



BUNDABERG

STATE HIGH SCHOOL

ENROLMENT REQUEST

This School Enrolment Management Plan (School EMP) sets out the conditions under which students may be enrolled into Bundaberg State High School, subject to any other requirements or limitations in:

- the Education (General Provisions) Act 2006 (the Act)

This School EMP is supported by:

- Enrolment in State Primary, Secondary and Special Schools procedure
- School Enrolment Management Plans (School EMPs) procedure

Parents or legal guardians who wish to enrol their child at the school will need to demonstrate that the student's principal place of residence is within the catchment area, you are required to provide the following:



Sighting of birth certificate

- Enrolling for the first time in a Queensland State School requires sighting of original birth certificate/visa/passport



Sighting one primary source and one secondary source of residency

Current **proof** of residency at the address in catchment can be provided by way of one of **each** of the following:

- **One primary source** – a current rental/lease agreement OR rates notice OR unconditional contract of sale **AND**
- **One secondary source** – a utility bill (e.g.: electricity, gas) showing the same address and parent's/legal guardian's name



Name on enrolment form

- Must be legal name (this will appear on reports)
- Provision to record student's preferred family/given name on internal school documents/class roll



Court Orders – sighting of most current original orders only

- All new updated orders should be provided (welfare/safety/parenting arrangements/etc.)

Please supply the following information relating to your student's enrolment.

| | | |
|--|---------------------|---|
| Name of Prospective Student as name appears on BIRTH CERTIFICATE | | |
| Is your student known by any other name? | | |
| DATE OF BIRTH | | |
| Intended Start Date: | | |
| Name of Enrolling Parent/Carer 1 | | |
| Relationship to Student | Phone: | |
| Email Address | | |
| Name of parent responsible for fees Please indicate with % if shared. | | |
| Current residential address of student | | |
| Is your address in the approved Catchment area? Attach proof | YES / NO | If NO – An Application must be made to the Principal for out of catchment enrolment. |
| Enrolling into which Year Level? | | |
| Students preferred language to study in Years 7 or 8 | <i>Please Check</i> | |
| | JAPANESE | AUSLAN |
| Name and Year Level of sibling currently enrolled at BSHS | Name: | Yr. Level: |
| DATE of APPLICATION | | |

| PLEASE IDENTIFY THE GROUP WHICH BEST REPRESENTS THE STUDENT ENROLLING | |
|---|---|
| <input type="checkbox"/> | STUDENT IS TRANSFERRING TO BUNDABERG STATE HIGH SCHOOL FROM ANOTHER STATE SCHOOL IN QUEENSLAND <i>Name of Previous School:</i> |
| <input type="checkbox"/> | STUDENT IS TRANSFERRING TO BUNDABERG STATE HIGH SCHOOL FROM A PRIVATE SCHOOL OR FROM INTERSTATE BUT HAS ATTENDED A QUEENSLAND STATE SCHOOL IN THE PAST <i>Name of Queensland State School attended in the past:</i> |
| <input type="checkbox"/> | STUDENT HAS NEVER ATTENDED A QUEENSLAND STATE SCHOOL <i>Name of School attended Interstate or Overseas:</i> |

| Office Use Only: | |
|---|--|
| Birth Certificate sighted: <input type="checkbox"/> OneSchool | <input type="checkbox"/> State: _____ Registration No: _____ |
| | <input type="checkbox"/> Receipt No: _____ |
| Court Order/s: <input type="checkbox"/> NO | <input type="checkbox"/> YES Copy received: ____ / ____ / ____ |
| Application for student enrolment & Permission forms issued: ____ / ____ / ____ | |
| <input type="checkbox"/> Returned to primary school: _____ | <input type="checkbox"/> Handed to parent/carer: _____ |
| <input type="checkbox"/> Mailed to parent/carer address: _____ | |
| <input type="checkbox"/> Returned to sibling (with parent/carer permission) student name: _____ year level: _____ | |
| COURTICE | HINKLER |
| KRONE | LONEY |