



Enrolment Documentation Required

We require the following **original** documentation for all enrolments:

- Birth certificate
- Passport and visa (if applicable)
- Completed Application for Authority to Enrol from the Temporary Visa Unit (if applicable)
- Immunisation history statement from Australia Childhood Immunisation Register (Medicare) or Australian GP. Overseas immunisation records are not accepted.

To certify the student's address, we require the following current (**at least 6 months into the applicable school year**) documents: - **total value = 100 points.**

List A (<i>only one of these = 40 points</i>)	List B (<i>any of the following</i>)
<ul style="list-style-type: none"> • Council rates notice • Lease agreement through a registered real estate agent for a period of at least 6 months in the applicable school year OR rental bond receipt • Exchanged contract of sale with settlement to occur within the applicable school year 	<ul style="list-style-type: none"> • Private rental agreement for a period of at least 6 months in the applicable school year - <i>20 points</i> • Centrelink payment showing home address - <i>20 points</i> • Electoral roll statement - <i>20 points</i> • Electricity or gas bill (up to 3 months old) - <i>15 points</i> • Water bill (up to 3 months old) - <i>15 points</i> • Phone or internet bill (up to 3 months old) - <i>15 points</i> • Current drivers licence or government issued ID showing home address - <i>15 points</i> • Home building or home contents insurance - <i>15 points</i> • Motor vehicle registration or compulsory third party insurance policy - <i>15 points</i> • Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this - <i>15 points</i>

Documents must show the name and street address of the child's parent/carer.

Further documentation may be requested at the discretion of the Principal.

If the parents were born overseas, we also ask you to provide parents' passports and visas.

Where possible both parents must sign the enrolment application form.

In cases where there are family court papers, an appointment must be made with the Principal to discuss enrolment and legal documentation must be provided.

Providing false or misleading information

Giving false or misleading information is a serious offence. In the event that the statement made in the documents submitted to form the Application for Enrolment prove to be false or misleading then any decision may be reversed. Section 307B of the Crimes Act 1900 provides a penalty for such an offence of up to 2 years imprisonment or a fine of \$22,000 or both.

Providing a false Statutory Declaration for the purpose of gaining entry to a school will earn a penalty of 7 years imprisonment – section 25A of the Oaths Act 1900.