



GLENWOOD HIGH SCHOOL ENROLMENT POLICY 100 Points Residential Proof Checklist

Guidelines:

- All documents **MUST** be in the name of the enrolling parent/legal guardian.
- All documents must be current (dated within last 3 months).
- Original documents are to be sighted

Please be aware we do not accept shared accommodation arrangements, subletting or boarding.

<u>DOCUMENTS MUST TOTAL 100 POINTS</u>	Points	Total
<p>Only ONE of (no additional points for additional documents)</p> <ul style="list-style-type: none"> • Council rates notice. • Exchanged contract of sale with settlement to occur within the applicable school year. • Lease Agreement through a registered Real Estate Agent for a period of at least 6 months from the date the enrolment commences. (Please sign Privacy Release form on Page 2) • If exercising the continuation option on the original lease agreement, we require a letter from the registered real estate agent confirming the continuation of the property lease agreement in your name, length of time of residing at the address and confirmation that you will be residing at the address for a further 6 months from the date the enrolment commences. You may be requested to provide a current rental payment statement from the registered Real Estate Agent. 	40 Points	
<ul style="list-style-type: none"> • Residential Tenancy Agreement for a period of at least 6 months from the date the enrolment commences with signed privacy release form for confirmation. (Page 2) 	20 Points	
<p>Any of the following documents:</p> <ul style="list-style-type: none"> • Electricity or Gas bill showing the service address. • Telephone or Internet bill showing the service address. • Water rates notice. • Drivers Licence or Government ID showing home address. • Home building or contents insurance showing the service address. • Motor vehicle registration or Compulsory third party insurance policy showing home address. • Medicare Statement showing address and parent/guardian name. • Centrelink payment statement showing name & home address. • Electoral roll statement from the date the enrolment commences. • Superannuation Statement 	15 Points	

Please Note:

In addition to the **Enrolment Application and 100 Point Proof of Residence**, we also require:

1. Your child's Birth Certificate and/or Citizenship Certificate with passport including Visa documentation if applicable.	
2. If parents born overseas: Passport, Citizenship Certificate, Visa.	
3. Current Immunisation Certificate from Australian Immunisation Register (AIR) for your child. Parents can request a copy using your Medicare online account through myGOV, Medicare Express Plus App, or by calling AIR General Enquiries 1800 653 809.	
4. Courts Orders - If Applicable	
5. Stage 4 and 5 Agreement to Contracts	
6. Health Care Plans- This must be completed in full if your child has a medical condition in addition to the ASCIA Plan, Asthma Plan & Pump Management plans.	

In special circumstances and at the Principal's discretion, (in addition to the 100 points residential check list) the Principal may ask you to provide a separate Statutory Declaration witnessed by a Justice of the Peace, stating full details of your occupancy and circumstances.

PRIVACY RELEASE FORM FOR RESIDENTIAL TENANCY AGREEMENT

I the undersigned, do hereby consent to Glenwood High School seeking information from my Real Estate Agent / Landlord in support of my Enrolment application.

Name of Applicant:

Date:

Signature:

The Application to Enrol in a NSW Government School requires the applicant to declare the information provided is true and correct. **It also makes it clear the provision of false information can result in the enrolment being reversed.**

If a person knowingly provides false material or misleading information to a school when making an application for enrolment, this may be an offence which has a penalty of up to 2 years imprisonment, \$22,000 fine or both- Section 307B of the Crimes Act 1900.

If a person provides a Statutory Declaration, he or she knows to be false for the purpose of gaining entry to a school, he or she commits an offence which has a maximum penalty of 7 years imprisonment – Section 25A of The Oaths Act 1900.