



BEACON HILL PUBLIC SCHOOL

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Kindergarten Enrolment Checklist

FORMS TO BE COMPLETED	Tick
Enrolment Form	
Special Religious Education and Special Education in Ethics Participation Form	
Parent Information Form	
Declaration for Volunteers & Non Child Related Contractors	
STUDENT DOCUMENTATION	
Birth Certificate or Passport - original	
Immunisation History Statement (Medicare) - original	
Any Family Law or other relevant court orders (if applicable)	
PROOF OF ADDRESS DOCUMENTATION	
100 points of identification required for residential address check. This information is used to verify the student lives within the catchment area. See over	

All documentation provided must be originals and not photocopies. These documents need to be presented to the school office where copies will be made.

PTO for proof of address requirements

Proof of Address Documentation Requirements

Document showing the full name of the child's parent		Points
1	Only one of the below for section 1. (no additional points for additional documents)	40
1.1	Council rates notice	
1.2	Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt	
1.3	Exchanged contract of sale with settlement to occur within the applicable school year	
2	Any of the following documents	20 each
2.1	Private rental agreement for a period of at least 6 months	
2.2	Centrelink payment statement showing home address	
2.3	Electoral roll statement	
3	Any of the following documents	15 each
3.1	Electricity or gas bill showing the service address up to 3 months old	
3.2	Water bill showing the service address up to 3 months old	
3.3	Telephone or internet bill showing the service address up to 3 months old	
3.4	Drivers licence or government issued ID showing home address up to 3 months old	
3.5	Home building or home contents insurance showing the service address	
3.6	Motor vehicle registration or compulsory third party (CTP) insurance policy showing the home address	
3.7	Statutory Declaration - If living with parents/relative or another similar living arrangement a statutory declaration stating the child's residential address and how long they have lived there needs to be completed by the home owner. These can be collected from newsagencies or the school office.	
	100 points required	

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