

# ENROLMENT DOCUMENT CHECKLIST



NEUTRAL BAY PUBLIC SCHOOL

The following documents must be provided to complete your enrolment at NBPS.

## 1. PROOF OF CHILD'S IDENTITY, DATE OF BIRTH AND RESIDENCY STATUS

### Option 1: Child is an Australian citizen with at least one Australian citizen parent

Child's Australian birth certificate (original must be sighted) **OR** Child's Australian passport (original must be sighted)

### Option 2: Child is an Australian citizen with permanent resident parent/s OR parent/s born overseas, but Australian citizens at the time of the child's birth

Child's Australian passport (original must be sighted) **OR** Child's birth certificate (original must be sighted) AND Permanent resident visa of parent showing permanent residency at the time of the child's birth (electronic copy)

**OR**

Parent's Australian passport or citizenship certificate (original must be sighted)

### Option 3: Child is a permanent resident

Child's passport of any nationality (original must be sighted) **AND** Child's permanent resident visa (electronic copy permitted)

### Option 4: Child is a New Zealand citizen

Child's New Zealand passport (original must be sighted)

## 2. PROOF OF FAMILY ADDRESS (100 POINTS OF ORIGINAL DOCUMENTATION)

### 40 points (provide ONLY 1 of these).

Council rates notice

Residential lease through an estate agent of at least 6 months duration/rental board bond receipt  
Exchanged contract of sale with settlement to occur within the applicable school year

### 20 points each

Private rental agreement for a period of at least 6 months

Centrelink payment statement showing home address

Electoral roll statement

### 15 points each

Gas or electricity bill showing the service address (up to 3 mths old)

Water bill showing the service address

Telephone or internet bill showing the service address

Drivers licence or government issued ID

Home building or home contents insurance showing the address

Motor vehicle registration or compulsory third party insurance policy

Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this

## 3. PROOF OF IMMUNISATION

Immunisation history form - Medicare form from the MyGov website

## 4. OTHER DOCUMENTS (IF RELEVANT)

Family law or other relevant court orders

Health Care Plan from Student's doctor

Specialist Reports

Other