

**MANSFIELD**  
STATE HIGH SCHOOL  
Quality Learning in a Caring Environment



Preparing to enrol

# YEAR 8-12



# WELCOME

Mansfield State High School is one of Queensland's leading public schools with a proud record of academic, cultural, service and sporting achievements.

Students at Mansfield State High School benefit from quality learning in our culturally rich, inclusive and caring school environment. Through our high standards, focus on learning and teaching and extensive extra-curricular opportunities, Mansfield students are encouraged to develop their individual talents in order to become confident, informed and well-balanced graduates.



## Enrolment eligibility

Mansfield State High School has an Enrolment Management Plan that determines the local catchment area. Parents or legal guardians who wish to enrol their child will need to demonstrate that the student's principal place of residence is within the local catchment area.

Enrolment of students from outside the local catchment area is restricted to ensure that enrolments do not exceed the enrolment capacity of the school. At present, out of catchment students will not be accepted for enrolment into years 8 to 12. Further information and the catchment map can be viewed on the school website.

## How to apply

Local catchment students must complete and submit in person the **Enrolment Application Pack**.

The **Enrolment Application Pack** includes:

<b>Checklist for student enrolment application</b>	The checklist is an application summary and helps identify essential information that must be submitted.
<b>Application for student enrolment</b>	The official Department of Education enrolment form.
<b>Mansfield State High School enrolment agreement</b>	States the responsibilities of the student, parents/caregivers and the school staff for the education of the student enrolled at Mansfield State High School.
<b>Statutory Declaration</b>	Legal declaration covering the application to enrol at Mansfield State High School for local catchment students.
<b>Additional Learning Information</b>	Information to assist the school to plan for learning needs and class placements.
<b>Subject Selection form</b>	Preferences for elective subjects.
<b>Co-curricular Instrumental Music program</b>	Nomination of interest for the Instrumental Music program.
<b>One to One laptop program</b>	Information about the school's laptop program.

## QParents

Mansfield State High School uses QParents, the Department of Education's online consent management system. Information on QParents registration will be provided to confirmed enrolments. Forms included previously in the enrolment application pack are now distributed within QParents including:

- Student Resource Scheme (SRS)
- State School Consent
- Online Service Consent.





## Enrolment conditions

The following conditions apply for all enrolments at Mansfield State High School:

- Applications must be submitted in person with all supporting documents to our administration office. Emailed applications will not be accepted.
- Applications will be accepted between 8.00am and 2.30pm Monday to Friday.
- School staff will not print or photocopy documents.
- Original documents must be sighted and photocopies verified by enrolment staff.
- Incomplete applications will not be accepted.
- All eligible local catchment students must attend an enrolment meeting with the Executive Principal. Enrolment meetings are generally scheduled on Thursday mornings – please book an appointment when submitting the application.

## APPLICATION DOCUMENTS

### PLEASE SUBMIT THE FOLLOWING:

1. Completed application pack
2. Witnessed statutory declaration (*in pack*)
3. Supporting documents

### SUPPORTING DOCUMENTS

#### 1. Birth certificate (*original and copies*)

If the prospective student was born overseas, the following documents and official translations if necessary, must also be provided for the prospective student:

- Passport
- Appropriate visa  
or  
Australian Citizenship Certificate.

#### 2. Proof of residency documents (*documents sighted*)

##### Home owner (*and you live there permanently*)

- Latest Brisbane City Council Rates Notice  
or  
Letter of Settlement from your Solicitor.
- Latest Electricity Account  
or  
Electricity Connection Notice.
- Queensland Driver Licence of enrolling parent/caregiver showing address within the catchment.

##### Lease Holder

- Current signed lease agreement showing an address within the catchment area.
- RTA Bond Receipt
- Latest Electricity Account  
or  
Electricity Connection Notice.
- Queensland Driver Licence of enrolling parent/caregiver showing address within the catchment.

**Note:** *Shared living arrangements or renting of a room do not qualify as a permanent residence. Hand written lease agreements are not accepted.*

#### 3. Academic reports (*copies*)

- Last two school reports
- NAPLAN results (*where available*).

## What happens next?

If you are planning to submit an enrolment application for your child to attend Mansfield State High School, please complete all forms contained within this enrolment pack, checking that you have all supporting documents. Incomplete forms or applications with missing documentation will not be accepted.

The next steps are:

01

Lodge completed application at the school administration office.



Enrolments may be lodged throughout the school year for immediate start.

02

Eligible enrolments will be booked into a group enrolment meeting with the Executive Principal.



Enrolment meetings are usually held on Thursday mornings during term time for students enrolling part way through the school year.

Students enrolling to commence the following year will be advised of their enrolment meeting time.

03

Confirmed enrolment will be provided with the information required to commence school.



This includes the subject selection form for electives, information on the school laptop program, Student Resource Scheme, uniforms and QParents.

04



Students with a confirmed enrolment will be invited to participate in the Instrumental Music Program and offered the opportunity to book an audition.



Auditions for students commencing the following year will be held in Term 4. Students enrolling throughout the year of enrolment will meet with the Music Department to determine an appropriate placement in the program.

## Learn more about our school

Stay in touch with what is happening in our school:

-  Follow us on Facebook
-  Follow us on Instagram
-  Visit our website [www.mansfieldshs.eq.edu.au](http://www.mansfieldshs.eq.edu.au)