



The Department of Education and Training
trading as Education Queensland International
(EQI) CRICOS Provider Number 00608A

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		
Current residential address of student		
Students enrolling must reside in the APPROVED CATCHMENT AREA for BSHS as detailed in the school's Enrolment Management Plan. Is your address in the approved Catchment area? Attach proof	YES / NO	If NO – An Application must be made to the Principal. The enrolment will not proceed, unless the Principal approves placement following an application from the parent.
Enrolling into which Year Level?		
Name of sibling currently enrolled at BSHS and Year Level?	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 <u>STATE</u> SCHOOL IN <u>QUEENSLAND</u> <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"/> YES Copy received: ____ / ____ / 2023			
<input type="checkbox"/> NO			
Application for student enrolment & Permission forms issued: ____ / ____ / 2023			
<input type="checkbox"/> Returned to primary school: _____	<input type="checkbox"/> Handed to parent/carers: _____		
<input type="checkbox"/> Mailed to parent/carers address: _____			
<input type="checkbox"/> Returned to sibling (with parent/carers permission) student name: _____	year level: _____		
COURTICE	HINKLER	KRONE	LONEY