

DOCUMENT CHECKLIST

Please ensure you have provided all of the documentation listed below when applying for enrolment at Richmond Primary School.

Please email all documents to:

RICHMOND.PS@education.wa.edu.au

Parent Check Office Check

	Application For Enrolment Form Digital pdf. and printable versions of our Application for Enrolment form are available from our website under the Enrolment tab.		
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	Compulsory documents for Proof of Usual Residence The school requires a copy of your current rates bill if owner occupied OR a copy of your Rental Agreement with a minimum of 6 months tenancy, AND		
	<ul style="list-style-type: none"> • Latest electricity account 		
	PLUS one of the following:		
	<ul style="list-style-type: none"> • Latest gas account 		
	<ul style="list-style-type: none"> • Current bank statements showing the address 		
	<ul style="list-style-type: none"> • Driver's licence 		
	<ul style="list-style-type: none"> • Other supporting document bearing name and address 		

	Birth Certificate		
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	Vaccination records Australian Immunisation Register (AIR) Immunisation History Statement, no more than two months old.		
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	Passport information <i>(if born overseas):</i>		
	<ul style="list-style-type: none"> • Student passport 		
	<ul style="list-style-type: none"> • Visa Sub-Class, Visa Grant number and Visa Expiry date 		
	<ul style="list-style-type: none"> • Arrival date into Australia 		

	Family Court Orders (if applicable)		
	<ul style="list-style-type: none"> • Current court orders outlining child access 		

Once Application is approved you will be provided with the following documents

	Student Enrolment Form Digital pdf. and printable versions of our Enrolment form are available from our website under the Enrolment tab.		
	Student Health Care Summary		
	ACCEPTABLE ONLINE USAGE AGREEMENT (Appendix CDE)		
	Parent Consent Form (Attachment 2)		