



### ENROLMENT REQUIREMENTS

The school's enrolment policy outlines that before the enrolment process commences the following must be presented for consideration.

You are required to submit **three (3)** documents to prove your place of residency. These documents must be:

- Copy of a current **Rates Notice** and proof of payment OR
- Current 12-month **Rental Agreement with a Real Estate Agent & Bond Certificate** (issued by Department of Fair Trading)

**No Private Rental Agreements or Statutory Declarations will be accepted as part of the enrolment process.**

The other two documents must be any of the following:

- Internet Bill showing the Service Address
- Electricity Account
- Gas Account
- Home Insurance Policy

*Please note: These documents need to be documents which are posted directly to you at your residential address. We do not accept documents that have been emailed. We do not accept utility welcome letters; you must supply a bill showing the service address. A driver's license is unacceptable. Living with relatives/friends or details of investment properties and business premises are also unacceptable.*

In all the above, the name on the documentation must be in the name of the legal guardian.

### **GUARDIAN DOCUMENTATION**

To establish guardianship the school will need:

- Photo identification to verify the identity of parent/caregiver.
- Papers from the Guardianship Board or Family Law Court, if living with an adult other than a parent; and
- Proof of current guardianship by one of the parents, in case of parental separation, e.g., Centrelink advice notice.

### **STUDENT DOCUMENTATION**

Student documentation to be provided to the school:

- Last two (2) school reports, translated into English.
- Birth Certificate/Passport (and visa if applicable).
- When enrolling into Year 7, NAPLAN results from Year 5.
- Up to date immunisation status.
- Documentation relating to special needs, if relevant.

*Please Note:*

Completion of the enrolment form does **not automatically guarantee enrolment.**

- The principal will finalise the enrolment application.
- The applicant's given address is understood to be the point from which they leave in the morning and their destination in the afternoon.
- The penalty for providing false or misleading information to a school when making an application for enrolment is up to 2 years imprisonment, \$22,000 fine or both in accordance with Section 207B of the Crimes Act 1900
- De-enrolment may follow, and/or prosecution, if false or misleading information is given.