

Enrolment Checklist for Parents & Carers

Please bring all the following **original documentation** to the school office between the hours of **10:00am and 2:00pm Monday-Friday** during school terms.

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

We cannot process your enrolment until we have ALL the correct paperwork.

Completed enrolment form -

You can collect an enrolment form from the school office, complete an Online Enrolment form from our Website 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>

3 proofs of residential address (1 from each Proof category)

- **Proof 1 - Current** council rates or Contract of Sale/Settlement Letter **OR** Tenancy Agreement (must be **valid for at least 6 months**)
- **Proof 2 - Current** utility bill - electricity/phone/internet/water
- **Proof 3 – Another current** utility bill (**Cannot be from the same provider as used in proof 2**) - phone/internet/gas bill, car insurance, car registration, home contents insurance, bank statement, statement on letterhead from a recognised Government Department example Centrelink or Medicare.

Proof of student identity

- **Original** of child's birth certificate (office will take a copy)
- **Original Child's Passport** (office will take 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 applicable)
- Any family law or court orders (if applicable)
- Documents from specialists (if applicable)

Please bring the originals of your documents. The office will make all copies for you once your originals have been sighted. Alternatively, documents can be emailed to darcyroad-p.enrolments@det.nsw.edu.au Please include your child's full name if emailing.