

In-Area Enrolment - Residential Address Check List - 100 Points Needed

- To process the enrolment application, proof of address documentation is required to reach 100 points as listed in the table below.
- Additional student documentation is also required as listed below the table.
- All documents **MUST** be in the same name of the enrolling parent/carers and show current residential address.
- Please attach all documentation to your **online enrolment application** in supporting documents.

Document showing the full name of the child's parent/carers	Points	Total
1. Only one of (no additional points for additional documents) – 40 points		
Council rates notice *	<input type="checkbox"/>	
Lease agreement through a registered real estate agent for a period of at least 6 months which includes the first day of enrolment PLUS current tenancy ledger report from your real estate agent PLUS Signed Privacy Release form on page 2	<input type="checkbox"/>	
Contract of Sale (signed by both Purchaser and Vendor) PLUS settlement letter from your Solicitor *	<input type="checkbox"/>	
2. Any of the following documents – 20 points each		
Private rental agreement for a period of at least 6 months which includes the first day of enrolment PLUS Statutory Declaration from the owner of the property, as outlined below	<input type="checkbox"/>	
Centrelink payment statement showing home address	<input type="checkbox"/>	
3. Any of the following documents – 15 points each		
Electoral roll statement	<input type="checkbox"/>	
Electricity OR gas bill showing the service address and usage pages *	<input type="checkbox"/>	
Water bill showing the service address (excluding water bill paid via a real estate agency account) *	<input type="checkbox"/>	
Telephone OR internet bill showing the service address and usage pages *	<input type="checkbox"/>	
Driver's license OR government issued ID showing home address **	<input type="checkbox"/>	
Home building OR home contents insurance showing the service address (including payment or certificate of currency) **	<input type="checkbox"/>	
Motor vehicle registration OR CTP insurance policy showing home address **	<input type="checkbox"/>	
Statutory declaration stating the residential address, who is living there, how long they have lived there, how long they intend on living there and any supporting information or documentation of this.	<input type="checkbox"/>	
* up to three months old ** that is current	TOTAL	

Additional student information required:

- Birth Certificate
- Personal profile, handwritten by the student, see attached template
- If student was born overseas: Passport, Visa, Australian Citizenship Certificate
- Latest NAPLAN report
- Latest school report
- Family Law or other relevant court orders – if applicable
- ASCIA Action Plan (allergy or asthma) – if applicable
- Evidence of any disability or other support needs (including learning & support plans)
- Immunisation history statement issued by Medicare – ONLY if enrolling in a NSW Government school for the first time

NBSC Freshwater Senior Campus Privacy Release

I, the undersigned, do hereby consent to NBSC Freshwater Senior Campus seeking information from my Real Estate Agent in support of my child/ward's enrolment application.

_____	_____	_____
Name of Parent/Carer as shown on Lease	Date	Signature

PLEASE NOTE:

- All documents must be in the name of the enrolling parent/carers and show current residential address, PO Box is not accepted
- Screenshots are not accepted
- In some cases, original documents may need to be sighted
- Personal references are not considered
- Enrolment may be delayed to confirm ownership through a 'Land Title' or 'Deed' search

Consideration may be made for families who are building homes within the catchment area. Enrolment of these students may be considered if the following is provided:

- A Building Contract stating the time of commencement of the building; ownership of the land without evidence of a building contract will not be accepted
- Building Contract must be in the name of the parent/carers of the child being considered for enrolment
- Building Contract must specify work to commence within 3 months of planned date of enrolment
- Receipt from builder showing minimum payment of 10%
- Statutory Declaration stating this will be the family home and not a rental property

Please note: Other supporting documentation may be requested if necessary to support enrolment.

The Application to Enrol in a NSW Government School requires the applicant to declare the information provided is correct. **It also makes it clear the provision of false information can result in the enrolment being reversed.** Any decision to reverse an enrolment needs to take into account the special circumstances of the matter. This includes determining if the student was an 'out of area enrolment' and whether the acceptance of the enrolment application has resulted in the student gaining entry at the expense of other prospective students who may be on a waiting list. Any decision to reverse an enrolment in these circumstances should only be made with the approval of the relevant Executive Director.

If a person provides materially false or misleading information to a school when making an application for enrolment, this is an offence which has a penalty of up to 2 years imprisonment, \$22,000 fine or both – Section 307B of the Crimes Act 1900. If a person provides a statutory declaration, he or she knows to be false, for the purpose of gaining entry to a school, he or she commits an offence which has a maximum penalty of 7 years imprisonment – Section 25a of the Oaths Act 1900.

