

Local Catchment Area Enrolment Application Checklist



BRISBANE STATE HIGH SCHOOL

DATE OF SUBMISSION: ____ / ____ / ____

PROSPECTIVE STUDENT DETAILS

Student Name: _____

Current School of Enrolment: _____

Previous School of Enrolment (if applicable): _____

For documents required in Category A, please submit one COPY of each document.

All supporting documentation must be uploaded in the required fields of the Online Application form.	
1. Application and supporting documents	<p>Complete and submit the Online Application form</p> <p><input type="checkbox"/> Birth Certificate (<i>a translated copy is required if the original is not in English</i>)</p> <p><input type="checkbox"/> If applicable: Australian Citizenship OR Australian passport (if both parents are not born in Australia)</p> <p><input type="checkbox"/> If applicable: Current Visa for parents and student (e.g. TR, PR) – must include Arrival Stamp</p>
2. Statutory Declaration	<input type="checkbox"/> Completed Statutory Declaration: witnessed, signed, and stamped by a Justice of the Peace (JP) or Commissioner for Declarations (to be uploaded in <i>Section 6 of Documents</i> online)
3. NAPLAN Results	<input type="checkbox"/> Most current NAPLAN Results (<i>all pages required</i>)
4. Student School Reports for three (3) semesters	<input type="checkbox"/> Semester 1 2023 School Report (<i>all pages required</i>)
	<input type="checkbox"/> Semester 2 2023 School Report (<i>all pages required</i>)
	<input type="checkbox"/> Semester 1 2024 School Report (<i>when/if available; all pages required</i>)

For documents required in Categories B, C and D, please submit one COPY of each document (if applicable). All documents must be CURRENT at the time of application and show parent/carer names and addresses.

✓ DOCUMENTS REQUIRED – Category B	
1. Home owner (complete only if you own your home)	<input type="checkbox"/> Signed, unconditional sale agreement OR Land Title Search (<i>relevant pages only</i>)
	<input type="checkbox"/> Brisbane City Council Rates Notice – current account (<i>all pages</i>) and evidence of payment
2. Lease holder (complete only if you own your home)	<input type="checkbox"/> Commercially drawn rental agreement stamped and signed by real estate agency (<i>relevant pages only</i>) <i>Rental agreement must be minimum three (3) months prior to date of application and twelve (12) months from the student's commencement date and evidence of currently paid up rent at the amount outlined in the lease agreement</i>
	<input type="checkbox"/> Original receipt from the Residential Tenancies Authority (RTA) for lodgement of the rental bond

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✓ DOCUMENTS REQUIRED – Category C - A minimum of three (3)	
1. Electricity Account	<input type="checkbox"/> Electricity Account – current account (all pages) and evidence of payment <i>A minimum of one (1) current electricity account must be provided.</i>
2. Additional Utilities: evidence from two (2) of these are required.	<input type="checkbox"/> Gas Account – current account (all pages) and evidence of payment
	<input type="checkbox"/> Internet/Telephone Account/s – current account (all pages) and evidence of payment
	<input type="checkbox"/> Urban Utilities (Water) Account – current account (all pages) and evidence of payment
✓ DOCUMENTS REQUIRED – Category D - A minimum of three (3)	
1. Other documents required	<input type="checkbox"/> Driver Licence of both parent/carer 1 and parent/carer 2 (front and reverse of licence) <input type="checkbox"/> Electoral Roll <input type="checkbox"/> Home & Contents Insurance Certificate of Currency (including evidence of payment) <input type="checkbox"/> Motor Vehicle Insurance Certificate of Currency (including evidence of payment) <input type="checkbox"/> <i>If applicable:</i> Parking Permit <input type="checkbox"/> <i>If applicable:</i> Removalist receipt (including evidence of payment)

Submitting Your Application:

Enrolment application packages must include copies of the relevant supporting documentation. **Enrolment applications cannot be processed if the submission is incomplete.**

If required, original documents will be sighted by our Enrolment Office at a later date (to be advised).

Online submission | Applications are required to be submitted online.

For further information regarding Local Catchment Area enrolment, please contact the Enrolments Office:

Email | enrolmentenquiry@brisbaneshs.eq.edu.au

Email Correspondence

Please ensure you check your Spam/ Junk / Clutter or Promotions folders in your email to ensure you are receiving all communications from the school.