



LAMBTON HIGH SCHOOL

Light The Way
Young Road Lambton NSW 2299
Telephone 4952 3977 – Fax 4956 2429
Email – lambton-h.school@det.nsw.edu.au
Principal: Mr M Rosser

100 POINT IDENTIFICATION

Dear Parent/ Carer

Thank you for your expression of interest to enrol your student at Lambton High School. In your enrolment application you have provided an address which is situated in our local intake area.

Most secondary schools have a designated local enrolment area. Students residing within that area are entitled to be enrolled at the government school that is designated for that intake area (Enrolment of Students in Government Schools, A Summary and Consolidation of Policy, August 1997).

To process your application we require documentation to verify your residential address.

General Guidelines:

- All documents **MUST** be in the name of the enrolling parent/carer
- At least **ONE** Category A document is required
- A copy of the original documents is accepted (Documents printed off the Internet are not acceptable)
- All documents must be current, and addressed to the property
- Personal references are not considered

	DOCUMENTATION	POINTS
CATEGORY A 50 Points	Utility Account (Tick) <input type="checkbox"/> Electricity <input type="checkbox"/> Gas <input type="checkbox"/> Water <input type="checkbox"/> Telephone (Not mobile) <input type="checkbox"/> Rates Notice <input type="checkbox"/> Residential Lease Agreement (Rental bond documentation)	
CATEGORY B 30 Points	<input type="checkbox"/> Drivers Licence <input type="checkbox"/> Motor Vehicle/ Marine Vessel/ Trailer Documents (Registration/ Insurance) <input type="checkbox"/> Bank Account <input type="checkbox"/> Mobile Phone Account <input type="checkbox"/> Union Membership <input type="checkbox"/> Health Insurance Documents <input type="checkbox"/> Superannuation Documents <input type="checkbox"/> Life Insurance Documents <input type="checkbox"/> Medical Accounts <input type="checkbox"/> Centrelink Documents	
CATEGORY C 10 Points	<input type="checkbox"/> Post Office- Mail Redirection <input type="checkbox"/> Retail Purchase <input type="checkbox"/> Statutory Declaration	

OTHER REQUIRED DOCUMENTATION: A copy of your Medicare Card is required where the enrolling student must be listed.

Regards

Mr Martin Rosser
Principal

LEGAL BULLETIN

ENROLMENT OF STUDENTS IN GOVERNMENT SCHOOLS

What documentation can I rely on to establish that a prospective student is a "local enrolment"?

Principals can seek any information they consider to be of assistance in determining this issue. Such evidence may include council rate notices, accounts for electricity, gas or water, telephone bills, lease documents or electoral enrolment confirmation.

Can I insist on the provision of more than one document to establish a person's address?

Yes, if you believe there are reasonable doubts about the true residential address of the prospective student.

What do I do if the person claims they are living with someone but are not in a position to provide a copy of any of the usual range of notices or accounts? OR, the enrolment application indicates the student is living at an address which is different from the parents?

Sometimes people state they are living with others in circumstances where there are no formal lease arrangements in place. In these situations, principals can ask the prospective student/parents for a statutory declaration in which the person confirms his or her residential address and that it is to be his or her place of residence during the school year.

Principals can also ask the parents and or student for a statutory declaration from the "landlord" confirming the arrangements that are in place and his or her understanding the person intends to reside there during the school year.

So long as the principal is satisfied the information being provided is correct, the student's place of residence is his or her "home" for the purposes of enrolment.

If someone provides information about where they live which subsequently proves to be false, can the enrolment be terminated?

The Application to Enrol in a NSW Government School (2nd edition) requires the applicant to declare the information provided is correct. It also makes it clear the provision of false information can result in the enrolment being reversed. Any decision to reverse an enrolment needs to take into account the specific circumstances of the matter.

This includes determining if the student was an "out of area enrolment" and whether acceptance of the enrolment application has resulted in the student gaining entry at the expense of other prospective students who may be on a waiting list. Any decision to reverse an enrolment in these circumstances should only be made with the approval of the relevant Regional Director.

Do any legal ramifications arise if a person provides false information in order to gain enrolment in a particular school?

If a person provides materially false or misleading information to a school when making an application for enrolment, this is an offence which has a penalty of up to 2 years imprisonment, \$22,000 fine or both - section 307B of the Crimes Act 1900.

If a person provides a statutory declaration he or she knows to be false, for the purpose of gaining entry to a school, he or she commits an offence which has a maximum penalty of 7 years imprisonment - section 25A of the Oaths Act 1900.

If the enrolling parents refuse to provide me with information that I require to satisfy myself of the address or age or both of the prospective student, can I decline the enrolment?

Yes but before formally declining the enrolment application, you should consult with and seek the approval of your School Education Director to confirm.

Can a student be enrolled in two schools at the same time?

There is nothing in the Education Act which prevents a student from being enrolled at two schools at the same time. If it is necessary for a student who is enrolled in a government school to temporarily attend another government school, the principal of the second school should, in accordance with the policy, utilise the provisions of the short term attendance procedures.