WARRIGAL ROAD STATE SCHOOL

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A STEP-BY-STEP GUIDE TO ENROLLING A STUDENT IN PREP - YEAR 6
WHEN YOU RESIDE WITHIN THE CATCHMENT AREA

STEP	PROCEDURES
1	**DOWNLOAD the *Application for Enrolment Form* from the Enrolment tab on our website www.warrigalroadss.eq.edu.au. Enrolments can only be submitted when all required documents are presented with your application in person.** Please phone office with any enquires.
2	**One enrolling parent must present original documents IN PERSON to the school office:** • The completed ***APPLICATION FOR ENROLMENT FORM***; • ***ORIGINAL BIRTH CERTIFICATE*** of child, *if born in Australia and Australian citizen;* (*Official birth certificate is required,* **commemorative** *certificates are not acceptable as not recognised as a legal document*) • *if not born in Australia -* **PASSPORT** *of child* **and** *current* Visa / *Citizenship Certificate.* please note on enrolment form date arrived to reside in Australia; • *if not born in Australia -* **PASSPORT OF PARENTS and** *current Visa or Citizenship Certificate* • ***PROOF OF RESIDENCE*** within catchment area (see below).

Proof of residency requirements:

Parents or legal guardians who wish to enrol their child at Warrigal Road State School are required to demonstrate that the student's principal place of residence is within the catchment area.

Current proof of residency at the address indicated must be provided as a minimum.
At least one enrolling parent name to be shown on:
- **One primary source** – a current lease agreement with RTA bond receipt / current rates notice, or unconditional contract of sale, and
- **One secondary source** – a utility bill (e.g., electricity, gas) showing this same address and parent's/legal guardian's name.

If the Principal is not satisfied that the documentation provided by an applicant adequately demonstrates that the address stated is the student's principal place of residence, then the Principal may request further sources of proof of residency. Examples may include (but are not limited to):

- Additional utility bills (e.g. water bill) or a series of bills for the same address over a sequential period to demonstrate continued/ongoing residency

- Electoral Roll verification letter

- Mobile phone statement (with current address details)

- Current Health Care Card

- Current Queensland Driver's licence (with current address details)

- Bank statement (showing current address details; financial details are not required)

- Tax Assessment Notice (financial details are not required)

Documents Required to enrol a student living with a relative/other person within catchment:

From owner/leaser of property:

Properly sworn Statutory Declaration from the person/s the student will be residing with in-catchment stating they are living with you.

plus

One primary source – a current lease agreement with RTA bond receipt / current rates notice, or unconditional contract of sale from owner of property

AND

From the parent of the student enrolling:

Properly sworn Statutory Declaration from the **student's parent/legal guardian** stating you are residing at the in-catchment property

plus

One secondary source – Current Qld Drivers Licence / photographic ID card showing enrolling address.

The Principal may also request additional pieces of proof of residency and interview/s with all parties to discuss the living arrangement.

- Current medical conditions listed that have Action/or medical plans in place are required to have documentation and medication submitted upon **commencing** at Warrigal Road SS.

- Current Custody/ Consent orders are to be presented at time of enrolment. These are to be updated each time a new/alteration of orders/consent changes.

Our preferred method for payment and consent for excursion/incursion etc is QParents. We may ask you for further identification for the QParents Registration. Documents could include:

- **Passport**

- **Citizenship Certificate**

- **Marriage Certificate**

- **Change of Name Certificate**

- **or items from green section above**