

## DOCUMENT REQUIREMENTS FOR PLACEMENT INTO YEAR 7 2022

All applicants **must provide a certified copy** of Student Identity documents when applying to enrol your child for Year 7 2022.

The school will not accept your Enrolment Application Form without the following documents.

- Certified Student Identity Documents** (see list: 'Who can certify my documents')
- Proof of Address Documents – 100 points required** (see following page)
- Immunisation History** (only required for students enrolling for the first time in a NSW Government school)

### Student Identity Documents – **CERTIFIED COPY of original documents only**

<b>AUSTRALIAN CITIZENS</b>	<ul style="list-style-type: none"> <li>• Valid Australian Passport <b>or</b> Australian Birth Certificate <b>or</b></li> <li>• Australian Birth Certificate <b>and</b> Australian Citizenship Certificate (student or one parent) where both parents were born overseas</li> </ul>
<b>PERMANENT RESIDENTS</b>	<ul style="list-style-type: none"> <li>• Valid Passport and permanent resident visa or Vevo for the student</li> </ul>
<b>TEMPORARY VISA HOLDERS</b>	<ul style="list-style-type: none"> <li>• Valid Passport and current visa or Vevo <b>for the student and their parent</b> of whom is the Primary visa holder in the family</li> </ul>

### Proof of Address Documents

Parents of all locally residing students seeking enrolment at Chatswood High School, are required to provide Proof of Address documents to the value of **100 points**, as per the *NSW Department of Education 100-point Residential address check*. Please see following page for a list of documents that the school can accept.

### General Guidelines:

- All documents **MUST** show the full name of the parent and address of the parent or carer with whom the child lives
- All lease agreements **must be valid up to and including July 2022** (Note: if your lease expires before this date, you will need to renegotiate your lease up to and including July 2022)
- All original documents must be certified
- All documents must be current
- Personal references are not considered

**Please see following page for list of documents required for Proof of Local Residency**

Parents are required to provide documents totalling **100 points** from the list below:  
**ALL documents MUST be in the full name of the student's parent/guardian**

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents) 1.1. Council rates notice 1.2. Lease agreement through a registered real estate agent for a period of at least 6 months from the start of enrolment <b>AND</b> rental board bond receipt 1.3. Exchanged contract of sale with settlement to occur within the applicable school year	40
2. Any of the following 2.1. Centrelink payment statement showing home address 2.2. Electoral roll statement	20 each
3. Any of the following documents 3.1. Electricity or gas bill showing the service address* 3.2. Water bill showing the service address* 3.3. Telephone or internet bill showing the service address* 3.4. Drivers licence or government issued ID showing home address. <i>Note: digital licences must be verified in person at the school office</i> 3.5. Home building or home contents insurance showing the service address 3.6. Motor vehicle registration or compulsory third party insurance policy showing home address 3.7. Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this.	15 each

**\* no more than 3 months old. Please provide printed copies of digital bills**

***Please note: The school may request additional documents be provided as required.***

#### **More information**

Contact the school office T: 9419 3611 or visit  
<https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment>