



DOCUMENT REQUIREMENTS FOR ENROLMENT AT CHATSWOOD PUBLIC SCHOOL

All applicants must bring the following documents to the school before an application to enrol in a NSW Government School can be considered:

- Student Identity documents (see below)**
- Proof of Address documents (see overleaf)**
- Immunisation History** required by **all** students enrolling for the first time in a NSW Government school (see below)

Australian Citizens	<ul style="list-style-type: none">• Student's Original Australian Passport or Australian Birth Certificate (one parent must be born in Australia). or• Student's Australian Birth Certificate and Australian Citizenship Certificate where both parents were born overseas.*
Permanent Residents and Temporary Visa Holders	<ul style="list-style-type: none">• Original Passport and relevant visa documents for the student dependant on their parent's visa

* or if one (or both) parents was an Australian permanent resident at the time of birth the child's own Australian citizenship certificate or proof of parent residential status

Immunisation

Students enrolling in a NSW Government school for the first time need to provide an Australian Immunisation Register 'Immunisation History Statement' to the school. If you are an Australian or NZ Citizen or have a Permanent Resident Visa and have a Medicare card, you can obtain the Statement from the MyGov website or at any Medicare office. Temporary visa holders can take your child's immunisation record to a local doctor who can provide the necessary vaccines (if required) to complete your child's vaccination and provide you with the Statement.

Proof of Address

For a student to be enrolled, parents will be required to provide **100 points** as per the General Guidelines below and overleaf. The enrolling parents must provide proof of residency that they **CURRENTLY** live in the local area and that the child being enrolled also **CURRENTLY** lives in the local area.

General Guidelines:

- All documents **MUST** be in the name of the enrolling parent/carer.
- A certified copy of some original documents is accepted.
- All documents must be current.
- Personal references are not considered.

Please see over page for list of documents required for Proof of Local Residency

Residential address check

For the enrolment of students in NSW Government schools

Persons seeking to enrol a child in a NSW Government school will be required to show documents to establish the child's address

Key principles

The *Education Act 1990* provides the key principles that govern the enrolment of students in NSW Government schools. Some of them are summarised below.

The parent of a child may enrol the child at any government school if the child is eligible to attend the school and the school can accommodate the child (section 34.1).

A child is entitled to be enrolled at the government school that is designated for the intake area within which the child's home is situated and that the child is eligible to attend (section 34.2).

The principal may, for the purpose of establishing a child's eligibility to attend or entitlement to be enrolled at the school, require a person seeking to enrol the child at the school to provide proof, to the satisfaction of the principal, of the child's identity, date of birth and home address (section 34A.1).

In determining whether a child could be accommodated, the number of classrooms and other facilities may be considered (section 34.6).

The enrolment of a child who is not entitled to be enrolled at the school may be terminated if the child was enrolled as a result of false information or a false document provided (section 34A.4).

Establishing the child's residential address

To determine a child's eligibility to attend or entitlement to enrol in the school, the principal may require documents to establish the child's address.

Generally, acceptable documents show the full name of the parent and address of the parent or carer with whom the child lives. However, any requests for proof of address must be reasonable in the circumstances.

Staff in schools abide by the Privacy and Personal Information Protection Act 1998 (NSW). Residential address information provided will be used to process applications for enrolment and associated purposes and the information will be stored securely.

The school may request additional documents be provided as required.

100-point residential address check in some schools with a designated intake area

Schools that are above or near (i.e. the number of non-local enrolment applications received exceeds the number of enrolment places available outside the local enrolment buffer) their buffer level use the following 100-point residential address check to verify that the student being presented for enrolment lives within the intake area.

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents)	40 only
1.1. Council rates notice	<input type="checkbox"/>
1.2. Current lease agreement through a registered real estate agent for a period of at least 6 months and/or rental board bond receipt or rental ledger	<input type="checkbox"/>
1.3. Exchanged contract of sale with settlement to occur within the applicable school year	<input type="checkbox"/>
2. Any of the following	20 each
2.1. Private rental agreement for a period of at least 6 months	<input type="checkbox"/>
2.2. Centrelink payment statement showing home address	<input type="checkbox"/>
2.3. Electoral roll statement (https://check.aec.gov.au/) [^]	<input type="checkbox"/>
3. Any of the following documents	15 each
3.1. Electricity or gas bill showing the service address*	<input type="checkbox"/>
3.2. Water bill showing the service address*	<input type="checkbox"/>
3.3. Telephone bill showing the service address*	<input type="checkbox"/>
3.4. Internet bill showing the service address*	<input type="checkbox"/>
3.5. Drivers licence or RMS issued photo card showing home address	<input type="checkbox"/>
3.6. Government issued ID showing home address*	<input type="checkbox"/>
3.7. Home building or home contents insurance showing the service address	<input type="checkbox"/>
3.8. Motor vehicle registration or compulsory third party insurance policy showing home address	<input type="checkbox"/>
3.9. Statutory declaration stating the child's residential address, how long they have lived there, with supporting information or documentation of this	<input type="checkbox"/>
3.10 Other official documentation/correspondence showing home address	<input type="checkbox"/>
* up to three months old	
Total Points	
[^] a reference number is provided for address changes	

More information

Contact Chatswood Public school on 9419 6127 or visit <https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment>
 For general enquiries, policy information & referral and public school enquiries: T: 9561 8999
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