



Enrolment Checklist for Parents & Carers

Please bring all of the following documentation to the school office between the hours of **10am and 2:pm Monday-Friday** during school terms.

Completed enrolment form

You can collect an enrolment form from the school office or download it from the Department of Education website <https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment/primary-school-enrolment>

You must be living in the premises which must be within our school catchment area.

3 proofs of residential address

- **Proof 1 - Current** council rates or Contract of Sale/Settlement Letter **OR** Tenancy Agreement **valid for at least 6 months**
- **Proof 2 - Current** electricity/phone/internet/gas bill/bank statement
- **Proof 3** – Another **current** electricity/phone/internet/gas bill, car insurance, car registration, home contents insurance, statement on letterhead from a recognised Government Department example Centrelink or Medicare

Proof of student identity

- **Original** of child's birth certificate (office takes a copy)

Healthcare

- Australian immunisation certificate from Medicare website (If your child's immunisation was done overseas, an Australian GP can input the information into the Medicare system)
- Health Care Plan if needed for asthma, allergies, epilepsy or other health issues.

Proof of Citizenship

- Australian Citizens - **original** of Australian passport or Citizenship Certificate (parent and child)
- Permanent Residents - **original** of parent and child's passport, parent and child's current visa
- Temporary Residents - **original** of parent and child passport, parent and child's visa.
Completed application for an Authority to Enrol (to be signed by the Principal)

Other documents

- Risk assessment notices if required
- Any family law or court orders

Please bring the originals of your documents. The office will make all copies for you once your originals have been sighted.

If you have any further questions please call the school office on 9631 3067 or email us at darcyroad-p.school@det.nsw.edu.au

Administration
Darcy Road Public School