

Student's Name: _____

To process your enrolment application we require **current** documentation to verify your residential address (original + photocopy), as per the Application to Enrol in a NSW Government School page 15 'Proof of student's residential address'. **NOTE: A \$5 photocopying fee will apply if you don't supply a copy.**

100 POINTS ENROLMENT CHECKLIST (original documentation required + a copy)		
ORIGINAL DOCUMENTS + A COPY	POINTS VALUE	TOTAL
<ul style="list-style-type: none"> Note: One document only from this group: Contract of Sale Lease agreement through a registered real estate agent for a period of at least 6 months with signed Privacy Release Form on page 2 overleaf Council Rates Notice 	50	<input type="text"/>
<ul style="list-style-type: none"> Electricity bill mailed to home address* 	30	<input type="text"/>
<ul style="list-style-type: none"> Utility Bills: Telephone, Gas & Water* Electricity Bill electronic copy* Superannuation Statement/ATO Statement Electoral Roll Registration / Health Fund registration Bank Statement/Car Registration Property/Contents insurance Papers 	10	<input type="text"/>
<ul style="list-style-type: none"> Electricity Agreement Schedule Statutory Declarations ^ (see overleaf) 	5	<input type="text"/>

*up to 3 months old

ENROLMENT CHECKLIST (original documentation required + a copy)

<ul style="list-style-type: none"> Student's Birth Certificate If student born overseas: Birth Certificate, Passport, Visa, Citizenship Certificate 	<input type="text"/>
<ul style="list-style-type: none"> If parents born overseas: Passport, Citizenship Certificate, Visa 	<input type="text"/>
<ul style="list-style-type: none"> If parents are Temporary Residents: Visa documents An Authority to Enrol may be required 	<input type="text"/>
<ul style="list-style-type: none"> Student's latest NAPLAN Report 	<input type="text"/>
<ul style="list-style-type: none"> Student's latest school report 	<input type="text"/>
<ul style="list-style-type: none"> Court Order/AVO (if applicable) 	<input type="text"/>
<ul style="list-style-type: none"> Student's Immunisation history (only if enrolling in a NSW Government school for the first time) 	<input type="text"/>

**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

Name of Parent/Carer as showing on Lease

Date

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.
- Original documents are 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 in 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.

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

^ ADDITIONAL DOCUMENTATION: If a private lease agreement is in place a **STATUTORY DECLARATION** from the **PROPERTY OWNER** together with the Council Rates and a second **STATUTORY DECLARATION** from the **FAMILY LEASING THE PROPERTY** is also required.

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.