



Girraween Public School

Enrolment Procedures

New enrolments are required to complete an *Application to enrol in a NSW Government school* form.

Local residents are entitled to enrol students at Girraween Public School. School boundaries can be checked on the following website: www.education.nsw.gov.au/school-finder

Persons seeking to enrol their child at the school will be required to show the following documentation:

- child's birth certificate**
- child's passport and/or visa documents**
- parent's passport and/or visa documents**
- documents to establish the child's address. **Please refer to back of this form for details.**
- immunisation history statement from the Australian Immunisation Register (AIR)
- any family law or other relevant court orders, if applicable
- if your child has health, disability or other support needs you will need to provide
 - copies of medical/healthcare or emergency action plans
 - evidence of any disability and learning and support plans

Please note: Section 34A of the Education Act 1900 provides that the Director-General may terminate the enrolment of a child at a government school who is not entitled to be enrolled at the school if the child was enrolled as a result of false information or a false document provided to the Principal. If a person knowingly provides materially false or misleading information to a school when making an application for enrolment, this may be an offence which has a penalty of imprisonment and/or fine. (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)

All new enrolments will be asked to attend an **interview** with a Deputy Principal. This is a good time to tell the school of any special circumstances, allergies, health or medical conditions before your child starts school. The school may complete a Health Care Plan and/or a risk assessment. At this interview, your child will be allocated a temporary class, which will be confirmed within 3 weeks of their enrolment.

Temporary residents

For overseas parents travelling to Australia who wish to enrol their child in a NSW government school, please refer to the Temporary Residents Program webpage:
www.deinternational.nsw.edu.au/study-options/study-programs/temporary-residents

Children with disability or special learning needs

The department provides a range of enrolment and support options for children with disability or special learning needs. This includes additional support for children in their local school as well as specialist support classes located in some regular schools and in schools for specific purposes (SSPs or special schools).

Discuss additional support in your child's local school as well as support class and SSP placement with the principal of your local school. For more information or to discuss assessment of your child's needs, call the educational services team on 131 536.

Kindergarten

All children must be in compulsory schooling by their 6th birthday. Children can start Kindergarten at the beginning of the school year if they turn 5 on or before 31 July that year. Students should start school at the beginning of the school year.

GIRRAWEEEN PUBLIC SCHOOL

Residential address 100 point check

Persons seeking to enrol a child at Girraween Public School will be required to show documents to establish the child's address.

The principal requires proof, to the satisfaction of the principal, of the child's home address; using the following 100 point check from:

List A: Documents that establish that your property is within the designated intake area; *and*

List B: Documents that establish that the child is currently residing in the property

Document showing the full name of the child's parent			
LIST A	POINTS	CHECK	POINTS
If you are the owner of the property: <ul style="list-style-type: none"> <input type="checkbox"/> Purchase contract, signed by both the vendor & purchaser; <i>and</i> <input type="checkbox"/> Settlement letter; <i>and</i> <input type="checkbox"/> Council rates notice 	40	<input type="checkbox"/>	
or			
If you are renting a property: <ul style="list-style-type: none"> <input type="checkbox"/> Lease Agreement through a registered real estate agent for a period of at least 12 months; and <input type="checkbox"/> Rental Board bond receipt/lodgement; and <input type="checkbox"/> Current rental payment receipts x 2 	40	<input type="checkbox"/>	
LIST B	POINTS	CHECK	POINTS
Any of the following showing service address * Up to 3 months old <ul style="list-style-type: none"> <input type="checkbox"/> Centrelink payment statement <input type="checkbox"/> Electoral roll statement <input type="checkbox"/> Electricity * <input type="checkbox"/> Gas bill * <input type="checkbox"/> Water bill * <input type="checkbox"/> Telephone* or internet bill* <input type="checkbox"/> Drivers licence or government issued ID <input type="checkbox"/> Home building or home contents insurance <input type="checkbox"/> Motor vehicle registration or compulsory third party insurance policy 	20 20 15 15 15 15 15	<input type="checkbox"/>	
Please note: The enrolment of a child who is not entitled to be enrolled at the school may be terminated if the child was enrolled as a result of false information or a false document provided.		Total:	
Notes:			

Office use:

Original documents sighted by: _____ Date: _____