



# Proof of Residency Requirements

Version 1.0

## Identifying Students Living within Catchment

All students, whose principal place of residence is within the school's relevant catchment area, are entitled to enrol at the school (subject to the Act). Under the Act, the student must be living within catchment at the time of enrolment application in order to be eligible to enrol at a school with a School EMP.

## Proof of Residency Requirements

Parents or legal guardians who wish to enrol their child at the school are required to demonstrate that the student's principal place of residence is within the catchment area. Current proof of residency at the address indicated can be provided as follows:

- One primary source – a current lease agreement, rates notice, or unconditional contract of sale, and
- One secondary source – a utility bill (e.g. electricity, gas) showing this same address and parent's/legal guardian's name

If the Principal is not satisfied that the documentation provided by an applicant adequately demonstrates that the address stated is the student's principal place of residence, then the Principal may request further sources of proof of residency. Examples may include (but are not limited to):

- Additional utility bills (e.g. water bill) or a series of bills with the same address over a sequential period to demonstrate continued/ongoing residency
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- Electoral Roll verification letter
- Mobile phone statement (with current address details)
- Statutory Declaration
- Driver's Licence (with current address details)
- Bank statement (showing current address details; financial details are not required)
- Tax Assessment Notice (financial details are not required)
- Documents demonstrating recent change of address / relocation to within the school's catchment area (e.g. proof of sale or termination of lease for the previous principal place of residence in a different catchment).

In addition to the documents listed above, students living with a relative/other person within catchment must provide the following:

- Properly sworn Statutory Declaration from the student's parent/legal guardian; and a
- Properly sworn Statutory Declaration from the person/s the student will be residing within catchment.
- The Principal may also request additional pieces of proof of residency and interview/s with all parties to discuss the living arrangement.

Statutory Declaration forms can be sourced online by visiting this [Australian Government website link](#).