



Document Return Checklist

We have created the below checklist to ensure you have ALL the required forms and documents prior to submitting your online enrolment application.

Please make sure you upload files for ALL the below documents before completing your online enrolment application to ensure the timely processing of your child/ren's enrolment.

Type	Proof of Student's Identity, Residential Address and Immunisation History Required by ALL students enrolling	Complete Ready to upload
1	Original Birth Certificate/ Passport	
2	Immunisation History Statement – download from Medicare via MyGov	
3	Residential documents – The below table will help you calculate the 100 points required to complete a residential address check . Please be advised you will be required to provide a minimum of five documents; one from category 1 and any number (minimum of four) from category 2 and/or 3.	
Other Enrolment Support Documentation - Only required if relevant to student		
4	For <u>non-Australian</u> citizens & Temp visa holders – copy of student and parents passport, visa and travel documents	
5	Medical/healthcare or emergency action plans – ASCIA Plan	
6	Evidence of any disability or support needs – learning and support plans/NDIS	
7	Family law or relevant court orders	

Type	Residential Address Check – 100 Points Proof of student's residential address <i>Showing the full name of the child's parent/carer</i>	Points	Document	Points
1	MUST include 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 and rental board bond receipt. Please note for any agreements that will end before 31/1/2024, you will be required to provide evidence or renewal documents before your child can commence in 2024. 1.3. Exchanged contract of sale with settlement to occur within the applicable school year	40	1.	
2	Any number of the following 2.1. Private rental agreement for a period of at least 6 months and rental board bond receipt Please note for any rental agreements that will end before 31/01/2024, you will be required to provide evidence or renewal documents before your child can commence in 2024. 2.2. Centrelink payment statement showing home address 2.3. Electoral roll statement	20 each	2.	
3	Any number 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* 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	15 each	3.	
			4.	
			5.	
			Total of Points (must total 100)	

Please note:
* Documents must be less than three months old

You will be required to present the original documents for sighting prior to your child's commencement.

Please note for any rental agreements that will end before 31/01/2024, you will be required to provide evidence or renewal documents before your child can commence in 2024.

If you are unable to provide the requested 100 points of residential address check documentation your application will be forwarded to the Director for consideration.