

**Student Name:** \_\_\_\_\_

- To process the enrolment application, proof of address documentation is required to reach 100 points
- All documents **MUST** be in the name of the enrolling parent/carer & show the child's address
- All documents **MUST** be dated within the last three months
- Student and parent documentation is also required as listed below the table
- Please attach all documentation to your online enrolment application
- A \$5 photocopying fee will apply if you bring documents into the office and do not provide a copy

<b>100 Point Residential Proof Checklist</b>	<b>Points</b>	<b>Total</b>
<ul style="list-style-type: none"> <li>• Council Rates Notice</li> <li>• Lease agreement through a registered real estate agent for a period of at least 6 months from the first day of enrolment  <b>PLUS</b> a current tenancy ledger report from your real estate agent  <b>PLUS</b> signed Privacy Release form on page 2 overleaf</li> <li>• Contract of Sale (signed by both Purchaser &amp; Vendor) <b>PLUS</b> settlement letter from your Solicitor</li> </ul>	<b>50 [MUST SELECT ONE ONLY]</b>	
<ul style="list-style-type: none"> <li>• Electricity bill showing the service address &amp; current tariff usage</li> <li>• Gas bill showing the service address &amp; current tariff usage</li> <li>• Water bill (excluding Water bill paid via real estate agency account)</li> <li>• Telephone bill</li> <li>• Internet bill</li> <li>• Electoral Roll registration</li> <li>• Superannuation Statement</li> <li>• ATO Statement</li> <li>• Health Fund Policy/Statement</li> <li>• Life Insurance Policy/Statement</li> <li>• Bank Statement</li> <li>• Home Building Insurance Policy (showing payment OR a Certificate of Currency)</li> <li>• Contents Insurance Policy (showing payment OR a Certificate of Currency)</li> <li>• Car Insurance Policy (showing payment OR a Certificate of Currency)</li> <li>• CTP Insurance showing payment</li> <li>• Car Registration</li> <li>• Other documents addressed to your home address eg. Centrelink letter or Toll notice</li> </ul>	<b>10 [Each document]</b>	
<ul style="list-style-type: none"> <li>• Electricity/Gas Agreement Plan showing supply address &amp; account number</li> </ul>	<b>5 [Each document]</b>	

**Additional information is required for the student as follows:**

- ☐ Birth Certificate
- ☐ *If child was born overseas* – Birth Certificate, Passport, Visa, Australian Citizenship Certificate
- ☐ Latest NAPLAN report
- ☐ Latest school report
- ☐ Family law or other relevant court orders - if applicable
- ☐ ASCIA Action Plan (allergy or asthma) – if applicable
- ☐ Immunisation history statement from Medicare (**only if enrolling in a NSW Government School for the first time**)

**The following is required for the parent/carer if born overseas:**

- ☐ Passport & visa OR Australian Citizenship Certificate

**The Ponds High School  
Consent**

**I, the undersigned, do hereby consent to The Ponds High School seeking information from my Real Estate Agent in support of my enrolment application.**

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Name of Parent/Carer as shown on Lease

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Date

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Signature

**PLEASE NOTE:**

- All documents must be in the name of the enrolling parent/carers and show current residential address, PO Box is not accepted
- Screenshots are not accepted
- In some cases, original documents may need to be sighted
- Personal references are not considered
- Enrolment may be delayed to confirm ownership through a 'Land Title' or 'Deed' search

Consideration may be made for families who are building homes within the catchment area. Enrolment of these students may be considered if the following is provided:

- A Building Contract stating the time of commencement of the building; ownership of the land without evidence of a building contract will not be accepted
- Building Contract must be in the name of the parent/carers of the child being considered for enrolment
- Building Contract must specify work to commence within 3 months of planned date of enrolment
- Receipt from builder showing minimum payment of 10%
- Statutory Declaration stating this will be the family home and not a rental property

**N.B.** Other supporting documentation may be requested if necessary to support enrolment.

The Application to Enrol in a NSW Government School requires the applicant to declare the information provided is correct. **It also makes it clear the provision of false information can result in the enrolment being reversed.** Any decision to reverse an enrolment needs to take into account the special circumstances of the matter. This includes determining if the student was an 'out of area enrolment' and whether the acceptance of the enrolment application has resulted in the student gaining entry at the expense of other prospective students who may be on a waiting list. Any decision to reverse an enrolment in these circumstances should only be made with the approval of the relevant Executive Director.

**If a person provides materially false or misleading information to a school when making an application for enrolment, this is 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.**