



Tuggerah Public School

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1 Pacific Highway
Tuggerah NSW

Dear Parents,

Welcome to your child's new school. To ensure that the enrolment process runs smoothly, please make sure that the following documentation and information is returned to the school office **ASAP**.

- Completed **Enrolment Forms**
- Completed **Emergency Form**
- Completed **Child Protection Permission Note**
- Completed **Internet Access Policy Consent Form**
- Proof** that you are residing in the school enrolment zone. We will require **two (2)** original copies of the following documents to complete the application.
 - Rates Notice**
 - Property Lease/rental agreement**
 - Centerlink or social security card (current)**
 - Property insurance papers**
 - Motor vehicle registration/insurance**
- Your child's original **Birth Certificate or Passport** for sighting. As this is a **legal requirement** the child will not be officially enrolled until this documentation is provided.
- If your child has been fully **immunised** NSW Health will have provided you with an **Immunisation History Certificate**. Please bring the original Certificate to the office for sighting. (It is possible that you may not have this available until the commencement of Term 1, 2020).
- Do you require a **Bus Pass Application Form**? You may wish to transport your child for a short while yourself. You may apply for a bus pass but not use it initially.
- If your child suffers from **Asthma or is Anaphylactic**, please advise the office so that a **Management Plan** can be organised.
- If your child requires **regular medication**, please advise the office so that **Medical Indemnity Forms** can be provided.
- Please provide custody information including Court Orders, if applicable.

Your child's application will not be accepted until all of the paperwork is received, once received the student may commence their enrolment at Tuggerah Public School.

If you are unable to provide any of the above with your name and address on them, then you will need to get a Statutory Declaration and get it signed by a JP, to state that this is the actual living address of the child. Parents/Carers will need to be aware that if the information on the Statutory Declaration **is found to be false then the enrolment will be terminated**.

If you require any assistance, please do not hesitate to contact the School (4352 1116)

We look forward to you becoming a part of our school community and your child having many enjoyable years at Tuggerah Public School.

Yours sincerely,

Jennifer Harrison
PRINCIPAL