

Preparing an Enrolment Application Local Catchment Area – 2021 & 2022

Thank you for your interest in Mansfield State High School.

Documentation requirements

Original documents and photocopies for the following must be submitted with the prospective student's **enrolment application** and **witnessed statutory declaration** to Mansfield State High School:

1. Birth certificate (with official translation if necessary)

If the prospective student was born overseas, the following documents must also be provided for the prospective student:

- Passport
- Appropriate visa
- Australian Citizenship Certificate.

2. Proof of residency documents

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.

Lease Holder

- Current signed Rental Agreement
- Original receipt from the Residential Tenancies Authority (RTA) for lodgement of rental bond
- Latest Electricity Account **OR** Electricity Connection Notice.

Note: Shared living arrangements or renting of a room do not qualify as a permanent residence.

3. Academic reports – Last two school reports and NAPLAN Report (where available).

Please note:

- Applications must be submitted in person to our administration office. Emailed applications will not be accepted.
- No application processing fees apply for local catchment students.
- Applications will be accepted between 8am and 2.30pm Monday to Friday.
- School staff will not photocopy documents.
- Original documents must be sighted and photocopies verified by enrolment staff.
- Incomplete applications cannot be accepted.
- All prospective students must attend an enrolment meeting with the Executive Principal. Enrolment meetings are scheduled on Thursday mornings.



Mansfield State High School
QUALITY LEARNING IN A CARING ENVIRONMENT