



Enrolment Checklist for Parents & Carers

Please bring all of the following documentation to the school office between the hours of **10am and 2:30pm Mon-Fri** 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>

3 proofs of residential address

- Proof 1 - **Current** council rates OR tenancy agreement **valid for at least 6 months**
- Proof 2 - **Current** electricity/phone/internet/gas bill
- Proof 3 – Another **current** electricity/phone/internet/gas bill OR car insurance or car registration, home contents insurance, statement on letterhead from a recognised Government Department eg 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 birth certificate or passport (office takes a copy)
- Permanent Residents – **original** of parent and child passport (office takes a copy)
 - parent and child current visa
- Temporary Residents - **original** of parent and child passport (office takes a copy)
 - parent and child current visa
 - completed Authority to Enrol form

Other documents

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

If you have any further questions please call the school office on 96313067 or email us at darcyroad-p.school@det.nsw.edu.au

Administration
Darcy Road Public School