

## KURABY STATE SCHOOL

### Enrolment Guide for Prep – Year 6 Students

Email – [enrolments@kurabyss.eq.edu.au](mailto:enrolments@kurabyss.eq.edu.au)

Phone – 3361 8444 (8am – 3pm Monday – Friday)



Step	Procedure	Completed √
1	Collect the <b>Application for Enrolment Form</b> from the Admin office or download and print from the Enrolment tab on the school website – <a href="http://www.kurabyss.eq.edu.au">www.kurabyss.eq.edu.au</a>	
2	Present <b><i>in person</i></b> to the school Admin Office – <ul style="list-style-type: none"> <li>- <b>Completed Application for Enrolment Form</b></li> <li>- <b>ORIGINAL BIRTH CERTIFICATE /PASSPORT</b> of child, if born in Australia and Australian citizen; (Official birth certificate is required)</li> <li>- <b>PASSPORT</b> of child, if not an Australian citizen and <u>current Visa</u>.</li> <li>- <b>PASSPORT OF PARENTS</b>, if not born in Australia and current Visa</li> <li>- <b>PROOF OF RESIDENTIAL ADDRESS (as below)</b></li> <li>- <b>SIGNED AND COMPLETED FORMS</b> <ul style="list-style-type: none"> <li>– Student Resource Scheme</li> <li>– State school consent Form (Media)</li> <li>– Anti-Bullying Agreement</li> <li>– ICT Responsible Use Procedure</li> </ul> </li> </ul>	
3	We require proof of your residential address, via the documents below. Must be provided with parent name and current address: <ul style="list-style-type: none"> <li>• <b><i>If you OWN THE PROPERTY – (you must reside in the property)</i></b> Supply the original, most recent Rates Notice and Electricity Bill.</li> <li>• <b><i>If you are RENTING THE PROPERTY</i></b> Supply the current original Rental Tenancy Agreement Form, Official RTA Bond receipt and most recent Electricity Bill.</li> </ul> <p>Note: if you reside in a rental property, your name MUST appear on the lease agreement. If it does NOT – please see below.</p>	
**	If you are an <b>APPLICANT RESIDING WITH AN IMMEDIATE FAMILY RELATIVE WHO IS THE OWNER OF THE PROPERTY –</b> <ul style="list-style-type: none"> <li>- The immediate family member who owns and lives in the property MUST supply the original current Rates Notice and Electricity Bill for the property. A <b>STATUTORY DECLARATION</b> (signed and stamped by a Justice of the Peace) is also to be completed by the owner of the property who occupies and name appears on the Rates Notice and Electricity Bill. This is to declare the person owns and resides in the property and the person wishing to apply for the child’s entrance into the school (names included), will be a permanent resident in the property for a period of at least twelve months from the date of commencement at school.</li> </ul>	
4	All original Documents must be presented at the Admin Office. <ul style="list-style-type: none"> <li>- Copies will be made for student file</li> <li>- Once <b>ALL</b> required documentation is received an enrolment interview will be scheduled for the student and parent/s.</li> </ul>	