

### DOCUMENT REQUIREMENTS FOR PLACEMENT INTO YEAR 7 2024

All applicants **must** bring the following **ORIGINAL DOCUMENTS** to the school office prior to enrolment being finalised.

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

- ☐ **Student Identity Documents**
- ☐ **Proof of Address Documents – 100 points required** (see over page)
- ☐ **Immunisation History** (only required for students enrolling for the first time in a NSW Government school)

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

<b>AUSTRALIAN CITIZENS</b>	<ul style="list-style-type: none"><li>Valid Australian Passport <b>or</b> Australian Birth Certificate</li></ul> <p><b>Note:</b> <i>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</i></p>
<b>PERMANENT RESIDENTS</b>	<ul style="list-style-type: none"><li>Valid Passport and permanent resident visa for the student</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 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
- All lease agreements **must be valid up to and including July 2024** (Note: *if your lease expires before this date, you will need to renew your lease up to and including July 2024*)
- All original documents must be sighted
- 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** 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/guardian**

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents) <ul style="list-style-type: none"> <li>1.1. Council rates notice</li> <li>1.2. Lease agreement through a registered real estate agent (<i>showing real estate licence number</i>) for a period of at least 6 months from the start of enrolment <b>AND</b> rental board bond receipt</li> <li>1.3. Exchanged contract of sale with settlement to occur within the applicable school year</li> </ul>	40
2. Any of the following <ul style="list-style-type: none"> <li>2.1. Centrelink payment statement showing home address</li> <li>2.2. Electoral roll statement showing home address</li> </ul>	20 each
3. Any of the following documents <ul style="list-style-type: none"> <li>3.1. Electricity or gas bill showing the service address* <i>Note: Plans/Welcome Letters <b>are not</b> accepted</i></li> <li>3.2. Water bill showing the service address*</li> <li>3.3. Telephone or internet bill showing the service address*</li> <li>3.4. Drivers licence or government issued ID showing home address. <i>Note: digital licence must be verified in person at the school office</i></li> <li>3.5. Home building or home contents insurance showing the service address</li> <li>3.6. Motor vehicle registration or compulsory third party insurance policy showing home address</li> <li>3.7. Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this.</li> </ul>	15 each

\* **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/public-schools/going-to-a-public-school/enrolment>