



BERALA PUBLIC SCHOOL

Harrow Road, Berala NSW 2141 Tel: 9649 7146 Fax: 9749 2298

Enrolling your child at school

The Department of Education has a set boundary for each public school in New South Wales.

The following documentation is required when you enrol your child at Berala Public School. **All documentation produced must be original. Photocopies are not acceptable. These documents must show your current address within Berala's school boundary and show the name of at least one enrolling parent.**

Parent checklist

Proof of where you live:

1. If you **own** the property - your **Cumberland Council Rate Notice**; OR ☐
2. If you **rent** from a **Real Estate Agent** - Lease Agreement **and** your most recent rental receipt; OR ☐
3. If you **live with a relative or friend** and **they own** the property, - owner's Cumberland Council Rate Notice and a Statutory Declaration stating the living arrangements (legal document); OR ☐
4. If you **live with a relative or friend** and **they rent** the property, - Lease Agreement together with a letter from Real Estate office stating that you live at that address and a Statutory Declaration stating the living arrangements (legal document); OR ☐
5. If you **live outside the school boundary**, please complete the application for Non-Local Placement. ☐

Proof of child and relationship:

- Your child's Birth Certificate if born in Australia and Passport/Visa if born overseas ☐
- Parents Passports/Visas if parents were born overseas ☐
- Medicare Card with child's name ☐
- Immunisation Certificate - can be obtained from Medicare/Centrelink ☐
- Driver's Licence – proof of parent ☐

Additional proof of address: (minimum of **3** documents required): Any document that has parent(s) name and address. Some suggestions are:

- Registration Papers
- Phone Bill
- Electricity / Water/ Gas Bill
- Medicare or Centrelink letter
- Insurance: Health/ Car/ Furniture/ Home
- Bank Statement

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It is the responsibility of the student's guardian to provide documentation requested so that an enrolment can be activated at this school.