**Enrolment Document Checklist**

The following documents must be provided to complete enrolment application processing.

1. **Proof of child’s identity, date of birth and residency status**

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| --- | --- |
| **Australian citizen** |  |
| Birth certificate (original must be sighted) **OR** | Child and at least one parent born in Australia |
| Child’s Passport (original must be sighted) | Australian passport |

|  |  |
| --- | --- |
| **Australian citizen child with permanent resident parent or parents born overseas but Australian citizens at time of child’s birth**  |  |
| Child’s Australian passport (original) **OR** |  |
| 1 Birth certificate (original) **AND**2 Permanent resident visa of parent showing perm residency at the time of child’s birth (electronic copy) **or** Parent’s Australian passport or citizenship certificate (original) | Australian birth certificate  |

|  |  |
| --- | --- |
| **Permanent/Temporary resident** |  |
| Passport (original) | Any nationality |
| Perm Resident Visa (electronic copy permitted) | Visa |

|  |  |
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| **New Zealand citizen** |  |
| New Zealand passport (original) |  |

1. **Proof of family address** at least one A and one B document (originals preferred)

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| --- | --- |
| A | * Council rates notice
* Residential lease through an estate agent of at least 6 months duration/rental board bond receipt Exchanged contract of sale with settlement to occur within the applicable school year
 |
| B | * Private rental agreement for a period of at least 6 months
* Centrelink payment statement showing home address
* Electoral roll statement
* Gas or electricity bill showing the service address (up to 3 mths old) or ‘welcome new customer’
* Telephone or internet bill showing the service address
* Drivers licence or government issued ID
* Home building or home contents insurance showing the address
* Motor vehicle registration or compulsory third party insurance policy
* Statutory declaration stating the child’s residential address, how long they have lived there, and any supporting information or documentation of this
 |

1. **Immunisation**

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| --- | --- |
| Proof of immunisation | Immunisation statement **OR** Immunisation history form* Must be from Australian Immunisation Register
 |

1. **Special Religious Education and Special Education in Ethics (SRE and SEE)**

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| Please complete with online enrolment application or the SRE/SEE letter provided by the school |

1. **Other documents** (if relevant)

|  |  |
| --- | --- |
| Family law or other relevant court orders | Health Care Plan from Student’s doctor |
| Specialist Reports | Other |

 Principal Interview:

 Orientation Group:

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