

New Enrolments to KILLARA HIGH SCHOOL

All overseas applicants (who have previously been studying in a language other than English) must be assessed by the *Northern Sydney Intensive English Centre* (IEC) before enrolling at Killara High School. Please contact the IEC at 02 9411 5288 for an appointment.
<https://northernsydney-i.schools.nsw.gov.au/>

Step 1: Complete and submit an online* *Application to enrol*

Any children living in NSW who are Australian or New Zealand citizens, or Australian permanent residents, may apply online. Please refer to the instructions provided in the *For all other Enrolments (current or future)* section of our Enrolments page <https://killara-h.schools.nsw.gov.au/about-our-school/enrolment.html>.

*If you are a Temporary Resident and you reside in the catchment area for Killara High School, we will review your completed **Application to Enrol**. Once reviewed, we will inform you of the Department's decision. Temporary Residents are not able to apply online. To complete and submit an **Application to Enrol**, please refer to the instructions provided in the *Temporary Visa Holders* section of our Enrolments page.

Step 2: Submit all required documents (see below)

Once your application has been received, we will notify you by email and request submission of the completed **Enrolment Document Check List** (available on our website), along with photocopies of all supporting documents. These should be delivered to Reception at Killara High School.

Step 3: An enrolment interview date and time will be offered by Killara High School

Applications will not be reviewed, and an Enrolment Interview will not be scheduled, until all documents supporting the *Verification of Residential Address* section are received. Where applicable, an Enrolment Interview will also not be scheduled until we have received confirmation from the Intensive English Centre that the applicant is approved to enrol at a mainstream high school.

All applicants must bring original documents to the school at the allocated interview time.

Document Requirements for Consideration of Enrolment

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| <input type="checkbox"/> Student Identity documents | |
| <input type="checkbox"/> Proof of Address documents | 100 POINTS required: see following page |
| <input type="checkbox"/> School Report | Two most recent school reports (plus IEC Report if applicable) |
| <input type="checkbox"/> Immunisation History | Required for students enrolling for the first time in a NSW Government school or if not previously provided |

Student Identity – ORIGINAL documents only

AUSTRALIAN (or NZ) CITIZENS	<ul style="list-style-type: none"> Australian/NZ Passport or Australian Birth Certificate. OR Australian Birth Certificate and Australian Citizenship Certificate where both parents were born overseas.
PERMANENT RESIDENTS and TEMPORARY VISA HOLDERS	<ul style="list-style-type: none"> Passport and relevant visa/travel documents for the student and their parent of whom is the Primary visa holder in the family. Please refer to our Enrolments webpage for important information on <i>Temporary Resident Applicants</i>.

Proof of Address

Parents/caregivers of all locally residing students seeking enrolment at Killara High School, are required to provide Proof of Address documents to the value of **100 points**, as per the *NSW Department of Education 100- point Residential address check*. Please see the table below for a list of documents that the school can accept.

General Guidelines:

- All documents **MUST** show the full name and address of the parent or caregiver with whom the child lives.
- All lease agreements **must be valid for a period of at least 6 months from start of enrolment**.
- All original documents must be sighted (if requested).
- All documents must be current.
- Personal references are not considered.

Parent/caregivers are required to provide documents totalling 100 points from the list below.
ALL documents **MUST** be in the full name of the student's parent/guardian.

At least ONE document from Section 1 must be provided.
NB: The school may also request additional documents as required.

Document showing the full name of the child's parent	Points
1. Only one of (i.e.no additional points for additional documents) 1.1. Council rates notice 1.2. Lease agreement through a registered real estate agent for a period of at least 6 months from the start of enrolment AND rental board bond receipt 1.3. Exchanged contract of Sale of Residential Property	40
2. Any of the following 2.1. Centrelink payment statement showing full name and home address 2.2. Electoral roll statement showing full name and home address	20 each
3. Any of the following documents 3.1. Electricity and/or gas bill showing the service address* 3.2. Water bill showing the service address* 3.3. Telephone or internet bill showing the service address* 3.4. Driver's licence or government issued ID showing home address. <i>Note: digital licences must be verified in person at the Enrolment Interview</i> 3.5. Home building or home contents insurance showing the service address 3.6. Motor vehicle registration or compulsory third-party insurance policy showing home address 3.7. Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this. 3.8. Other Australian Government service documentation showing home address e.g., Medicare letter, ATO or child support	15 each

*** No more than 3 months old. Please provide printed copies of digital bills**

For more information

Please visit the Killara High School website or refer to
<https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment>