**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 |

|  |  |
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| **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 |

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| **Permanent 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** (100 points)(originals preferred)

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| --- | --- |
| 40 points  Only 1 of these | * Council rates notice 1.1 * Residential lease through an estate agent of at least 6 months duration/rental board bond receipt 1.2 * Exchanged contract of sale with settlement to occur within the applicable school year 1.3 |
| 20 points  each | * Private rental agreement for a period of at least 6 months 2.1 * Centrelink payment statement showing home address 2.2 * Electoral roll statement 2.3 |
| 15 points  each | * Gas or electricity bill showing the service address (up to 3 mths old) 3.1 * Water bill showing the service address 3.2 * Telephone or internet bill showing the service address 3.3 * Drivers licence or government issued ID 3.4 * Home building or home contents insurance showing the address 3.5 * Motor vehicle registration or compulsory third party insurance policy 3.6 * Statutory declaration stating the child’s residential address, how long they have lived there, and any supporting information or documentation of this 3.7 |

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 the SRE or SEE letter provided by the school |

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

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

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