**DOCUMENT REQUIREMENTS FOR CONSIDERATION OF ENROLMENT AT**

**CHATSWOOD HIGH SCHOOL**

All applicants **must upload all the required documentation** to the “required documentation for enrolment application” form online prior to enrolment being finalised.

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

 **Student Identity Documents**

 **Proof of Address Documents – 100 points required** (see over page)

**School Reports** two most recent school reports (not applicable for year 6-7 transition)

**Immunisation History** (only required for students enrolling for the first time in a NSW

Government school)

**Student Identity Documents – *original documents only***

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| **AUSTRALIAN** **CITIZENS** | * Valid Australian Passport **or** Australian Birth Certificate

***Note:*** *if both parents were born overseas (as shown on the Australian Birth Certificate), an Australian Citizenship Certificate of the student or one parent is required* |
| **PERMANENT RESIDENTS** | * Valid Passport and permanent resident visa for the student
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| **TEMPORARY VISA HOLDERS** | * Valid Passport and current visa **for the student and the parent** who is the Primary visa holder in the family
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**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** or more, as per the *NSW Department of Education 100-point Residential address check.* Please see over 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 with whom the child lives
* Mailing address and service address MUST be the residential address
* All documents must be current
* Personal references are not considered

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

Parents are required to provide documents **totalling 100 points or more** from the list below:

* + - You must be **LIVING** at that address. Proof of ownership is not sufficient**.**
		- **ALL documents MUST be in the full name of the student’s parent**

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| **Document showing the full name of the child’s parent Points** |
| 1. Only one of (i.e. no additional points for additional documents)
	1. Council rates notice
	2. Lease agreement through a registered real estate agency *(showing real estate agency licence number)* for a period of at least 6 months from the start of enrolment **AND** rental board bond receipt *Note: An individual‘s real estate licence number* ***is not******accepted***
	3. Exchanged contract of sale with settlement to occur within the applicable school year
 | 45 |
| 1. Any of the following **must** be provided
	1. Full Electricity **OR** gas bill showing the service address and usage**\*** *Note: Plans/Welcome Letters* ***are not******accepted***
	2. Internet bill showing the service address**\***
 | 25each |
| 1. Any of the following documents
	1. Water bill showing the service address**\***
	2. Drivers licence **OR** government issued ID showing home address**.** *Note: digital licence must be verified in person at the school office*
	3. Home building **OR** home contents insurance showing the service address and receipt of payment
	4. Motor vehicle registration **OR** compulsory third party insurance policy showing home address
	5. Centrelink payment statement showing home address
	6. Electoral roll statement showing home address
	7. Statutory declaration stating the child’s residential address, how long they have lived there, and any supporting information or documentation of this. *A Statutory declaration must be witnessed and signed by a Justice of Peace Officer, Legal Practitioner (Solicitor or Barrister) or Notary Public.*
 | 15each |

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

***Note:*** *The school may request additional documents be provided as required. If, at any time, proof of residential address or any other information provided to the school is found to be false or misleading, the Department of Education maintains the right to withdraw the offer of enrolment at Chatswood High School.*

**More information**

Contact the school office T: 9419 3611 or visit https://education.nsw.gov.au/