



## ENROLMENT POLICY

### 100 Points Residential Proof Checklist

**Guidelines:**

- All documents **MUST** be in the name of the enrolling parent/legal guardian.
- All documents must be current (dated within last 3 months).
- Applications must contain **ONE 40 Points** document.
- Original documents are to be sighted.
- Please be aware we do not accept shared accommodation arrangements, subletting or boarding, house under construction. Family must be residing in the house with documentation to confirm their residential details.

Document showing the full name of the child's parent/legal guardian	Point Value	Points Received
<p style="color: red;"><b>Only ONE (no additional points for additional documents)</b></p> <ul style="list-style-type: none"> <li>• Council rates notice</li> <li>• Exchanged contract of sale with settlement to occur within the applicable school year</li> <li>• Current Lease Agreement through a registered real estate agent for a period of 12 months with rental bond receipt from Fair Trading</li> <li>• If exercising the continuation option on the original lease agreement, we require a letter from the registered real estate agent confirming the continuation of the property lease agreement in your name, length of time residing at the address and confirmation that you will be residing at the address for at least a further 12 months. You must also provide a current rental payment statement from the registered real estate agent. Principal to review continued enrolment</li> <li>• Deed of ownership to home</li> </ul>	40 Points	_____
<p style="color: red;"><b>Any of the following documents</b></p> <ul style="list-style-type: none"> <li>• Centrelink payment statement showing home address</li> <li>• Electoral roll statement</li> <li>• Electricity or Gas bill showing the service address</li> <li>• Mortgage or bank statement</li> <li>• Water rates notice (excluding water bill paid via real estate agency account)</li> <li>• Telephone or Internet bill showing the service address</li> <li>• Home building and contents insurance showing the service address</li> <li>• Motor vehicle registration or compulsory third-party insurance policy showing home address</li> <li>• Statutory declaration witnessed by Justice of the Peace. Please state the names of all occupants including the child/children, residential address, reason, how long you have resided at the property, and that you will continue to reside there for a further 12 months. Please provide any supporting information or documentation</li> </ul>	15 Points  15 Points	_____  _____
<ul style="list-style-type: none"> <li>• Electricity / Gas Connection notice</li> </ul>	5 points	_____

**In addition to the 100 Point Proof of Residence, we also require:**

<ul style="list-style-type: none"><li>Your child's birth certificate and/or citizenship certificate with passport including <b>Vevo / Visa</b> documentation if applicable</li></ul>
<ul style="list-style-type: none"><li>Current immunisation certificate from Australian Immunisation Register (AIR) for your child. Parents can request a copy using your Medicare online account through MyGOV, Medicare Express Plus app, or by calling AIR general enquiries on 1800 653 809</li></ul>
<ul style="list-style-type: none"><li>Two most recent school reports and Naplan results</li></ul>
<ul style="list-style-type: none"><li>Your child's health/wellbeing documents (If Applicable)</li></ul>
<ul style="list-style-type: none"><li>Courts orders / AVO orders / Legal orders – (If Applicable)</li></ul>
<ul style="list-style-type: none"><li>Parent/guardian identification: Driver's Licence, Passport, Permanent Resident documents, <b>Vevo / Visa</b></li></ul>

**FALSE OR MISLEADING ENROLMENT INFORMATION OR PRACTICES**

The "Application to enrol in a NSW government school" 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 consider 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.

If a person knowingly provides materially false or misleading information to a school when making an application for enrolment, this may be 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).

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**CONSENT FORM**

I, the undersigned, do hereby consent to Crestwood High School seeking information to verify all the documents provided by me, are genuine.

I have also attached paperwork relevant to (please tick ✓):

Court Orders ( ) Separated parents ( ) Parenting Plan ( ) AVO ( )

VIVO / Temporary Visa ( )

Parent/Carer's Name: .....  
(Please print)

Signed: Parent/Carer: ..... Date:.....