**SEFTON HIGH SCHOOL**

**PRELIMINARY EXPRESSION OF INTEREST IN ENROLMENT**

**– COMMUNITY STREAM OF STUDENTS**

**YEARS 7-12 RESIDING IN THE DESIGNATED INTAKE AREA INFORMATION**

**IF YOU ARE THE LESSEE OF PROPERTY – PRIVATE LEASE**

* + If you are applying for **designated intake area placement in the community stream** for your child, you are required to provide the following documentation **to prove your child is and will be a permanent bona fide resident in Sefton High School’s designated intake area.**
  + Note that all evidence submitted must be in the name of the parent with whom the student permanently lives.
  + The documentation you must provide in one bundle is as follows.
* **Original Current Lease** agreement for 18 months occupancy of the entire residence listed on the Expression of Interest. At least twelve months of this must fall after the student begins school at Sefton High School.
* **Current** NSW Government Fair Trading Advice of Lodgement: **Bond Details.**
* **Rent receipts for 3 months prior** to the application being lodged.
* **Current** **3 monthly** Electricity Account (not a connection notice) including the usage page**.**
* **Four** of the following that evidence residence in the stated property.
  + **current** **3 monthly** Gas Account (not a connection notice) including the usage page**.**
  + **current** **3 monthly** Water Rate Notice (not a connection notice) including the usage page**.**
  + **current 3 monthly** Internet/Telephone Connection Account (not a connection notice)**.**
  + **current** Motor Vehicle Registration.
  + **current** Compulsory Third Party Insurance Policy (CTP).
  + **current** Centrelink Statement.
  + **current** Driver’s Licence.
* **Property Owner /Landlord to provide both of the following** 
  + **Current** Council Rates showing **the name of the owner of the property.**
  + **Current** proof of electricity at ***owner’s residential address*** - ie **current** 3 monthly electricity account.
  + In addition to the abovementioned residency documentation, your expression of interest must include the following:
* **Original Full Birth Certificate** for the child for whom you are requesting enrolment.
* If the child was born overseas, **his/her passport and visa documents** must **also** be provided.
* If the child was **born in Australia but both parents were born overseas**, Citizenship or Visa papers for the child must be provided.
* If the child or a parent has legally changed his/her name, the original Change of Name Certificate must be provided.
* Photocopies of the **TWO most recent school reports.**
* Photocopy of the most recent **NAPLAN** report.
* If your child is **currently enrolled in a Non-government school**, we require a printout from Medicare showing the Immunisation History Statement of the child.
* Further documentation may be requested in some situations.

For example if the child is living with an adult other than the parent eg foster carers, papers from the Guardianship Board or the Family Law Court must be provided at the time of application for enrolment.

* + If the documentation supplied by you is deemed insufficient or inconclusive, you will be required to provide additional documentation prior to your application proceeding.
  + **Attached** is the Preliminary Expression of Interest in Enrolment form. This form should be returned to the Sefton High School Administration Office **only when fully completed and accompanied by all required documents.**
  + The Preliminary Expression of Interest in Enrolment form will not be accepted unless **all the required material is current and provided at that time.**

**NOTE**

* Submission of this form **does not automatically guarantee enrolment.**
* The **penalty for providing false or misleading information** to a school when making an application for enrolment is up to 2 years imprisonment, $22,000 fine or both in accordance with Section 307B of the Crimes Act 1900.

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