



# SHAILER PARK STATE HIGH SCHOOL

— *Lifting Aspirations* —

an Independent Public School

Dear Families

Thank you for your interest in enrolling your child at Shailer Park State High School. Please note that all applications are due by **Friday 26 July 2019**. To assist us in the efficient, complete and accurate processing of your application, please ensure that you follow these important key steps:

## STEP 1. COMPLETING AND COMPILING YOUR APPLICATION

Accessing and completing the forms:

- Collect an application package from the school's office or download them from the school's website
- Then, ensure that:
- The legal parent/carer **fully completes and signs all forms** where relevant
  - The **child signs all forms** where relevant having discussed the information with their parent/carer

Please include copies of these documents in your Application:

### Student Information

- Two most recent **Report Cards**
- Most recent **NAPLAN** Report
- Any **medical information, reports or assessments** relevant to:
  - accessing support for individual learning needs/disabilities
  - health plans for implementation at school
  - dispensing medication
  - providing evidence of medical reasons impacting on your child's ability to engage in learning
- Relevant **custody or parenting** orders or plans
- Other helpful information relevant to the education of your child

### If Applying for Programs of Excellence (Academies)

Please submit all of the documents as listed above. In addition, include in your application;

- Your child's application form
- The **Programs of Excellence General Application Form**
- The specific Academy's Application Form/Documentation accessed via the website
- Any additional documentation as required by the Academy e.g. results, teacher endorsement

These Applications will be separated from the General Enrolment Application and will go to specific Directors. For this reason, you will need to provide copies of documents for each application e.g. report cards

### Proof of Residence

Now that our Enrolment Management Plan (EMP) is in effect for all in-catchment enrolment applications, we will also require you to provide documentary evidence to demonstrate that the student you are seeking to enrol genuinely resides in the catchment area. Please refer to our letter regarding the EMP for more information. When submitting your application, please provide **original** copies of at least **two** of the following:

### If you own the Property

- unconditional sale agreement demonstrating fair market value, settlement notice or title deed
- evidence that the property is the legitimate family residence (e.g. type, size and nature of the accommodation)
- a current rates notice/s
- a minimum of three current bills and evidence of payment (e.g. electricity, gas, internet, telephone) that demonstrate reasonable levels of usage/usage expected at a residential property
- a current paid up home and contents insurance policy
- a current paid up motor vehicle insurance policy
- other evidence as requested by the Principal.

### If you lease the Property

- a current commercially drawn, arms-length, residential lease agreement in the name of the legal parents or guardians (e.g. minimum of 3 months prior to the date of application and 12 months of the student's commencement date — leases of greater length will be given greater weight in the enrolment process) — *private rental lease agreements are not accepted*
- a current bond receipt lodged with the Residential Tenancies Authority for the stated residence
- a minimum of three current bills and evidence of payment for electricity, gas, internet, telephone (demonstrating reasonable levels of usage as compared to other households)
- a current paid up contents insurance policy
- a current paid up motor vehicle insurance policy
- other evidence as requested by the Principal
- evidence of currently paid up rent at the amount outlined in the lease agreement

The school may also assess:

- evidence of payment of effective market value rent
- evidence that the property is the legitimate family residence (e.g. type, size and nature of the accommodation).

### **Other Compulsory Personal Information Documents**

- driver's license
- electoral roll information

### **Other Evidence that may be Required**

- a properly sworn statutory declaration from a legal representative demonstrating guardianship/parenting arrangements
- a properly sworn statutory declaration from the enrolling parent or legal guardian stating that the student's principal place of residence is the place nominated in the enrolment application

### **Written Statement if Applying Out-of-Catchment**

Please provide a written statement of approximately 200 words outlining your reasons for enrolling your child at Shailer Park State High School. Supporting evidence, such as academic records or a referee's report, can also be submitted. In your response, please suggest how your child may add value to our community by being enrolled in our school. It is best to also lodge an Enrolment Application at your local school. Offers of Interviews to students residing out-of-catchment will be made at the beginning of Term 4, 2019.

## **STEP 2. SUBMITTING YOUR CHILD'S APPLICATION**

1. Hard copies of all forms and documentary evidence are to be **submitted in person** by a parent/legal guardian to the school's Administration Office. The Application will be date stamped.  
**The Enrolment Team is available to accept applications and payments during these hours:**  
*Monday, Tuesday and Friday 8.00am – 3.30pm*
2. When submitting your child's Application for Enrolment, please present the **original hard copy of their Birth Certificate** for sighting and recording by our Administration Staff
3. **Application Fees:**
  - *In-Catchment Applications* for Enrolment – no fees
  - *Out-of Catchment Applications* for Enrolment – a payment of \$20.00 for processing the Application is payable at the school's Finance Office on the day of submission. Please ask staff for assistance in locating the office when you arrive at the Administration Building

- *Programs of Excellence Applications*: if applying to one Academy, a fee of \$25.00 for processing the Application including trial and test costs is payable at the school's Finance Office on the day of submission. If applying to two more Academies, a fee of \$40.00 for processing the application is payable. Please ask staff for assistance in locating the office when you arrive at the Administration Building


### STEP 3. AFTER SUBMITTING YOUR CHILD'S APPLICATION

- Continue to check the school website, newsletter and Facebook page for the most current/up-to-date information
- Late in Term 2/Early in Term 3, you will be contacted regarding the scheduling of an **Enrolment Interview** with a member of staff prior to Confirmation of Enrolment. Please ensure that we have a current email address for you so that you don't miss this communication.
- On the day of the interview, if your child's application is confirmed, a **Confirmation Fee of \$50.00** is then payable, and this amount will be deducted from the Student Resource Scheme Fees for the year.
- For Programs of Excellence – if your child is shortlisted for a position, they will be asked to attend a trial or test day/s or day of engagement. If your child's application is successful, a **Confirmation Fee of \$50 is payable for each Program**, and this amount will be deducted from the Program Fees and Levies amount for the year.

Information regarding parent nights and transition activities, including our Orientation Days, will be distributed during the term and information uploaded to our website. If you require any other information at this time, please refer to the Enrolments tab on our website: <https://shailerparkshs.eq.edu.au/> You can also email the Enrolments Team with any questions you may have: [enrolment@shailerparkshs.eq.edu.au](mailto:enrolment@shailerparkshs.eq.edu.au) We look forward to meeting your family and sharing your child's education experience with you.



Dianne Goggi  
Deputy Principal – Teaching and Learning Junior School



Dorothea Jensen  
Principal