



STUDENT ENROLMENT APPLICATION OVERVIEW

Parents/caregivers considering enrolling their child at Kuraby State School must understand that submitting a Student Enrolment Application does not guarantee confirmation of place.

Before beginning to complete this Student Enrolment Application please refer to the Supporting Documentation Checklist below and ensure that you are able to provide all of the required supporting documentation.

Upon completion, please submit the following:

- Completed Student Enrolment Application
- Signed Student Resource Scheme Agreement - \$100 per year
- Signed State School Consent Form (media)
- Signed Anti-Bullying Agreement
- Signed ICT Responsible Use Procedure

Plus supporting documentation **in person** to the school Administration Office.

SUPPORTING DOCUMENTATION CHECKLIST – REQUIRED UPON ENROLMENT – SEE ENROLMENT GUIDE OVERLEAF

- Original or certified copy of student applicant's **Birth Certificate(Aust. Born)**
- Student applicant's **valid passport and corresponding Visa** (born overseas)
- Proof of residency x 2 (**current rates notice or lease agreement plus electricity bill**)
- Emergency Health Plan (for applicants with asthma, anaphylaxis, or other complex health needs)
- Specialists reports – ie: Speech Therapy, Occupational Therapy, Learning Support, Guidance Officer
- Interstate and Overseas enrolments **MUST** provide latest report card and transfer documentation

If the student applicant was **born in Australia** – You are required to provide a certified copy of the student's Australian birth certificate

If the student applicant was **not born in Australia** and **does have Australian Citizenship** – You are required to provide a certified copy of the student's birth certificate and Australian Citizenship Certificate

If the student applicant was **not born in Australian** and **does not have Australian Citizenship** – You are required to provide a certified copy of the student's current Passport, corresponding Visa and date of arrival stamp

INTERVIEW PROCESS

An interview time will be arranged through the school Administration Office **once ALL documentation has been submitted.** The interview will be of 20-30minutes duration (approx.) and may include a tour of the school. At the interview you will be provided with information about the school and have the opportunity to ask questions.

We look forward to you and your family joining the Kuraby School community.

KURABY STATE SCHOOL

Enrolment Guide for Prep – Year 6 Students

Email – enrolments@kurabyss.eq.edu.au

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



Step	Procedure	Completed √
1	Collect the Application for Enrolment Form from the Admin office or download and print from the Enrolment tab on the school website – www.kurabyss.eq.edu.au	
2	Present in person to the school Admin Office – <ul style="list-style-type: none"> - Completed Application for Enrolment Form - ORIGINAL BIRTH CERTIFICATE /PASSPORT of child, if born in Australia and Australian citizen; (Official birth certificate is required) - PASSPORT of child, if not an Australian citizen and <u>current Visa</u>. - PASSPORT OF PARENTS, if not born in Australia and current Visa - PROOF OF RESIDENTIAL ADDRESS (as below) - SIGNED AND COMPLETED FORMS <ul style="list-style-type: none"> – Student Resource Scheme - \$100 per year – State School Consent Form (Media) – Anti-Bullying Agreement – ICT Responsible Use Procedure 	
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"> • If you OWN THE PROPERTY – (you must reside in the property) Supply the original, most recent Rates Notice and Electricity Bill. • If you are RENTING THE PROPERTY Supply the current original Rental Tenancy Agreement Form, Official RTA Bond receipt and most recent Electricity Bill. <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 APPLICANT RESIDING WITH AN IMMEDIATE FAMILY RELATIVE WHO IS THE OWNER OF THE PROPERTY – <ul style="list-style-type: none"> - 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 STATUTORY DECLARATION (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. 	
4	All original Documents must be presented at the Admin Office. <ul style="list-style-type: none"> - Copies will be made for student file - Once ALL required documentation is received an enrolment interview will be scheduled for the student and parent/s. 	