



RIVERBANK PUBLIC SCHOOL

25 Wentworth Street THE PONDS NSW 2769

Ph: 9626 7511 Fax: 9626 1001

Website: www.riverbank-p.schools.nsw.edu.au

Email: riverbank-p.school@det.nsw.edu.au

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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. A Summary and Consolidation of Policy, August 1997).

To process your application we require documentation to verify your residential address. As per the Application to Enrol in a NSW Government School page 15 'Proof of student's residential address', Riverbank Public School has a **100 Points Checklist** and requires the following original documentation:

	Original Document	Points Value	Points Scored
50 points ONLY 1 FROM THIS SECTION	If you are renting the property: <ul style="list-style-type: none"> ▪ A signed lease agreement with at least 6 months validity If you own the property: <ul style="list-style-type: none"> ▪ Current council rates OR Contract for Sale if newly purchased 	50	<input type="checkbox"/>
30 points	<ul style="list-style-type: none"> ▪ Electricity Bill OR Welcome Letter POSTED to home address 	30	<input type="checkbox"/>
10 points	<ul style="list-style-type: none"> ▪ Utility bills (eg. telephone, gas, water) ▪ Electricity bill (electronic) OR Welcome Letter ▪ Superannuation Statement ▪ Electoral Roll Registration ▪ Bank Statements ▪ Property Insurance papers ▪ Statutory Declaration ▪ Driver's Licence 	10	<input type="checkbox"/>

For the student:

- Birth Certificate or Passport
- *If the child was born overseas* - Australian Citizenship Certificate or Australian Passport
- *If the child is a permanent or temporary resident* - passport and visa
- 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

We do not accept photocopies or documents sent by email

- All documents MUST be in the name of the enrolling parent/carer and show current residential address. PO Box address is not accepted.
- Original Documents are to be sighted. The school will take photocopies.
- 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 time of commence of building. 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.

***ADDITIONAL REQUIRED DOCUMENTATION:** If a private lease agreement is in place, the following is required:

- **STATUTORY DECLARATION** from the **PROPERTY OWNER** and a further **STATUTORY DECLARATION** from the **FAMILY LEASING THE PROPERTY**
- 100 points from the owner
- 50 points from the family living with the owner

The Application to Enrol in a NSW Government School (2nd edition) 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.

Kind regards

Jeanie Brown
Principal