

ENROLMENTS WITHIN CATCHMENT

Please complete the 'Enrolment Eligibility Form', and you will be required to provide the following:

- Original birth certificate of the student enrolling. This will be sighted by our staff.
- Proof of residency. Please provide electricity bill, tenancy agreement, rates notice or similar which shows name and current address.
- Court orders. A copy of any current court orders relating to the student's welfare/safety/parenting arrangement must be provided to the school.

Once submitted, your application will be assessed and if the student is eligible to apply for enrolment at Bundaberg North SHS you will be notified by email or phone. An enrolment interview date and time will be offered and enrolment paperwork must be completed and brought to your interview. The enrolment documentation may be collected from the school office or downloaded from our website. <https://bundabernorthshs.eq.edu.au/enrolments>

ENROLMENTS OUTSIDE OF CATCHMENT

The enrolment of students from outside our local catchment area is managed by Bundaberg North SHS. We have a responsibility to ensure the total current and forecast enrolments do not exceed our school's capacity. We are required to ensure that there is an even spread of students across year levels and class groupings.

The following groups of students will be deemed as eligible for enrolment even if they reside outside of the school's catchment area. Subject to capacity conditions enrolment applications from outside of the catchment area will be assessed in order of receipt, as follows:

- Children who are subject to child protection orders that grant guardianship or custody to the Chief Executive Officer of the Dept of Communities, Child Safety & Disability Services
- Siblings of current students at the school
- Students whose parent or legal guardian is employed by the school
- Students who live outside the catchment area and are verified with a disability may enrol in our school to attend the specialised disability program if it is the closest program to their home and meets their individualised needs.
- Students who have been excluded from a school other than this school, dependent upon the conditions related to the exclusion, as determined by the Regional Director.

Please complete the 'Enrolment Eligibility Form', and you will be required to provide the following:

- Written submission clearly explaining the reasons for requesting out of catchment enrolment
- Original birth certificate of the student enrolling. This will be sighted by our staff.
- Court orders. A copy of any current court orders relating to the students welfare/safety/parenting arrangement must be provided to the school.
- A copy of the student's most recent report card

Once submitted, your application will be assessed and if the student is eligible to apply for enrolment at BNSHS you will be notified by email or phone. An interview date and time for enrolment consideration will be offered. Enrolment paperwork must be completed and brought to your interview.

Enrolment Eligibility Form

Please supply the following information to assess your student's enrolment eligibility at Bundaberg North SHS.

PLEASE COMPLETE THE FOLLOWING

Legal name of prospective student – as it appears on the BIRTH CERTIFICATE			
Is the student known by any other name			
Student Date Of Birth		Female / Male	
Name of enrolling parent/carer			
Relationship to student		Ph:	
If the person enrolling the student is not the biological parent, please provide an explanation and proof of legal guardianship			
Email address of parent/carer			
Residential address of student			
What school is the student currently at			
Students seeking enrolment at BNSHS must reside in the approved catchment area as detailed in the school's Enrolment Management Plan . Is your address in the approved catchment area for BNSHS?	YES	Please provide proof of residency ie electricity bill / tenancy agreement / rates notices etc	
	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 in writing. Please see over for more information on this process.	
Enrolling into what year level?		Intended start date	/ /
Does your student have any special educational needs or requirements to better facilitate their learning?			
Does your student identify as		In 'Out of home care'	English as second language
		Coming from Interstate	Aboriginal or Torres Strait Islander
		Special health needs	

WHAT HAPPENS NEXT

Your application will be assessed along with your 'out of catchment' application where relevant. You will be advised by email or phone of the outcome and if successful you will be allocated an enrolment interview time.

Assessed by the Principal	/ /	Eligible for enrolment at BNSHS	YES / NO
---------------------------	-----	---------------------------------	----------