

# Enrolment Eligibility Form

Thank you for choosing Bundaberg North SHS for your student's education.

As we operate under an [Enrolment Management Plan](#), we must first check that your student resides within our Catchment Zone. Please supply the following information to receive an Enrolment Form (if eligible).

## Student Information:

Legal name of prospective student – <i>as it appears on the BIRTH CERTIFICATE</i>			
Is the student known by any other name			
Student Date Of Birth		Female / Male	
Name of enrolling parent/carer			
Relationship to student <i>If the person enrolling the student is <b>not</b> the biological parent, please provide an explanation and proof of legal guardianship</i>			Birth Certificate sighted:
Email address of parent / carer			
Phone number of parent / carer			
School the student currently enrolled in			
Enrolling into what year level?		Intended start date	/ /
Does your student identify as <i>(Tick any which apply)</i>	<input type="checkbox"/> In 'Out of home care' <input type="checkbox"/> Coming from Interstate <input type="checkbox"/> Having any Court Orders / Parenting plan	<input type="checkbox"/> Aboriginal or Torres Strait Islander <input type="checkbox"/> English as second language	
Does your student have any special educational or health needs?			

## Residential Information:

Residential address of student			
<b>Is your address in the approved catchment area for BNSHS?</b>			
<p style="text-align: center;">Yes</p> <p style="text-align: center;"><b>Proof of residency sighted:</b> Electricity bill / Tenancy agreement / Rates notices / Other:</p>	<p style="text-align: center;">No</p> <p style="text-align: center;"><i>Please see grey box over the page. 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.</i></p>		
<p>Have you joined Q Parents?</p> <p style="text-align: center;">Yes / No</p>	<p><b>Assessed by the Principal:</b></p> <p style="text-align: center;">YES / NO          on          /          / 20</p>		

## Enrolment Process:

### 1) Eligibility to Enrol – check of residential address

Please complete the 'Enrolment Eligibility Form'. 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.
- A copy of the student's most recent report card if attending a non-state school / interstate school.

#### ENROLMENTS WITHIN CATCHMENT

If the student is eligible for enrolment at Bundaberg North SHS, you will be notified by email or phone and progress to next stage of enrolment.

#### ENROLMENTS OUTSIDE OF CATCHMENT

The enrolment of students from outside our local catchment area are determined by our [Enrolment Management Plan](#) and decided by the Principal. We have a responsibility to ensure the total current and forecast enrolments do not exceed our school's capacity.

The following groups of students may 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.

**If the enrolment is outside of our catchment area, you will also be required to provide the following:**

- Written submission clearly explaining the reasons for requesting out of catchment enrolment.

Once submitted, your application will be assessed and if the student is eligible for enrolment at BNSHS you will be notified by email or phone.

### 2) Complete Enrolment Forms

Complete enrolment forms either on printed copies (from office) or electronically  
(download from website <https://bundabernorthshs.eq.edu.au/enrolments>)

Join Q Parents to complete numerous additional consent forms  
<https://qparents.qld.edu.au/landing>

### 3) Attend an enrolment interview

- Year 6 enrolments for the following year – book into Enrolment Interviews in designated blocks.
- All other enrolments, a date and time will be offered.

All Enrolment paperwork must be completed and submitted before your interview.

*If you have any questions, or need assistance, please call the office (41 300 222) or come into the office.*