

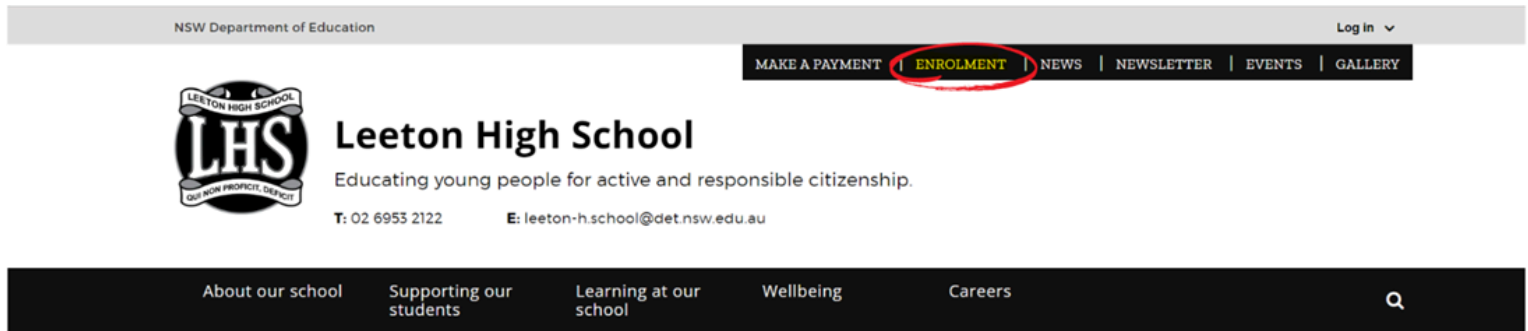


YEAR 7 ONLINE ENROLMENT GUIDE

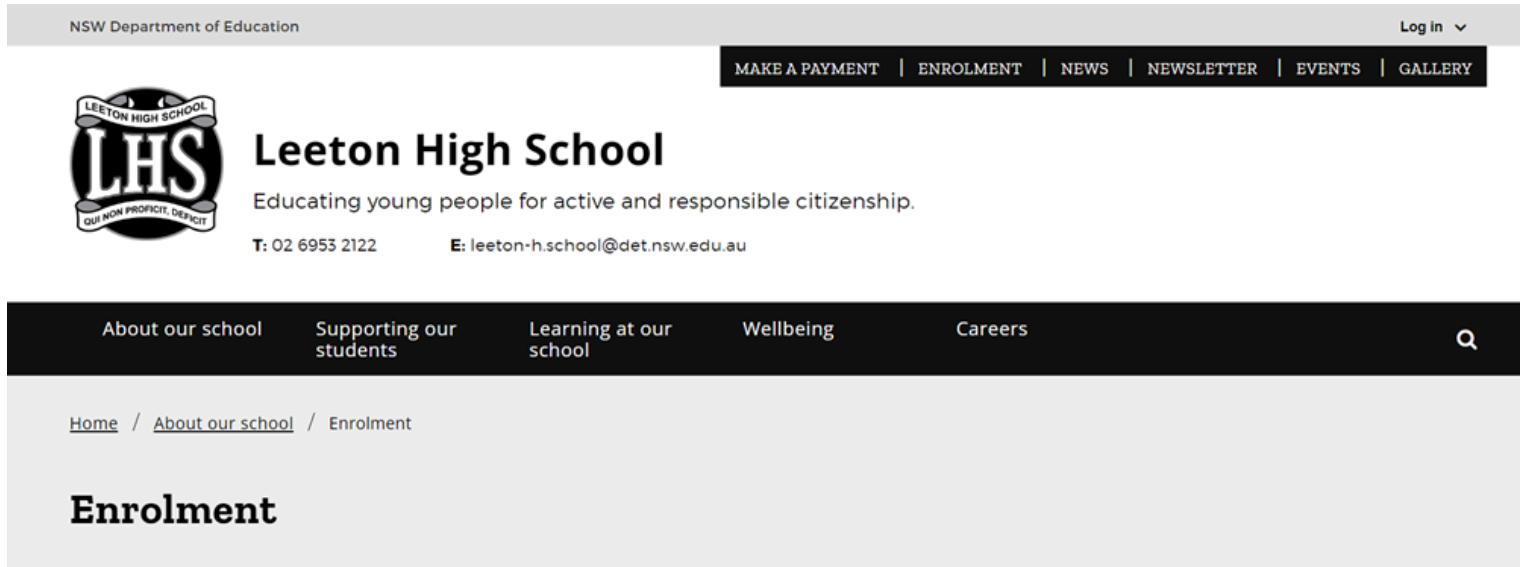
Welcome to the NSW Department of Education's new enrolment process for students in Years 7-12.

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.



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



← About our school

School planning and reporting

Location and transport

Enrolment

Financial contributions and assistance

Our staff

Rules and policies

+

Canteen and Uniform

+

Bell Times

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

If you live in our intake area and would like to apply to enrol at our school, start by submitting an **online enrolment** application. Online enrolment is currently only available for Australian or New Zealand citizens and permanent residents.

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

Online enrolment can also be used for out-of-area enrolment. Please note that out-of-area enrolment procedures are subject to the department's [enrolment policy](#).

Enrolment applications are finalised at the school.

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



What is this online application for?

- Local enrolment into NSW Government schools only
- Children living in NSW who are Australian or New Zealand citizens or Australian permanent residents



Can temporary residents apply using this form?

No. Please go to our website for [temporary residents and international students](#) for this type of enrolment



What will I need to complete this application?

- Your child's medical details - Medicare and doctor details
- Parent contact details
- Emergency contact details



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.



Let's start with the child's residential address:
We use these details to verify the student you are applying for lives within the school's intake area.

Enrolling for School year to be enrolled in

4. Scroll down to **Lets's start with the child's residential address.**
5. Select the down arrow in the '**Enrolling For**' box and select the calendar year you are enrolling your student into e.g. 2025.
6. Select the down arrow in '**School Year to be enroled in**'
7. Enter your address in the '**Childs's residential address box**'.
8. If you are eligible to enrol an '**Apply to Enrol**' button will appear, Click on this to continue.
9. Enter your **email address** and tick '**I'm not a robot**' box then '**Continue**' or '**Continue**' using your Service NSW account.
10. 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.
11. Fill in all the sections.
12. When completed and submitted the school will receive notification of your intent to enrol.
13. The following documentation can uploaded online or brought into the front office
 - Proof of student's identity (birth certificate, passport or NSW photo card)
 - Proof of student's residential address (utility bill, driver's licence or council rates notice)
 - Student's immunisation history statement (obtainable via myGov)
 - Student's passport, visa and travel documents (if student is not an Australian citizen)
 - Student's medical/healthcare or emergency action plans
 - Evidence of any disability or other support needs
 - Family law or other relevant court orders

STUDENTS WILL NOT BE ENROLLED UNTIL ALL RELEVANT DOCUMENTATION IS PRODUCED