

How to complete an online Enrolment application

1. Follow the link below to our school website

[Home - Brunswick Heads Public School](#)



2. On the right hand side there is a tab called 'Enrolment'







3. Once you have clicked on the 'enrolment' tab it will take you to a screen that looks like this:


The screenshot shows the website for Brunswick Heads Public School. At the top, there is a navigation bar with links for 'MAKE A PAYMENT', 'ENROLMENT', 'NEWS', 'NEWSLETTER', 'EVENTS', and 'GALLERY'. Below this is the school's logo, 'I LOVE MY Brunswick Heads PS', and the school name 'Brunswick Heads Public School' with the tagline 'Forward With Pride'. Contact information includes the phone number 'T: 02 6685 1204' and email 'E: brunswickh-p.school@det.nsw.edu.au'. A green navigation menu contains links for 'About our school', 'Supporting our students', 'Learning at our school', 'Kinder Orientation Program', 'Parents and Community', and 'Contact us'. Below the menu is a breadcrumb trail: 'Home / About our school / Enrolment'. The main heading is 'Enrolment'. On the left is a sidebar menu with 'Enrolment' selected. The main content area includes a section for 'Local enrolment area' with a 'School Finder' link, a 'How to enrol' section with links for 'Apply online', 'application to enrol', and 'translated application to enrol', and an 'Out-of-area enrolments' section.

4. Click on the 'Apply online' link as shown below.


How to enrol


[Apply online](#) . If you are an Australian or New Zealand citizen or permanent resident you are eligible to complete the **[online enrolment application](#)** . You will then need to finalise the application at the school.

If you are not eligible or prefer not to enrol online, use the **[application to enrol](#)**  (PDF 768.4KB) form. Please complete the form in English. A **[translated application to enrol](#)**  may help you do this.

For more information, visit **[primary school enrolment](#)** .

5. Select which year you wish to enrol your child in and enter your current residential address.

 **Resume your application within 30 days**
If you don't have all the information you need right now, that's okay - the application will be auto-saved as you go. Any saved progress will be kept for 30 days.

 **What happens once you apply?**
After completing the online application part of the process, you may need to visit the school to provide further documentation and progress the application.

Get started with your application

We use these details to verify the student you are applying for lives within the school's intake area.

Enrolling for
Please Select

Student's residential address
Enter student's address

Search

NOTE
If you are not eligible to use this online enrolment process, or you don't want to, you can always use existing enrolment processes to complete an application. You can find out more on our [going to a public school website](#).

6. If you are within our catchment zone a green tick will appear and you can continue with the application process.


Get started with your application

We use these details to verify the student you are applying for lives within the school's intake area.

Enrolling for
2022 calendar year

Student's residential address
9 EXCELSIOR CCT, BRUNSWICK HEADS NSW 2483

Apply to Enrol

 **This student is within this school's local area.**
Press **Apply to Enrol** to continue.

7. You will need to confirm and accept the privacy agreement.

The screenshot shows the top of a web page with a dark blue header containing the NSW logo and the text "School Enrolment Application - Brunswick Heads Public School". Below the header, there are two bullet points: "Privacy Code of Practice" and "Privacy Management Plan". A section titled "What are we doing with information you provide to us online?" contains three paragraphs of text explaining data collection and usage. A grey box with a white border contains the heading "Please confirm you accept this Privacy Agreement" and a paragraph of text. Below this text is a checkbox followed by the text "I agree to the Privacy Agreement". A grey "Continue" button is located at the bottom right of the page.

8. Please enter your current email address which will then send you a verification code.

The screenshot shows the login section of the "School Enrolment Application - Brunswick Heads Public School" website. It features two options for starting the application. The first option, "Use your email address to begin", includes a text input field for the email address, a "I'm not a robot" checkbox, and a "Continue" button. The second option, "Use your Service NSW account to begin", includes the Service NSW logo and a "Continue" button. The text between the two options reads "OR".

9. Verify your email address by entering the code.

Please enter your 6-digit verification code



We have sent an email to jordan.evans34@det.nsw.edu.au containing a 6-digit verification code.

Verification code
Enter your 6-digit code

Verify

Didn't receive a code in your email? you can [re-enter your email address](#)

10. Please fill in all your details and upload as many supporting documents as possible as this speeds up the enrolment process immensely.

 School Enrolment Application - Brunswick Heads Public School 

Student details

- Student details**
- Medical details
- Learning & support
- Risk assessment
- Siblings
- Parents/carers
- Emergency contacts
- Additional information
- Permissions
- Supporting documents
- Review

Please provide accurate details of the student applying to enrol. This information is used to help the school best cater for the educational needs of the student.

*Student residential address
This is the address we will use to correspond with you about the student.

9 EXCELSIOR CCT, BRUNSWICK HEADS, NSW, 2483, Australia

Use a different **postal address**

*Student's first name
Enter first name
As it is shown on the birth certificate

Student's middle name
Enter middle name

*Student's family name
Enter family name
As it is shown on the birth certificate

12. Once you have submitted your application the school will receive an email letting us know there is an application ready to process. If the school requires further documentation we will contact you accordingly.

*** Please note that all applications will need to provide:**

- 1. 100 points proof of residence**
- 2. Birth Certificate (of child wishing to enrol)**
- 3. Immunisation History (of child wishing to enrol)**

Please see below a checklist for the documents we can accept as 100 points proof of residence.

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents) <ul style="list-style-type: none"> 1.1. Council rates notice 1.2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt 1.3. Exchanged contract of sale with settlement to occur within the applicable school year 	40
2. Any of the following <ul style="list-style-type: none"> 2.1. Private rental agreement for a period of at least 6 months 2.2. Centrelink payment statement showing home address 2.3. Electoral roll statement 	20 each
3. Any of the following documents <ul style="list-style-type: none"> 3.1. Electricity or gas bill showing the service address* 3.2. Water bill showing the service address* 3.3. Telephone or internet bill showing the service address* 3.4. Drivers licence or government issued ID showing home address* 3.5. Home building or home contents insurance showing the service address 3.6. Motor vehicle registration or compulsory third party insurance policy showing home address 3.7. Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this. 	15 each