

# Croydon Hills PS - Permanent residence for schools

## At a glance

### Evidence of permanent residence that can be requested by schools

Original or certified copies of:

- rental agreements
- council rates notices
- electoral roll confirmation
- unconditional contracts of sale
- other official documentation that demonstrates permanent residency at that address, such as a health care card or driver's licence

Original or certified copies of documents should show the same address and parent's/legal guardian's name as recorded on the school enrolment form.

Optionally, the school may ask parents to complete a statutory declaration confirming they are living in the address and that the arrangement is intended to be permanent for the duration of the student's attendance at the school.

### Enquiries to verify permanent residence that can be made by schools

- Checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office
- Checking whether the contact landline phone number provided is registered to the residence provided on the enrolment form
- Checking the details of a lease with a real estate agent
- Checking whether there are any regulations/codes limiting the occupancy to one person per apartment

### Actions to verify permanent residence that should not be made by schools

The following actions may pose health and safety risks for school staff and raise privacy concerns.

- Home inspections
- Surveillance
- Use of a third party to verify an address via home inspection or surveillance