



Neutral Bay Public School

175 Ben Boyd Road

Neutral Bay NSW 2089

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www.neutralbay-p.schools.nsw.edu.au

Year 1-6 Enrolment Checklist

Forms to Be Completed		Tick
1	Enrolment Form	
2	Parent Volunteer Form	
Student Documentation		
A	Original Birth Certificate and/or Australian Passport of the child, and Australian Citizenship documents (if applicable).	
B	Immunisation History Statement from Medicare	
C	Any family law or other relevant court orders, if applicable	
D	If your child has health, disability or other support needs, you will need to provide copies of medical/healthcare or emergency actions plans and /or evidence of any disability and learning and support plans.	

All documentation provided must be originals and not photocopies. These documents need to be presented to the school office where copies will be made.

Proof of Address Documentation Requirements

	100 points of identification required for residential address check to verify the student for enrolment lives within the school intake area.	
	Document showing the full name of the child's parent	Points
1	Only one of the below (no additional points for additional documents)	40
1.1	Council rates notice	
1.2	Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt.	
1.3	Exchanged contract of sale with settlement to occur within the applicable school year	
2	Any of the following documents	20 Each
2.1	Private rental agreement for a period of at least 6 months	
2.2	Centrelink payment statement showing home address	
2.3	Electoral roll statement	
3	Any of the following documents	15 Each
3.1	Electricity or gas bill showing the service address up to 3 months old	
3.2	Water bill showing the service address up to 3 months old	
3.3	Telephone or internet bill showing the service up to 3 months old	
3.4	Drivers licence of government issued ID showing home address up to 3 months old	
3.5	Home building or home contents insurance showing the service address	
3.6	Motor vehicle registration or compulsory third party insurance policy showing the home address	
3.7	Statutory Declaration- If living with parents/relative or another similar living arrangement a statutory declaration stating the child's residential address and how long they have lived there needs to be completed by the home owner. These can be collected from newsagencies or the school office.	
	100 points required.	

