



LEETON HIGH SCHOOL

Principal: Mrs M Crelley

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ABN: 18 246 198 266

leeton-h.school@det.nsw.edu.au

Welcome to the NSW Department of Education's new enrolment process for students in Year 6 going into Year 7.


Here is a guide to help you with the enrolment.

1. You will need to go to the **school's website** <https://leeton-h.schools.nsw.gov.au//>
2. Click on the **ENROLMENT** tab.

NSW Department of Education

Select Language Log in

MAKE A PAYMENT | **ENROLMENT** | NEWS | NEWSLETTER | EVENTS | GALLERY

 **Leeton High School**
Educating young people for active and responsible citizenship.
T: 02 6953 2122 E: leeton-h.school@det.nsw.edu.au


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3. The following page will come up. Click on the **online enrolment application**.

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Enrolment

← About our school

School planning and reporting

Returning to school safely

Location and transport

Enrolment

Financial contributions and assistance

Our staff

Our school can help with enrolment queries throughout the year.

Local enrolment area

Check your address on [School Finder](#) to see if it is within our local intake area. Most schools have designated local enrolment areas. Note: local enrolment areas are subject to change.


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 [high school enrolment](#).

4. Scroll down to **Get started with your application.**

**School Enrolment Application**[Resume application](#)

**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 will need to make an appointment to visit the school to 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

Student's residential address

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](#).

5. Select the down arrow in the **'Enrolling For'** box and select the calendar year you are enrolling your student into - 2023.
6. Enter your address in the **'Student's residential address box'**.
7. If you are eligible to enrol an **'Apply to Enrol'** button will appear, Click on this to continue.
8. You will need to read and agree to the **'Privacy Agreement'**.
9. If you agree click the tick box 'I agree to the **'Privacy Agreement'** and then click the **'Continue Button'**.
10. Enter **your email address** and tick **'I'm not a robot'** box then **'Continue'** or **'Continue'** using your Service NSW account.
11. A **verification code** will be e-mailed to your e-mail address you entered. **Enter this code** and it will take you to the enrolment forms.
12. **Fill in all the sections.**
13. When completed and submitted the school will receive notification of your intent to enrol.

14. You **MUST** provide the following documentation for the school. This can be scanned and attached to your enrolment or brought into the school's Front Office:

- Proof of Student's identity (birth certificate, passport or NSW photo card)***
- Proof of residential address (utility bill, driver's license or council rates notice)***
- Student's immunisation history statement (obtainable via myGov, the Medicare Express Plus App, or by calling the Australian Immunisation Register enquiries line)***
- Student's passport, visa and travel documents (only if the student is not an Australian citizen)***
- Student's medical/healthcare or emergency action plans (such as ACSIA Plans)***
- Evidence of any disability or other support needs (Including learning and support plans if appropriate)***
- Family law or other relevant court orders (if appropriate)***

Students will not be enrolled until ALL relevant documentation is produced