



RIVERBANK PUBLIC SCHOOL

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Dear Parent/Carer

All schools have a designated local enrolment area. Students residing within that area are entitled to be enrolled at the government school that is designated for that intake area (Enrolment of Students in Government Schools, August 1997).

To process your application, we require documentation to reach 100 points, as listed below, to verify your residential address. Student and parent documentation is also required as listed below the table.

100-Point Residential Address Check	Points	Total
Document showing the full name of the child's parent		
1. Only ONE from this section: <ul style="list-style-type: none"> Council Rates Notice Lease Agreement through a Registered Real Estate Agent for a period of at least 12 months or rental board bond receipt Exchanged contract of sale with settlement to occur within the applicable school year 	40	<input type="text"/>
2. Any of the following: <ul style="list-style-type: none"> Centrelink payment statement showing home address Electoral Roll statement Private Rental Agreement for a period of at least 12 months 	20 each	<input type="text"/>
3. Any of the following documents: <ul style="list-style-type: none"> Electricity or Gas bill showing the service address* Water bill showing the service address* Telephone or Internet bill showing the service address* Drivers Licence or Government issued ID showing home address Home Building or Home Contents Insurance showing home address Motor Vehicle Registration or Compulsory Third Party Insurance Policy showing home address Statutory Declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation 	15 each	<input type="text"/>

***Up to three months old**

We do not accept documents sent by email.

For the student:

- Birth Certificate– **Original documentation required plus a copy**
- If child was born overseas* – Birth Certificate, Passport, Visa, Citizenship Certificate - **Original documentation required plus a copy**
- If child is a permanent or temporary resident* – Birth Certificate, Passport and Visa - **Original documentation required plus a copy**
- Immunisation Certificate/History Statement issued by Medicare
- Family law or other relevant court orders - if applicable
- ASCIA Action Plan (allergy or asthma) - if applicable

For the Parent /Carer born overseas:

- Passports and visas for parents OR Australian Citizenship Certificate - **Original documentation required plus a copy**
- If parents are Temporary Residents: Visa documents – an Authority to Enrol maybe required

PLEASE NOTE:

- All documents MUST be in the name of the enrolling parent/carer and show current residential address. PO Box address is not accepted.
- In some cases, 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 new housing estates. Enrolment of these students may be considered if the following can be provided:

- A Building Contract stating the date building will commence. Ownership of land without evidence of a building contract will not be accepted.
- Building Contract must be in the name of the parent/carer of the child being considered for enrolment.
- Building Contract must specify work to commence within 3 months of planned date of enrolment.
- Statutory Declaration stating this will be the family home and not a rental property.

Other supporting documentation maybe 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 specific circumstances of the matter. This includes determining if the student was an 'out of area enrolment' and whether 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.