



## Residential address check

### For the enrolment of students in NSW Government schools

#### 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.

#### 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) 1.1. Council rates notice 1.2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt 1.3. Exchanged contract of sale with settlement to occur within the applicable school year	40
2. Any of the following 2.1. Private rental agreement for a period of at least 6 months 2.2. Centrelink payment statement showing home address 2.3. Electoral roll statement	20 each
3. Any of the following documents 3.1. Electricity or gas bill showing the service address* 3.2. Water bill showing the service address* 3.3. Telephone or internet bill showing the service address* 3.4. Drivers licence or government issued ID showing home address* 3.5. Home building or home contents insurance showing the service address 3.6. Motor vehicle registration or compulsory third party insurance policy showing home address 3.7. Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this.	15 each

\* up to three months old

#### More information

Contact your local school or visit  
<https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment>



Residential address check  
Additional documentation required



Dear Parent/Carer

When parents submit their 'Application to enrol in a NSW Government School' form they are to provide the following documents:

- Birth certificate or identity documents
- Passport, Visa or Citizenship documents may be requested **for students and parents**
- Immunisation history statement
- Court order (if applicable)
- Original ASCIA action plan with photo and signed by doctor (if applicable)
- Last school report (other than Kindergarten enrolments)
- Residential address documentation

All documents must be current and the originals will need to be sighted prior to a place being offered. Documents issued more than 3 months ago will not be accepted.

- For new students enrolling for the next year, whilst current documents will be asked for in the year prior to the day of enrolment, more current documents will need to be provided on the day of enrolment, to ensure address is still current. This will be for all residents, both rental properties and homeowners.
- If leasing a property the lease must extend into the school year, a minimum of 6 months. This may require families to present a new lease prior to enrolment. Office staff will advise when necessary. All lease agreements must be substantiated with the accompanying rental bond receipt from the Department of Fair Trading.

At this time you are missing the required documents. Please email this to the school or present these documents to the office to ensure your child's application can be confirmed.

Mrs Gae Bromwich  
Principal