



Dear Parent/Carer

All schools have a designated local enrolment area. Students residing within that area are entitled to be enrolled at the government school that is designated for that intake area (Enrolment of Students in Government Schools, August 1997).

To process your application, we require documentation to reach 100 points, as listed below, to verify your residential address. Student and parent documentation is also required as listed below the table.

100-Point Residential Address Check Document showing the full name of the child's parent	Points	Total
1. Only ONE from this section: • Council Rates Notice • Lease Agreement through a Registered Real Estate Agent for a period of at least 12 months or rental board bond receipt • Exchanged contract of sale with settlement to occur within the applicable school year	40	
2. Any of the following: • Centrelink payment statement showing home address • Electoral Roll statement • Private Rental Agreement for a period of at least 12 months	20 each	
3. Any of the following documents: • Electricity or Gas bill showing the service address* • Water bill showing the service address* • Telephone or Internet bill showing the service address* • Drivers Licence or Government issued ID showing home address • Home Building or Home Contents Insurance showing home address • Motor Vehicle Registration or Compulsory Third Party Insurance Policy showing home address • Statutory Declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation	15 each	

*Up to three months old

For the student:

- Birth Certificate—Original documentation required plus a copy
- If child was born overseas – Birth Certificate, Passport, Visa, Citizenship Certificate - Original documentation required plus a copy
- If child is a permanent resident – Birth Certificate, Passport and Visa - Original documentation required plus an emailed copy
- Immunisation Certificate/History Statement issued by Medicare
- Family law or other relevant court orders - if applicable
- ASCIA Action Plan (allergy or asthma) - if applicable

For the Parent/Carer born overseas:

Passports and visas for parents OR Australian Citizenship Certificate - Original documentation required plus an emailed copy