



RESIDENTIAL ADDRESS IDENTIFICATION

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, A Summary and Consolidation of Policy, August 1997).

To process your application we require documentation to verify your residential address.

General Guidelines:

- All documents **MUST** be in the name of the enrolling parent/carers and show current residential address. P.O. Box address is not acceptable.
- Must supply council rates for home owners or a current lease agreement substantiated with a Rental Bond receipt from the Department of Fair Trading*
- **FOUR additional** documents are also required.
- At least **TWO** must be from **Category A**.
- Original Documents are to be sighted. The school will take photocopies.
- **CURRENT** accounts and bills.
- Personal references are not considered.
- Enrolment may be delayed to confirm ownership through a "Land Title" or "Deed" Search.

	DOCUMENTATION
CATEGORY A	Utility Account <ul style="list-style-type: none"> • Electricity # • Gas # • Water • Telephone <p># If you have the same provider for gas and electricity this is considered one proof of address not two.</p>
CATEGORY B	<ul style="list-style-type: none"> • Centrelink Documents • Post Office – Mail Redirection • Removalist Documentation • Home and Contents Insurance • Electoral Roll Registration • Health Insurance Documents • Medical Accounts • Car Insurance # <p># If using a car as proof then either insurance details or registration can be used as one proof only</p>

***ADDITIONAL REQUIRED DOCUMENTATION:** If private lease agreement is in place a **STATUTORY DECLARATION** from the **PROPERTY OWNER** and a further **STATUTORY DECLARATION** from the **FAMILY LEASING PROPERTY** is also required.

The Application to Enrol in a NSW Government School (2nd edition) requires the applicant to declare the information provided is correct. It also makes it clear the provision of false information can result in the enrolment being reversed. Any decision to reverse an enrolment needs to take into account the specific circumstances of the matter. This includes determining if the student was an "out of area enrolment" and whether acceptance of the enrolment application has resulted in the student gaining entry at the expense of other prospective students who may be on a waiting list. Any decision to reverse an enrolment in these circumstances should only be made with the approval of the relevant Executive Director.

If a person provides materially false or misleading information to a school when making an application for enrolment, this is an offence which has a penalty of up to 2 years imprisonment, \$22,000 fine or both –Section 307B of the Crimes Act 1900. If a person provides a statutory declaration he or she knows to be false, for the purpose of gaining entry to a school, he or she commits an offence which has a maximum penalty of 7 years imprisonment – Section 25A of the Oaths Act 1900.

Kim Fawcett
Principal