

## Burrendah Primary School Enrolment Document Checklist

When applying for enrolment, the following **ORIGINAL** documentation must be provided, and copies will be taken and attached to the Application for Enrolment at Burrendah Primary School.

- Child's birth certificate.
- Passport of both the child and the parents (If the child or child's parents are not born in Australia).
- Visa documentation for child and parents (We require the **visa grant number** and **date of arrival** in Australia)
- If not born in Australia but an Australian Citizen, a copy of the Citizenship Certificate or Australian passport will need to be supplied.
- Acceptable immunisation evidence. This is either:
  - an Australian Immunisation Register (AIR) Immunisation History Statement not more than two months old or
  - a valid Immunisation Certificate issued by the Chief Health Officer.

The following immunisation evidence is no longer acceptable:

- a child health record, for example, the Purple Book
  - a letter from a doctor, an immunisation provider or a health practitioner
  - an AIR Immunisation History Form filled out by an immunisation provider
  - an overseas immunisation record.
- Proof of ownership of the property by the parent/s where the student will reside is to be provided. This may be a **current** rates notice from the local council.
  - Where the family is in a rental property, a copy of the tenancy agreement, with at least **six (6) months** minimum duration from the time the enrolment commences would be required. Please note:
    - *If the rental agreement is a private arrangement, then a Statutory Declaration **by the owner** authorised by a Justice of the Peace will be needed to verify the place of residence.*
    - *The renting of a room in a property is not acceptable for enrolment unless the owner of the property has official approval from the City of Canning to use the property for this purpose. Official document to be provided on enrolment*
  - A further two (2) pieces of evidence as proof of residence within our local intake area is required.
    - One of these must be a current utility (i.e., electricity or gas) account no more than **3 months old** or a recent connection letter
    - a current driving licence with new address
    - a **non-mobile** telephone/Internet account
    - a current bank statement showing address
    - house/contents insurance
    - removalist documents.
  - If applicable, a copy of any current Family Court orders, (original to be sighted).

### Out of Local Area Application

Each year, our school will consider out of local area applications. Out of local area admission will only occur if there are places available. The outcome of this consideration will be advised in writing.