

## Enrolment Documentation Required

This document complies with the current Department of Education policy for the enrolment of students in NSW Government Schools. These links will be relevant:

- <https://education.nsw.gov.au/content/dam/main-education/public-schools/going-to-a-public-school/media/documents/changes-to-the-enrolment-policy-for-parents.pdf>
- <https://education.nsw.gov.au/content/dam/main-education/public-schools/going-to-a-public-school/media/documents/Residential-address-check.pdf>
- <https://education.nsw.gov.au/policy-library/policies/pd-2002-0006>

Please provide ORIGINAL documents when enrolling your child at West Pennant Hills Public School

### Identity Check

#### Proof of Student Identity:

- Birth Certificate
- Current Passport

**Please note:** If your child was born in Australia, but BOTH parents are born overseas, proof of your child's Australian citizenship needs to be provided. This will take the following form:

- Child's Citizenship Certificate

OR

- Current Australian Passport

AND

- Both parents' current passports with proof of residency, citizenship or Visa papers

**Please note:** If your child was born overseas, the following documents need to be provided. This will take the following form:

- Child's Passport with proof of residency or visa papers

AND

- Both parents' current passports with proof of residency or Visa papers

AND

- Completed Application for Authority to Enrol from the Temporary Resident's Program (if applicable)

### Immunisation

- Immunisation history statement from Medicare

## 100 Points Residential Proof Check

### Guidelines:

- All document MUST be in the name of the enrolling parent/carer
- All documents must be current (dated within the last three months)
- Further documentation may be requested at the discretion of the Principal

Document	Points Value	Points Scored
<b>Category A</b> (Only 1 item from this category) <ul style="list-style-type: none"> <li><input type="checkbox"/> Contract of Purchase of Residential Property or Exchanged contract of sale with settlement to occur within the applicable school year</li> <li><input type="checkbox"/> Property Lease Agreement (Registered Real Estate Agent minimum of 6 months) or Rental board bond receipt</li> <li><input type="checkbox"/> Council Rates notice</li> </ul>	40	
<b>Category B</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Private rental agreement for a period of at least 6 months</li> <li><input type="checkbox"/> Centrelink payment statement showing home address</li> <li><input type="checkbox"/> Electoral roll statement</li> </ul>	20 each	
<b>Category B</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Electricity or gas bill showing the service address</li> <li><input type="checkbox"/> Water bill showing the service address</li> <li><input type="checkbox"/> Telephone or internet bill showing the service address</li> <li><input type="checkbox"/> Drivers licence or government issued ID showing home address</li> <li><input type="checkbox"/> Home building or home contents insurance showing the service address</li> <li><input type="checkbox"/> Motor vehicle registration or compulsory third party insurance policy showing home address</li> </ul>	15 each	

## Health Care Needs

- Colour ASCIA plan where appropriate
- Asthma plan where appropriate
- Other Health Care Plan

Documents sighted by Principal

Principal approval:

Date:

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