



# Castle Hill High School

## Enrolment Policy

### 100 Points Residential Proof Checklist

- **ALL** documents **MUST** be in the name of the enrolling parent/carer and show the child's address
- Applications **MUST** contain **ONE Category A** document
- **ALL** documents **MUST** be current and original copy

DOCUMENT	POINTS VALUE	POINTS SCORED
<b>CATEGORY A:</b> <ul style="list-style-type: none"> <li>• <b>Contract of Purchase of Residential Property</b></li> <li>• <b>Residential Tenancy Agreement</b> (Registered Real Estate Agent with ongoing management for a <b>MINIMUM 12 months</b>) with <b>signed Privacy Release form</b> for confirmation</li> <li>• <b>Council Rates Notice</b></li> </ul>	<b>50 points</b> <b>(SELECT ONE ONLY)</b>	
<ul style="list-style-type: none"> <li>• <b>Residential Tenancy Agreement</b> (Registered Real Estate Agent with ongoing management for a <b>minimum 6 months</b>) with <b>signed Privacy Release form</b> for confirmation</li> </ul>	<b>30 points</b>	
<b>CATEGORY B:</b> <ul style="list-style-type: none"> <li>• <b>Electricity OR Gas account</b> showing current tariff usage and mailed to the home address *</li> <li>• <b>Water Bill</b> (excludes water bill paid via real estate agency account) *</li> <li>• <b>Internet</b> provider bill</li> <li>• <b>Telephone or mobile</b> provider bill</li> <li>• <b>Australian Tax Office PAYG</b> instalment notice</li> <li>• <b>Australian Electoral Roll</b> confirmation letter</li> <li>• <b>Bank Statement</b></li> <li>• <b>Home Building OR Contents Insurance Policy</b></li> <li>• <b>Motor vehicle registration OR Motor Insurance Policy</b></li> <li>• <b>Health OR Life Insurance Policy</b></li> <li>• <b>Proof of employment/payslip</b> with home address*</li> <li>• <b>Centrelink</b> payment statement</li> <li>• <b>Utilities Agreement Schedules/Connection Notice</b></li> </ul>	<b>10 points</b>	
*up to 3 months old	<b>TOTAL POINTS</b>	

#### CASTLE HILL HIGH SCHOOL

Castle Street Castle Hill 2154 | Telephone: 02 9634 4199 | Fax: 02 9899 6527

Email: castlehill-h.school@det.nsw.edu.au | Website: <http://www.castlehill-h.schools.nsw.edu.au>

#### Principal

**Ms Georgina Fleming**

B A Dip Ed

#### Deputy Principal

**Mr Andrew Mitchell**

B A Ed G Dip Ed

#### Deputy Principal

**Ms Jennifer Dane**

B Ed (TAS)

#### Deputy Principal

**Mrs Diana King**

B Ed Grad Dip Management

## ENROLMENT CHECKLIST (original documentation required)

<ul style="list-style-type: none"> <li>• Student's Birth Certificate</li> <li>• Student's Passport</li> <li>• If Student is born overseas: Birth Certificate, Passport, Visa, Citizenship Certificate</li> </ul>	
<ul style="list-style-type: none"> <li>• If Parent/s born overseas: Parent's Passport, Citizenship Certificate, Visa</li> </ul>	
<ul style="list-style-type: none"> <li>• If Parent/s are Temporary Residents: Visa documents</li> <li>• NB: An Authority to Enrol (ATE) may be required</li> </ul>	
<ul style="list-style-type: none"> <li>• Student's last 2 school reports</li> </ul>	
<ul style="list-style-type: none"> <li>• Court Order / AVO (if applicable)</li> </ul>	
<ul style="list-style-type: none"> <li>• Student Medical Details and Health Conditions (if applicable):            ASCIA Anaphylaxis Action Plan            Severe Asthma Action Plan            Diabetes Action Plan            Epilepsy Action Plan</li> </ul>	



# Castle Hill High School

## PRIVACY RELEASE FORM FOR RESIDENTIAL TENANCY AGREEMENT

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

Name of Applicant:

Date:

Signature:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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.**

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 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.

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