a government specialist school for students with disability.

International students

Fee-paying international students should apply through the Victorian Student Program at www.study.vic.gov.au

STUDENT DETAILS

Surname:	
First Given Name:	
Second Given Name: (if applicable)	
Preferred First Name: (if applicable)	
Date of Birth: (dd-mm-yyyy)	Gender: ☐ Male ☐ Female ☐ Self described: _____

Which year are you seeking to enrol this student?													
☐ Foundation(Prep)	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ 6	☐ 7	☐ 8	☐ 9	☐ 10	☐ 11	☐ 12	☐ Ungraded

Intended start date:	
☐ Day 1, Term 1	☐ Other (dd-mm-yyyy): _____ / _____ / _____

Are you seeking to enrol the student at this school full-time? ☐ Yes (move to next section) ☐ No			
If No, how many days a week would the student be attending this school?			
If No, provide reason you are seeking part-time enrolment:			
Other school name:	Days / week:	Has enrolment been accepted?	☐ Yes ☐ No
Other school name:	Days / week:	Has enrolment been accepted?	☐ Yes ☐ No

Do you live in the school's zone? Go to www.findmyschool.vic.gov.au to find your local school		☐ Yes	☐ No
If this school has multiple campuses, what campus is the student applying for?			

Student's Permanent Residence

Your child's permanent residence is the address where they spend the majority of their days during the school week. If they spend an equal amount of time at two addresses, both are considered their permanent address and your child will be entitled to enrol in the designated neighbourhood school for either address. **Please provide proof of permanent residence to the school as part of your application. The school will let you know what evidence is required.** For more information, please refer to the Residential Address Checklist, available at: www.vic.gov.au/how-choose-school-and-enrol. When assessing your application, the school may make enquiries to verify the information provided, such as checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office; checking with a real estate agent; or checking whether there are any regulations/codes limiting the number of people living at one residence, for example if a rental property is a studio or one bedroom unit.

No. & Street Address:	
Suburb:	
State:	Postcode:
How often does this student live at this address? ☐ Always ☐ Mostly ☐ Balanced (50%)	
If the student lives at another address during the school week, please provide further details including the address, who they reside with, and how many days a week the student lives there:	

Siblings

A sibling is defined broadly and can include step-siblings and students residing together as part of a multiple family cohabitation or out-of-home-care arrangements, including foster care, kinship care, residential care and permanent care.

Does the student have any siblings at this school? ☐ Yes ☐ No (move to next section)		
Name	Current Year Level	Reside at same residential address as the student
1		☐ Yes ☐ No ☐ Sometimes
2		☐ Yes ☐ No ☐ Sometimes
3		☐ Yes ☐ No ☐ Sometimes
4		☐ Yes ☐ No ☐ Sometimes

PARENT/CARER DETAILS

This form should be completed by parents or carers who are responsible for enrolling their child in school. It is the responsibility of the person completing this form to consult with all other adults that need to be involved in the enrolment process. If required information is not provided or there is a dispute between parents or carers about a child's enrolment, the enrolling principal is required to consider the student's education and wellbeing when deciding whether to defer or accept the enrolment.

Enrolling Adult 1

Surname:				
First Given Name:				
Contact Mobile Number:				
Contact Home Phone:				
Contact Email Address:				
Correspondence Address:				
Student lives with Adult 1:	☐ Always	☐ Mostly	☐ Balanced(50%)	☐ Occasionally
Adult 1 Relationship to Student:	☐ Parent ☐ Relative	☐ Step Parent ☐ Friend	☐ Foster Parent ☐ Self	☐ Host Family ☐ Other: _____

Enrolling Adult 2

Surname:					
First Given Name:					
Contact Mobile Number:					
Contact Home Phone:					
Contact Email Address:					
Correspondence Address:					
Student lives with Adult 2:	☐ Always	☐ Mostly	☐ Balanced(50%)	☐ Occasionally	☐ Never
Adult 2 Relationship to Student:	☐ Parent ☐ Relative	☐ Step Parent ☐ Friend	☐ Foster Parent ☐ Self	☐ Host Family ☐ Other: _____	

Declaration

Information is collected and handled in accordance with the Schools' Privacy Policy, available here:
www.vic.gov.au/schools-privacy-policy

Please also refer to the Victorian Government School Privacy Collection Notice for details on handling of personal and health information in schools: www.vic.gov.au/schools-privacy-collection-notice

I/We confirm that:

- I am/We are the person/people named as completing this form.
- The information in this form is true and correct.
- I/We agree to authorise this form by electronic means with an electronic signature.

Signature of Enrolling Adult: _____ Date: ____ / ____ / ____

Signature of Enrolling Adult (if applicable): _____ Date: ____ / ____ / ____



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Lara Lake Primary School Enrolment Information

Thank you for choosing to enrol your child at Lara Lake Primary School.

This enrolment pack contains the following documents:

- Form to Enrol in a Victorian Government School
- Schools' Privacy Policy
- Camps, Sports and Excursions (CSEF) fund application form (eligibility information is on the back of the form)

Please ensure that the following documentation is included when returning the enrolment application form (please tick boxes of documents attached)

- ☐ **Birth Certificate**
(Where a birth certificate cannot be produced, other acceptable evidence of a student's full name and date of birth may include a passport, citizenship documents, Australian Visa documents or Immicard).
- ☐ **Immunisation History Statement**
(available online through your myGov account)

Proof of Address in the Lara Lake Primary School Catchment Zone

Please provide documents to the value of 100 points as per guidelines shown below: showing name and current address, from the following list:

Must provide 1 of the following (40 Points)

- ☐ Council rates notice
- ☐ Lease agreement through a registered real estate agent or
- ☐ Rental board bond receipt showing your current address and your name

Plus, any of the following

- ☐ Centrelink payment statement showing home address (20 points)
- ☐ Electoral roll statement (20 points)
- ☐ Electricity or gas bill showing the service address and your name (15 points)
- ☐ Water, telephone or internet bill showing the service address and your name (15 points)
- ☐ Driver's licence or government issued ID showing your current address and your name (15 points)
- ☐ Home building or contents insurance showing your current address and your name (15 points)
- ☐ Motor vehicle registration or compulsory third-party insurance policy showing your home address and your name (15 points)

- ☐ **Latest academic report from previous school**
(not required for Prep enrolment)

Be sure to fill in **all sections** of the enrolment form and return to the school's administration office along with the above documents. Photocopies of originals can be made at the school office.

If you have any difficulties or questions about completing the form, please contact the office on 5282 1261 or via email at lara.lake.ps@education.vic.gov.au and we can assist you.

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Photographing, Filming and Recording Students at Lara Lake Primary School

Consent Form

There are many occasions during the school year when staff photograph, film or record students participating in school activities or events. We do this for many reasons including to: e.g. celebrate student participation and achievement, showcase learning programs, camps, excursions, sports events etc, communicate with our school community using various mediums.

Our **Photographing, Filming and Recording Students Policy**, [photographing-filming-recording-students-policy update 2026.pdf](#) describes how we will collect and use photographs, video and recordings (images) of students. The policy also explains when parent/carers consent is required and how it can be provided and withdrawn.

Please note there are uses of images that do not require consent. These include curriculum-based activities (i.e. class work), identity management, managing behavioural and safety incidents, to support a student's health and wellbeing, and to provide individual feedback or communication to a student, their parents/carers and/or school staff. If you have any concerns about the use of photographs in our school, for example, due to safety or cultural reasons, please contact the administration office.

This **Consent Form** describes:

- situations where consent is required and seeks that consent
- how personal information will be handled in regard to privacy law
- ownership and reproduction of images

If you would like to withdraw or change your consent at any time, you must notify us either lara.lake.ps@education.vic.gov.au or Ph: 5282 1261. If consent is withdrawn verbally, we will make a written record of this. Please note, it may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.

This consent will be in place for the time your child is enrolled at Lara Lake Primary School. We will provide an annual reminder to parents about our **Photographing, Filming and Recording Students Policy** via Compass. We will also notify parents when implementing software that may include photos of students, giving parents an opportunity to discuss any concerns or preferences.

This consent form applies to images of students that are collected and used by our school: We ask that any parents/carers or other members of our school community photographing, filming or recording students at school events (e.g. concerts, sports events etc) do so in a respectful and safe manner and that images of students are not publicly posted (e.g. to a social media account) without the permission of the relevant parent/carers.

If you do not understand any aspect of this consent form, or you would like to talk about any concerns you have, please contact our school on E: lara.lake.ps@education.vic.gov.au Ph: 5282 1261.

Privacy

Photographs, video and recordings (**images**) in which your child is identifiable are considered 'personal information' under Victorian privacy law. This means that any images of your child taken by the school may be a collection of your child's personal information. The school is part of the Department of Education (**the department**). The department values the privacy of every person and must comply with the *Privacy and Data Protection Act 2014* (Vic) when collecting and managing all personal information. For further information refer to the [Schools' Privacy Policy](http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx) (<http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>).

Ownership and reproduction

Copyright in the images will be wholly owned by the school. This means that the school may use the images in the ways described in this form without notifying, acknowledging or compensating you or your child.

Consent for use of images

Our school uses images in a number of ways. Please read the categories below, then indicate your opt-in consent by using the tick boxes at the bottom of this form.

Use of images within the physical school environment

If you consent, photographs, video or recordings of your child may be used by our school within the school environment in any of the following ways:

- for display in school classrooms or corridors (e.g. in displays of student work, on noticeboards to celebrate achievements)
- for display on the administration television

Use of images within the school community

If you consent, photographs, video or recordings of your child may be used by our school within the school community in any of the following ways:

- In communications on Compass; including 'The Wrap', classroom/year level newsletters or other similar communications.

Use of images beyond the school community/publicly

If you consent, photographs, video or recordings of your child may be used in publications that are accessible to the public, including:

- on the school's website
- on the school's social media accounts

We will notify you individually if we are considering using images of your child for specific advertising or promotional purposes.



Please return this section to the office at Lara Lake Primary School.

Your consent

I have read this form, and I consent to Lara Lake Primary School collecting photos, video or recordings of my child during their time at the school, and using these photos, video or recordings in the following ways.

Indicate your consent for the three options by using the tick boxes.

- ☐ I consent to the use of images of my child **within the physical school environment**
- ☐ I consent to the use of images of my child **within the school community**
- ☐ I consent to the use of images of my child **beyond the school community/publicly, i.e. the school's website and social media accounts**
- ☐ I do not consent to the use of images of my child

Name of student:	
Name of parent/carer:	
Signature:	
Date:	

Further information about how Lara Lake Primary School collects and uses photos, video and recordings of students is available in our Photographing, Filming and Recording Students Policy [photographing-filming-recording-students-policy update 2026.pdf](#), including use of images that do not require consent, e.g. to fulfill legal obligations or for identification purposes.

If you do not return this form to the school, we will assume that you do not consent to the optional uses as described above.