

Brandon Park Primary School

Document Check List

Please use this list to collate documents-tick these off as you collate.

1 100-point address check list below – you must provide one from Section 1

		Points	
1	One of the following in name of parent or guardian:		
1.1	Council rates notice OR	40	<input type="checkbox"/>
1.2	Lease agreement through a registered real estate agent or rental board bond receipt OR		<input type="checkbox"/>
1.3	Exchanged contract of sale		<input type="checkbox"/>
2	Any of the following in name of parent or guardian:		
2.1	Centrelink payment statement showing home address	20	<input type="checkbox"/>
2.2	Electoral Roll statement		<input type="checkbox"/>
3	Any of the following in name of parent or guardian:		
3.1	Electricity or gas bill showing the service address *	15	<input type="checkbox"/>
3.2	Water bill showing the service address *		<input type="checkbox"/>
3.3	Telephone or internet bill showing the service address *		<input type="checkbox"/>
3.4	Driver's License or government issued ID showing current home address		<input type="checkbox"/>
3.5	Home building or contents insurance showing the service address (current)		<input type="checkbox"/>
3.6	Motor vehicle registration or compulsory third-party insurance policy showing home address (current)		<input type="checkbox"/>
* Documents must be no more than 3 months old at time of presentation			
Total (100 points or more)			<input type="checkbox"/>

- 2 Either **Tick One**
- a. Australian passport in name of child **OR**
- b. Australian birth certificate where at least one parent is born in Australia prior to 1986 *** OR**
- c. Australian birth certificate plus copy of residency visa **OR**
- d. Overseas passport plus copy of residency visa

***** Please contact us if you were born in Australia after 1986 as we may need other documents.

3 Australian Immunisation Register History Statement Attached

- 4 If parents live in *different* households, please make sure you supply both addresses (page 6 & page 7).
- Have you completed **every** field? Please check again as blank fields will delay processing.
- If there are health issues have you provided copies of action plan(s) e.g. asthma, anaphylaxis?
- If there are access/custody issues have you provided copies of relevant documents? **VERY IMPORTANT**
- If your child has additional learning & support needs, have you provided copies of relevant documents?
- If you have collated all the documents and ticked every box, please email the completed enrolment form.