

Enrolment Paperwork Checklist

The Checklist below has been provided to assist with the return of all necessary paperwork via the Enrolment Portal.

✓	Paperwork to be Returned in Portal
	ONLINE Application to Enrol in a NSW Government School
	SECTION 1 & 2: Proof of Student's Residential Address: <ul style="list-style-type: none"> Refer to Residential Proof Checklist
	SECTION 3: Proof of Identity: (Translated to English) Australian Citizens: one or both parents born in Australia: <ul style="list-style-type: none"> Australian Birth Certificate or Australian Passport of student enrolling Australian Citizens: both parents born Overseas: <ul style="list-style-type: none"> Australian Passport or Australian Birth Certificate along with Citizenship Certificate of student enrolling SECTION 4: Permanent Residents: if your child is a Permanent Resident but not an Australian Citizen you will need to provide: <ul style="list-style-type: none"> Passports of both Parents and Child Current visa SECTION 5: Temporary Visa Holders: <ul style="list-style-type: none"> Please Contact the School Directly via email
	SECTION 6: Parent Identity Please supply both Parents Passports or Birth Certificates
	SECTION 6: Other Documents (if Applicable): If your child has health, disability or other support needs you will need to provide: <ul style="list-style-type: none"> Copies of medical/healthcare or emergency action plans Evidence of any disability or other support needs If your child is the subject of family law matters you will need to provide <ul style="list-style-type: none"> Copies of relevant Court Orders
	SECTION 7: Special Religion Education/ Special Ethics Education: Information about Religion/Ethic Classes can be found here: https://eppingwest-p.schools.nsw.gov.au/learning-at-our-school/religion-and-ethics.html
	SECTION 8: Immunisation: A copy of your child's immunisation documents that are in date.

Residential Proof Checklist

Documents



SECTION 1: Only ONE from this section

- **Council Rates Notice**

or

- **Property Lease Agreement** (for at least 12 months) – from a Registered Real Estate Agent. If not current, a letter from the Real Estate Property Manager stating that the lease is ongoing. A **Rental Board Bond Receipt** will also need to be attached.

SECTION 2: Provide Four or more from the list below.

(These need to be no more than **THREE** months old)

1. Water Bill

2. Electricity Bill

3. Gas Bill

4. Internet Bill

5. Bank Statement

6. Phone Bill

7. House Insurance

8. Electoral Enrolment Confirmation

9. Centrelink Documents

10. Car Insurance

If any of the Bills are from the same provider, you will need to provide more proofs.

Please note we do NOT accept NSW Driver's Licenses or Photo ID Cards

PLEASE NOTE: All Residential Proof of Address documents must be in the name of the enrolling student's parent/carer and show the service address. Your child's enrolment will not be able to progress if these documents are not provided when completing the Enrolment in the Enrolment Portal.