



ASHFIELD BOYS HIGH SCHOOL

117 Liverpool Road Ashfield NSW 2131

Telephone: 9798 6620 / 9798 5520

Fax: 9716 8004

Email: ashfieldbo-h.school@det.nsw.edu.au

ABN: 16 166 341 254

ENROLMENT PROCESS

Dear Parent/Guardian

Please note that any student wishing to apply for enrolment is to provide the information stated below in accordance with the requirements of the Department of Education and our school's enrolment policy.

Please note that if invited to an enrolment interview the student must attend with his parent/guardian.

The following information is to be provided to the **Administration office** when making enquiries for your son's enrolment (during school office hours 8.30am – 2.30pm Monday to Friday). Please provide **original** documentation as follows: *(copies will be made and original documentation handed back to you).*

For Overseas students:

- Passport and current visa. If the current visa is a bridging visa, please bring in the previous visa.
- Please note we also need the parent/guardian's passport and current visa.
- Evidence of student's medical insurance.

OR

If an Australian born or permanent resident:

- Birth certificate or passport or proof of Australian Citizenship.
- Medicare card

ALL enrolment enquiries need to provide the following:

- Latest school reports, copies of evidence for Recognition of Prior Learning (eg VET courses), NAPLAN.
- Please see over for other documentation.
- A Letter from the parent/guardian providing reason for enrolment.
- Immunisation papers.
- Year 11 / 12 enrolment must also provide evidence that the student has completed both Crossroads and All My Own Work programs.

Please note: An enrolment for Year 9, 10, 11 or 12 will be subject to the availability of selected elective courses.

International Students

- Need to comply with the Department of Education procedure – enrolment is to be referred through the **DE International**, Phone 1300 300 229; Email: isc@det.nsw.edu.au; Website: www.internationalschool.edu.au

Temporary Visa Holders

- Need to comply with the Department of Education procedure – an enrolment is to be referred through the Temporary Resident Program – Wollongong office at Locked Bay 4, Wollongong NSW 2520
Phone (61) 1300 300 229 Fax (61) 4224 9074; Email: tempvisa@det.nsw.edu.au;
Website: www.internationalschool.edu.au/trp

Students Enrolling from Intensive English Centres (IEC)

- Enrolment enquiries are to be made via IEC.

Year 6 (Primary School) into Year 7 (High School):

- The procedure is set out by the Department of Education
- Each year (approximately Week 8 of Term 1), the primary schools receive the application for high school enrolments and all contact is to be made through the primary school.
- Enrolment applications can be from students in our local drawing area, or from outside our drawing area. A non-local application is subject to a panel to determine eligibility.

The procedure for enrolment will be delayed if not all documentation is provided to us.

Thank you
Mr D Hopwood
Principal

Documentation required and their Points value

CATEGORY A

50 points

- Electricity bill
- Gas bill
- Water rates
- Telephone (not mobile)
- Council Rates
- Proof of purchase of residential property
- Current lease – (must be 12 month lease)/letter from Real Estate Agent
- Centrelink
- Electoral Roll

CATEGORY B

30 points

- Drivers licence
- Motor Vehicle/ Marine Vessel/ Trailer documents (Registration/Insurance)
- Bank account
- Mobile phone account
- Union membership
- Superannuation documents
- Life Insurance documents
- Medical accounts

CATEGORY C

10 points

- Post office – Mail redirection
- Retail purchase showing local address
- Statutory declaration

PLEASE NOTE THAT DOCUMENTATION IS TO TOTAL 100 POINTS OR MORE