Interview: _____ **Start Date:** _____

Checklist for student enrolment application

Please complete the checklist below before submitting your documents

PROSPECTIVE STUDENT'S DETAILS			
*LEGAL FAMILY NAME (as per birth certificate)		***YEAR LEVEL IN 20 _ _**	
*GIVEN NAMES (as per birth certificate)			
PREFERRED NAME			

LOCAL CATCHMENT STUDENTS ONLY		
Please TICK	Documentation for the student	OFFICE USE ONLY
	Confirmed address: https://www.qgso.qld.gov.au/maps/edmap/	
	Statutory Declaration	
	* Copy of Council rates or copy of settlement letter if recently purchased	
	* Copy of latest electricity account or copy of confirmation letter from provider if recently moved	
	* Copy of lease agreement if renting	
	* Copy of RTA bond lodgement form (Form 2)	
	* Copy of RTA rental bond acknowledgement	
	* Copy of driver licence	
	* Copy of birth certificate	
	* Copy of passport and visa if required	
	* Copy of Australian citizenship if required	
	Copy of last two school semester reports	
	Copy of latest NAPLAN results (where available)	
	All signatures where required	
	Medical details form	
	Additional learning information	
	Subject form	
	Music form	
	Program of Excellence application form (if applicable)	

OUT OF CATCHMENT STUDENTS ONLY		
Please TICK	Documentation for the student	OFFICE USE ONLY
	Application fee paid	
	* Copy of birth certificate	
	* Copy of passport & visa if required	
	* Copy of Australian Citizenship if required	
	Copy of last two school semester reports	
	Copy of latest NAPLAN results (where available)	
	All signatures where required	
	Medical details form	
	Additional learning information	
	Subject form	
	Music form	
	Program of Excellence application form (compulsory for out of catchment applications)	

*** Original documents plus photocopy to be provided for sighting**

PLEASE NOTE: failure to submit all of the above forms can result in the enrolment application not being accepted

Office use only	**Received:** _____/_____/_____	**Receipt:** _____

Mansfield State High School

Application for student enrolment form

INSTRUCTIONS

Please refer to the *Application to enrol in a Queensland state school* information sheet at the end of this form when completing this application. Completion and submission of this application form to the school does not confirm enrolment. The school will notify you of the outcome of your application as soon as practicable.

Failure or refusal to complete those sections of the form marked with an (*) or to provide required documentation may result in a refusal to process your application. These questions and your consent are considered necessary to ensure the school can undertake its administrative and care responsibilities.

Sections of the form not marked (*) are optional. However, failure to complete these sections may result in the school not being eligible for important Federal and State Government funding reliant on such information. Parents of all students in Australia have been asked to provide information on their family background as part of a national initiative towards providing an education system that is fair to all students, regardless of their background. The required information includes the Indigenous status and language background of the student, and the education, occupation and language background of the parents.

If you have any questions about the enrolment form or process, or require assistance completing this form, including translation services, please contact the school in the first instance.

PRIVACY STATEMENT

The Department of Education (DoE) is collecting the information on this form for the purposes outlined in the *Education (General Provisions) Act 2006* (Qld) (EGPA 2006), and in particular for:

i. assessing whether your application for enrolment should be approved
ii. meeting reporting obligations required by law or under Federal – State Government funding arrangements
iii. administering and planning for providing appropriate education, training and support services to students
iv. assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff
v. communicating with students and parents.

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DoE will disclose personal information from this form to the Queensland Curriculum and Assessment Authority when opening student accounts, in compliance with Part 3 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014 (Qld)*.

Personal information from this form will also be supplied to Centrelink in compliance with ss.194 and 195 of the *Social Security (Administration) Act 1999 (Cth)*. De-identified information concerning parents' school and non-school education, occupation group and main language other than English and students' country of birth, main language other than English, gender and Indigenous status, is supplied to the Australian Government Department of Education in compliance with Federal – State Government funding agreements.

Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact the school in the first instance. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact the school in the first instance.

PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS			
Legal family name* (as per birth certificate)			
Legal given names* (as per birth certificate)			
Preferred family name		Preferred given names	
Gender*	☐ Male ☐ Female	Date of birth*	___/___/___
Copy of birth certificate available to show school staff*	☐ Yes ☐ No	Enrolment may not be approved without enrolling staff sighting the prospective student's birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. prospective student born in country without birth registration system. Passport or visa documents will suffice). This does not include failure to register a birth or reluctance to order a birth certificate. The requirement to sight the birth certificate does not apply where the prospective student has been previously enrolled in a state school and a birth certificate has been sighted. For international students approved for enrolment by EOI, a passport or visa will be acceptable.	
For prospective mature age students, proof of identity supplied and copied*	☐ Yes ☐ No	Prospective mature age students must provide photographic identification which proves their identity: ▪ current driver's licence; or ▪ adult proof of age card; or ▪ current passport.	

APPLICATION DETAILS

Has the prospective student ever attended a Queensland state school?	☐ Yes ☐ No	If yes, provide name of school and approximate date of enrolment.		
What year level is the prospective student seeking to enrol in?		Please provide the appropriate year level.		
Proposed start date	___/___/___	Please provide the proposed starting date for the prospective student at this school.		
Does the prospective student have a sibling attending this school or any other Queensland state school?	☐ Yes ☐ No	If yes, provide name of sibling, year level, date of birth, and school	Name:	
			Year Level	
			Date of birth	___/___/___
			School	

INDIGENOUS STATUS

Is the prospective student of Aboriginal or Torres Strait Islander origin?	☐ No ☐ Aboriginal ☐ Torres Strait Islander ☐ Both Aboriginal and Torres Strait Islander

FAMILY DETAILS

Parents/carers	Parent/carer 1	Parent/carer 2
Family name*		
Given names*		
Title	☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr	☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr
Gender	☐ Male ☐ Female	☐ Male ☐ Female
Relationship to prospective student*		
Is the parent/carer an emergency contact?*	☐ Yes ☐ No	☐ Yes ☐ No
1st Phone contact number*	Work/home/mobile	Work/home/mobile
2nd Phone contact number*	Work/home/mobile	Work/home/mobile
3rd Phone contact number*	Work/home/mobile	Work/home/mobile
Email		
Occupation		
What is the occupation group of the parent/carer?	☐ (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 1 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 1 has not been in paid work in the last 12 months, enter '8')	☐ (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 2 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 2 has not been in paid work in the last 12 months, enter '8')
Employer name		
Country of birth		
Does parent/carer 1 or parent/carer 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	☐ No, English only ☐ Yes, other – please specify _____ Needs interpreter? ☐ Yes ☐ No	☐ No, English only ☐ Yes, other – please specify _____ Needs interpreter? ☐ Yes ☐ No
Is the parent/carer an Australian citizen?	☐ Yes ☐ No	☐ Yes ☐ No
Is the parent/carer a permanent resident of Australia?	☐ Yes ☐ No	☐ Yes ☐ No

FAMILY DETAILS (continued)

Parents/carers	Parent/carer 1	Parent/carer 2
Address line 1		
Address line 2		
Suburb/town		
State	Postcode	Postcode
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')		
Address line 1		
Address line 2		
Suburb/town		
State	Postcode	Postcode
Parent/carer school education	What is the *highest* year of schooling parent/carer 1 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')	What is the *highest* year of schooling parent/carer 2 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')
Year 9 or equivalent or below	☐	☐
Year 10 or equivalent	☐	☐
Year 11 or equivalent	☐	☐
Year 12 or equivalent	☐	☐
Parent/carer non-school education	What is the level of the *highest* qualification parent/carer 1 has completed?	What is the level of the *highest* qualification parent/carer 2 has completed?
Certificate I to IV (including trade certificate)	☐	☐
Advanced Diploma/Diploma	☐	☐
Bachelor degree or above	☐	☐
No non-school qualification	☐	☐

COUNTRY OF BIRTH*

In which country was the prospective student born?	☐ Australia ☐ Other (please specify country) _____ Date of arrival in Australia _____/_____/_____
Is the prospective student an Australian citizen?	☐ Yes ☐ No (if no, evidence of the prospective student's immigration status to be completed)

PROSPECTIVE STUDENT LANGUAGE DETAILS

Does the prospective student speak a language other than English at home?	☐ No, English only ☐ Yes, other – please specify _____

EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS (to be completed if this person is NOT an Australian citizen)*

☐ Permanent resident	Complete passport and visa details section below	
☐ Student visa holder	Date of arrival in Australia _____/_____/_____	Date enrolment approved to:_____/_____/_____
	EQI receipt number:	
☐ Temporary visa holder	Complete passport and visa details section below. Temporary visa holders must obtain an 'Approval to enrol in a state school' from EQI	
☐ Other, please specify _____		

EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS* (continued)

Passport and visa details (to be completed for a prospective student who is NOT an Australian citizen).

NOTE: A permanent resident will have a visa grant notification with an indefinite stay period indicated.

For prospective students arriving in Australia as refugee or humanitarian entrants, either PLO 56 Immigration issued card or 'Document to travel to Australia' with 'stay indefinite' recorded must be sighted by the school.

Passport number		Passport expiry date	/ /
Visa number		Visa expiry date (if applicable)	/ /
Visa sub class			

PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY

Where does the prospective student come from?	☐ Queensland ☐ interstate ☐ overseas
Previous education/activity	☐ Kindergarten ☐ School ☐ VET ☐ Home education ☐ Full-time employment ☐ Part-time employment ☐ Other
Please provide name and address of education provider/activity provider/employer	

RELIGIOUS INSTRUCTION*

From Year 1, the prospective student may participate in religious instruction if it is available. If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, the prospective student will receive other instruction in a separate location during the period arranged for religious instruction. Parents/carers may change these arrangements at any time by notifying the principal in writing.	Do you want the prospective student to participate in religious instruction? ☐ Yes ☐ No If 'Yes', please nominate the religion:

PROSPECTIVE STUDENT ADDRESS DETAILS*

Principal place of residence address					
Address line 1					
Address line 2					
Suburb/town		State		Postcode	
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')					
Address line 1					
Address line 2					
Suburb/town		State		Postcode	
Email					

EMERGENCY CONTACT DETAILS (Other emergency contact details if parents/carers listed previously are not emergency contacts or cannot be contacted. At least one emergency contact must be provided)*

	Emergency contact	Emergency contact
Name		
Relationship (e.g. aunt)		
1st phone contact number*	Work/home/mobile	Work/home/mobile
2nd phone contact number*	Work/home/mobile	Work/home/mobile
3rd phone contact number*	Work/home/mobile	Work/home/mobile

PROSPECTIVE STUDENT MEDICAL INFORMATION (including allergies)*

Privacy Statement

The Department of Education (DoE) is collecting this medical information in order to address the medical needs of students during school hours as well as during school excursions, school camps, sports and other school activities. DoE will not use this information to make a decision about a prospective student's eligibility for enrolment. The information will only be used by authorised employees of the department and DoE will only record, use and disclose the medical information in accordance with the confidentiality provisions at Section 426 of the Education (General Provisions) Act 2006.

It is essential that the school is advised before the prospective student's first day of attendance if the prospective student has any medical conditions. The school administration staff must also be informed of any new medical conditions or a change to medical conditions as soon as they are known.

Should the prospective student need to take routine medication during school hours, the *Parent consent to administer medication at school* form must be completed before school staff can administer medication. All medication must be provided in the original container with a pharmacy label providing clear instructions for administration. For emergency medication the school will also require a doctor's letter containing detailed instructions and or a signed Action Plan / Emergency Health Plan. Parent consent and health plans must be reviewed annually. All original documentation will be retained at the office and copies of Action or Emergency Health Plans kept with the student.

No known medical conditions	☐		
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Does the prospective student require any medical aids or devices (such as glasses, contact lenses, prosthetics or orthotics)? This is for the purpose of informing planning for school activities such as sport and school excursions.	☐ **No** ☐ **Yes, please specify**		
Name of prospective student's medical practitioner (optional)		**Contact number of medical practitioner**	
Medicare card number (optional)		**Position Number**	
Cardholder name (if not in name of prospective student)			
Private health insurance company name (if covered) (optional)		**Private health insurance membership number** (leave blank if company name is not provided)	
I authorise school staff to contact the prospective student's medical practitioner for the purposes of seeking advice in cases where an immediate but non-life threatening response is required (for instance, when the prospective student may be on an excursion or sporting event), and to provide Medicare card details if required? (answer only if medical practitioner and Medicare card details have been provided above)	☐ **Yes** ☐ **No**		

COURT ORDERS*

Out-of-Home Care Arrangements*

Under the *Child Protection Act 1999*, when a Child Protection Order is approved by the Children's Court, the child is placed in out-of-home care (OOHC). Out-of-home care includes short or long term placement with an approved kinship or foster carer; in a supported independent living arrangement; in a safe house; and in residential care.

Is the prospective student identified as residing in out-of-home care?	☐ **Yes** ☐ **No**	
If yes, what are the dates of the court order? Please provide a copy of the court order and/or the Authority to Care.	**Commencement date**	/ /
	End date	/ /
Contact details of the Child Safety Officer (if known)	**Name**	
	Phone number	

COURT ORDERS* (continued)

Family Court Orders*

Are there any current orders made pursuant to the *Family Law Act 1975* concerning the welfare, safety or parenting arrangements of the prospective student?	☐ Yes ☐ No	
If yes, what are the dates of the court order? Please provide a copy of the court order.	Commencement date	/ /
	End date	/ /

Other Court Orders*

Are there any other current court orders, such as a domestic violence order, concerning the welfare, safety or parenting arrangements of the prospective student?	☐ Yes ☐ No	
If yes, what are the dates of the court order? Please provide a copy of the court order.	Commencement date	/ /
	End date	/ /

APPLICATION TO ENROL*

I hereby apply to enrol my child or myself at _____

I understand that supplying false or incorrect information on this form may lead to the reversal of a decision to approve enrolment. I believe that the information I have supplied on this form is true and correct in every particular to the best of my knowledge.

	Parent/carer 1	Parent/carer 2	Prospective student (if student is mature age or independent)
Signature			
Date	/ /	/ /	/ /

Office use only

Enrolment decision

Has the prospective student been accepted for enrolment? ☐ Yes ☐ No (applicant advised in writing)

If no, indicate reason:

- ☐ Does not meet School EMP or Enrolment Eligibility Plan requirements
- ☐ Prospective student is mature age and school is not a mature age state school
- ☐ Does not meet Prep age eligibility requirement
- ☐ Prospective student is subject to suspension from a state school at the time of enrolment application
- ☐ Does not meet requirements for enrolment in a state special school
- ☐ Does not have an approved flexible arrangement with the school
- ☐ School does not offer year level prospective student is seeking to be enrolled in
- ☐ Prospective student has no remaining semester allocation of state education

Date enrolment processed	/ /	Year level		Roll Class		EQ ID	
Independent student	☐ Yes ☐ No			Birth certificate/passport sighted, number recorded and DOB confirmed	☐ Yes ☐ No Number:		
Is the prospective student over 18 years of age at the time of enrolment?	☐ Yes ☐ No						
If yes, is the prospective student exempt from the mature age student process?	☐ Yes ☐ No						
If no, has the prospective mature age student consented to a criminal history check?	☐ Yes ☐ No						
School house/ team				EAL/D support	☐ Yes ☐ No ☐ To be determined		
FTE		Associated unit		Visa and associated documents sighted	☐ Yes ☐ No		
EQI category				SV – student visa TV – temporary visa DS – dependent – parent on student visa	EX – exchange student DE – distance education		

Parental occupation groups for use with parent/carer details

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executive/manager/department head in industry, commerce, media or other large organisation.

Public service manager [section head or above], regional director, health/education/police/fire services administrator

Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]

Defence Forces commissioned officer

Professionals generally have degrees or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others

Health, education, law, social welfare, engineering, science, computing professional

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller].

Group 2: Other business managers, arts/media/sportspeople and associate professionals

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]

Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]

Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof-reader, sportsperson, coach, trainer, sports official]

Associate professionals generally have diploma/technical qualifications and support managers and professionals

Health, education, law, social welfare, engineering, science, computing technician/associate professional

Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

Defence Forces senior Non-Commissioned Officer.

Group 3: Tradespeople, clerks and skilled office, sales and service staff

Tradespeople generally have completed a four year trade certificate, usually by apprenticeship. All tradespeople are included in this group

Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

Skilled office, sales and service staff:

- **Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]
- **Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- **Service** [aged/disabled/refuge/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor].

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production/processing machinery and other machinery operators

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]

Office assistants, sales assistants and other assistants:

- **Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant]
- **Sales** [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]
- **Assistant/aide** [trades' assistant, school/teacher aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

Labourers and related workers

Defence Forces ranks below senior NCO not included above

Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].

Group 8: Have not been in paid work in the last 12 months

State schools standardised medical condition category list

Acquired brain injury
Allergies/Sensitivities
Anaphylaxis
Airway/lung/breathing - Oxygen required (continuously/periodically)
Airway/lung/breathing - Suctioning
Airway/lung/breathing - Tracheostomy
Airway/lung/breathing - Other
Artificial feeding - Gastrostomy device (tube or button)
Artificial feeding - Nasogastric tube
Artificial feeding - Jejunostomy tube
Artificial feeding - Other
Asthma
Asthma – student self-administers medication
Attention-deficit /Hyperactivity disorder (ADHD)
Autism Spectrum Disorder (ASD)
Bladder and bowel - Urinary wetting, incontinence
Bladder and bowel - Faecal soiling, constipation, incontinence
Bladder and bowel - Catheterisation (continuous, clean intermittent)
Bladder and bowel - Stoma site, urostomy, Mitrofanoff, MACE, Chair
Bladder and bowel - Other
Blood disorders - Haemophilia
Blood disorders - Thalassaemia
Blood disorders - Other
Cancer/oncology
Coeliac disease
Cystic Fibrosis
Diabetes - type one
Diabetes - type two
Ear/hearing disorders - Otitis Media (middle ear infection)
Ear/hearing disorders - Hearing loss
Ear/hearing disorders - Other
Epilepsy - Seizure
Eye/vision disorders
Endocrine disorder - Adrenal hypoplasia, pituitary, thyroid
Heart/cardiac conditions - Heart valve disorders
Heart/cardiac conditions - Heart genetic malformations
Heart/cardiac conditions - other
Mental Health - Depression
Mental Health - Anxiety
Mental Health - Oppositional defiant disorder
Mental Health - Other
Muscle/bone/musculoskeletal disorders - spasticity (Baclofen Pump)
Muscle/bone/musculoskeletal disorders - Other
Skin Disorders - eczema
Skin Disorders - psoriasis
Swallowing/dysphagia - requiring modified foods
Swallowing/dysphagia - requiring artificial feeding
Transfer & positioning difficulties
Travel/motion sickness
Other

Application to enrol in a Queensland state school

This sheet contains information on how to complete the Application for student enrolment form (SEF-1 Version 8).

Entitlement to enrolment

Under the *Education (General Provisions) Act 2006 (Qld)* a state school must enrol a prospective student if they are entitled to enrolment. While not exhaustive, the following matters may affect a prospective student's entitlement to enrol in a state school:

- if the school has a School Enrolment Management Plan or an Enrolment Eligibility Plan (enrolment is subject to eligibility under the plan)
- the applicant is a prospective mature age student (the applicant can only apply for enrolment at a mature age state school and will be subject to a satisfactory criminal history check, or as a student in a program of distance education. All prospective mature age students must have a remaining allocation of state education.)
- the prospective student is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 6)
- the prospective student has been excluded, or is subject to suspension from a state school at the time of the application
- the school principal reasonably believes that the prospective student presents an unacceptable risk to the safety or wellbeing of members of the school community (application is referred to the Director-General)
- the school is a state special school and the prospective student does not meet the criteria for enrolment in a special school
- the proposed enrolment requires approval as part of a flexible arrangement under s.183 of the *Education (General Provisions) Act 2006 (Qld)*, and the arrangement has not yet been approved
- the prospective student is not an Australian resident or citizen or the child of an Australian permanent resident or citizen (visa restrictions may apply, fees may be charged, in some cases legislation requires that the prospective student must obtain approval from the Chief Executive via Education Queensland International (EQI) to enrol)
- the school does not offer the year level that the prospective student should be enrolled in
- the prospective student has no remaining semester allocation of state education. Enrolment cannot proceed until additional semesters are applied for by the prospective student (or parent on their behalf) and granted.

Prospective student

A prospective student is a person who has applied to enrol at a state school but who has not yet been accepted for enrolment.

Parent's occupation and education

All parents across Australia, no matter which school their child attends, are asked to provide information about family background (answering this question is optional). The main purpose of collecting this information is to promote an education system which is fair for all Australian students regardless of their background.

Court Orders

Any court orders concerning the prospective student's welfare, safety or parenting arrangements should be provided to the school, and the school should also be provided with any new or updated orders.

Name on enrolment form

A prospective student should be enrolled under their legal name as per their birth certificate. There is provision to also record a preferred family and/or given name. The preferred name will be used on internal school documents such as class rolls. The legal name will appear on semester reports unless there is a specific request to use the preferred name only. This request can come from parents/carers or the student (if the student is independent/mature age).

Gender

Information about gender is supplied to the Federal Government to comply with State funding agreements. The gender category with which a person identifies may not match the sex they were assigned at birth. There is no requirement for a student's gender recorded on this form to align with the sex shown on their birth certificate or passport.

Religious Instruction

Religious instruction is a program approved and provided by a religious denomination or religious society. Other instruction relates to part of a subject area that has been covered within the curriculum and may include, but is not limited to, personal research and/or assignments, revision of class work, and wider reading. Information about religious instruction available at the school, and about other instruction, is provided by the school at the time of enrolment and on the school's website.

Mansfield State High School enrolment agreement

This enrolment agreement sets out the responsibilities of the student, parents or caregivers, and the school staff for the education of students enrolled at Mansfield State High School.

It is the responsibility of the student to:

- attend school regularly, on time and to be ready to learn and participate in school activities
- act at all times with respect and show tolerance towards other students, staff and community members
- work hard and comply with requests or directions from all staff
- abide by school rules and meet homework and assessment requirements
- be well presented and wear the school's uniform as prescribed
- behave in a responsible manner that does not infringe on others' rights to learn
- respect the property of the school and others
- maintain a clean and safe environment
- be a worthy ambassador for Mansfield State High School.

It is the responsibility of the parents to:

- take an active role in their child's academic and social development by attending school activities, parent evenings and interviews
- inform the school if there are any situations that may affect their child's ability to learn
- inform the school in writing of the reason for any absence prior to or within 48 hours of the absence
- make arrangements to enable their child to arrive at school on time
- encourage their child to use safe practices
- treat school staff with respect and tolerance
- support the authority and discipline of the school, enabling their child to achieve maturity and self-discipline
- abide by the school's policy regarding access to school grounds before, during and after school hours.

It is the responsibility of the school to:

- develop each individual student's talents as fully as possible
- inform parents and caregivers regularly about how their child is progressing
- inform students, parents and caregivers about what the teachers aim to teach the students each term
- teach effectively and to set the highest standards in work and behaviour
- take reasonable steps to ensure the safety, happiness and self-confidence of all students
- be open and welcoming and offer opportunities for parents and caregivers to become involved in the school community
- clearly articulate the school's expectations regarding the responsible behaviour plan for students and the school's dress/presentation code policies
- ensure that the parent is aware of the school's record-keeping policy
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and caregivers as soon as is possible if the school is concerned about the student's school work, behaviour, attendance, punctuality or any other major issues affecting the student
- deal with complaints in an open, fair and transparent manner
- treat students and parents with respect and tolerance.

I understand that if my student has enrolled at this school on the understanding that he/she will be a member of one of the Programs of Excellence (French Immersion, Technology Integrated Curriculum, Classroom Music or Instrumental Music), he/she must remain an active participant in the program(s) for its duration, unless otherwise approved by the Executive Principal.

I accept the rules and regulations of Mansfield State High School as stated in the school policies that have been provided to me, including:

□ Student Code of Conduct □ Student dress and presentation code □ School charges and voluntary contributions □ Attendance, lateness and absences □ Homework and assessment policies □ Internet/computer usage	□ School excursions □ Religious education program □ Appropriate use of mobile telephones and other electronic equipment by students □ Consent to use copyright material, image, recording or name □ Complaints management

I acknowledge that information about the school's current programs, policies and services has been explained to me.

I am aware that my student's previous school(s) will usually be contacted to provide a profile of the student.

_____	_____	_____
Student's Signature	Parent's / Caregiver's Signature	On behalf of Mansfield State High School
_____	_____	_____
Date	Date	Date

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Queensland Oaths Act 1867
STATUTORY DECLARATION

This statutory declaration is to be completed for all enrolment applications made under the **local catchment area category** of Mansfield State High School.

I, _____
(Print FULL NAME in BLOCK letters)

do solemnly and sincerely declare that:

1. I am applying for entry to Mansfield State High School under the Local Catchment category on behalf of my child _____ (Child's full name)
2. This application is made in accordance with the Mansfield State High School Enrolment Management Plan. Additionally I acknowledge that I must notify the school of any change of address within 14 days of any change.
3. All documents enclosed with my application are true and correct photocopies of the originals. If required, I will present the originals of the documents to the Executive Principal. All statements made within my application are true and correct.
4. The address cited in the application, namely,

   _____
   _____

   falls within the Local Catchment Area as defined in the Mansfield State High School Enrolment Management Plan and Catchment map.
5. This address is where we are residing and is the Principal Place of Residence of myself and my family, including my child named above. This is our permanent family home.

I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1867*.

Signed: _____

Declared at _____ in the state of Queensland

this _____day of _____20____.

Before me _____
(Full name of Qualified Justice of the Peace
or Commissioner for Declarations)

Stamp of Qualified Justice of the Peace or Commissioner for Declarations

_____
(Signature of Qualified Justice of the Peace
or Commissioner for Declarations)

Additional learning information

The information provided below assists the school to support your child. All information is considered when planning class placements and support programs for each student.

1. Does your student have a personalised learning plan?

☐No ☐Yes If yes, please provide details:

2. Does your child have a diagnosed disability? If yes, please tick the category below and include any further information required to make reasonable adjustments for their learning.

☐Autism Spectrum Disorder (ASD)
☐Hearing Impairment (HI)
☐Intellectual Disability (ID)
☐Physical impairment (PI)
☐Vision impairment (VI)
☐Specific Learning Disorder

3. Does your child have other specific learning needs? Please provide further information.

☐Social/Emotional difficulties
☐General learning difficulties
☐Attention and concentration difficulties
☐Behavioural difficulties

4. Does your child receive additional assistance at primary school to support their learning needs?

☐Teacher aid support
☐Numeracy support or intervention
☐Literacy support or intervention
☐Reading support or intervention
☐Social assistance or social skill building programs
☐Guidance or Chaplain support

5. Is your child on an ICP? (Working towards learning goals at another year level)

☐No ☐Yes ICP level: _____ Specific subjects: _____

Any further details: _____

Please provide supporting documents along with your application.

Year 7 subject selections for 2026

Student's Name:	

Students in Year 7 will complete the core subjects of English, Mathematics, Science, Humanities, Health and Physical Education (one semester) and Languages (one semester).

In addition to these core subjects, students are able to select one elective each semester. Electives are offered in the curriculum areas of Arts and Technology. To learn more about the available electives, please read the Year 7 Curriculum Overview .

Art and Technology elective preferences

Please complete both tables below, indicating a preference 1 and 2 for each curriculum area:

In the boxes below, write a 1 next to your first **Arts** preference subject, and a 2 next to your second **Arts** preference subject.	
Preference Number	**Arts Electives**
	Visual Arts
	Drama
	Media Arts
	Music

In the boxes below, write a 1 next to your first **Technology** preference subject, and a 2 next to your second **Technology** preference subject.	
Preference Number	**Technology Electives**
	Design and Technologies
	Digital Technologies
	Food Specialisations

NOTE: All students are required to make two choices as it may not be possible to get your first choice of subject due to resource restrictions.

Language elective preferences

In Year 7 students will study a language for one semester. The languages offered are **French** and **Japanese**.

In the boxes below, write a 1 next to your **Language** preference.	
Preference Number	**Subject Name**
	French
	Japanese

Programs of Excellence electives

Students accepted into a Program of Excellence will be allocated electives that complement the program:

- French Immersion Program of Excellence students will automatically be placed into French language extension.
- Classroom Music (Accelerando) Program of Excellence students will automatically be placed into Music as their Arts elective.
- TIC Program of Excellence students are not required to study Digital Technologies and may choose their preferred Technology electives.

Co-curricular Instrumental Music program

Please complete if your child is currently learning an orchestral instrument at their current school and is interested in continuing to learn that instrument through our Instrumental Music program.

Student's name:	
Primary School:	
Instrument/s played:	
My child wants to participate in the Instrumental Music Program	☐**Yes** ☐**No**

Background

The co-curricular Instrumental Music Program at Mansfield State High School is one of the most extensive and successful co-curricular music programs in Queensland.

With over 600 students actively participating, Mansfield's Instrumental Music Program offers all students exceptional music education through participation in a range of group lessons, instrumental ensembles and choral groups.

All students enrolled at Mansfield State High School are eligible to participate in the Instrumental Music Program if they currently learn an instrument at their current school and/or with a private teacher.

Instrumental Music classes

All students enrolled in the Instrumental Music Program are required to attend a weekly lesson during class time. Instrumental music lessons are 35 minutes in length; students miss half of a subject lesson each week to attend instrumental music lessons. These lessons are rotated so your student does NOT miss the same lesson each week. Students agreeing to be part of the Instrumental Music Program must also be a member of one of our core ensembles.

Vocal and guitar lessons are offered on a 'user-pay' basis but there are no lessons offered for piano.

Instrumental Music fees

The costs below are our 2025 Instrumental Music fees and give an indication of the annual cost that will be associated with this program in 2026.

Instrumental Ensemble	$250
Choral Ensemble	$70
Instrument hire for larger school instruments (not all instruments are available for hire)	Used at home $80 Used at school $60
Guitar & Voice (cost of lessons extra)	School admin fee $30

Note: No student will be required to pay more than $320 for Instrumental Music.

Instrumental Music Placement Auditions

- Thursday 27 November 2025
- Friday 28 November 2025
- Monday 1 December 2025

Information about how to book a music placement audition will be sent to you in Term 4, 2025.

Programs of Excellence Application Form

Part 1: Application form for Programs of Excellence Year 7 2026

This form is **Part 1.**

Please also complete **Part 2** online at https://forms.office.com/r/6i9L0ZPUQH . Both **Part 1 and Part 2** must be completed by **Friday 30 May 2025**.

- For information on these programs, please refer to the information in our enrolment pack and website: https://mansfieldshs.eq.edu.au/curriculum/programs-of-excellence
- You **MUST** express a preference for at least one (1) Program of Excellence (indicate with a number 1 in the box).
- You **MAY** express a preference for multiple Programs of Excellence (indicate other preferences by marking 2,3 and 4).
- Students who are offered a position in one of these Programs **MUST** accept their offer by returning the acceptance form no later than **Friday 19 September**.

PROSPECTIVE STUDENT'S DETAILS	
*LEGAL FAMILY NAME (as per birth certificate)	
*GIVEN NAMES (as per birth certificate)	

☐	**Technology Integrated Curriculum (TIC)** (Must place number in box if choosing this program) The TIC Program is an intensive program for students who are passionate about using technology. Student learning is enriched and extended through the use of Apple's iPad and associated educational systems. Students do not sit an exam for entry into this Program. For further information, please contact Mr Tadhg O'Loingsigh, Head of Program (TIC), on 3452 5333 or email: toloi0@eq.edu.au.
☐	**French Immersion** (Must place number in box if choosing this program) The French Immersion Program provides an exciting opportunity for motivated students to obtain academic excellence and complete proficiency in French. All core subjects are taught completely in French. For further information, please contact Mr Alessio Di Bartolo, Head of Department (Languages), on 3452 5333 or email: axdib0@eq.edu.au.
	Music Excellence Programs All students with a confirmed enrolment can participate in the Instrumental Music program. The programs below are Music Excellence programs for students with advanced music ability. NOTE: Students must complete an audition and a written exam in order to gain entry to these Programs. For further information, please contact Mrs Kathrine Jacobsen, Head of Department (Music) on 3452 5333 or email: kjaco15@eq.edu.au.
☐	**Classroom Music (Accelerando)** (Must place number in box if choosing this program) This program involves being in a specialised music class in which students will study Classroom Music at a more advanced level. This program is available for local catchment and out of catchment students.
☐	**Instrumental Music Excellence** (Must place number in box if choosing this program) This program provides entry for gifted music students from outside the catchment area – includes instrumental and/or voice. Please attach: ☐ a copy of results of any music exams
Parent's Name:	Parent's Signature

PART 2: Online Application form for Programs of Excellence

IMPORTANT:
Once you have completed this form, please also complete Part 2 online at https://forms.office.com/r/6i9L0ZPUQH or by scanning the QR code on a phone or tablet.

All applications close Friday 30 May 2025. Late applications will not be accepted.

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One-to-one laptop program

Mansfield State High School has always had a strong emphasis on providing students every opportunity to achieve or exceed their potential academically, culturally and socially. As a school we recognise the importance that technology is now playing in everyday lives beyond school, including universities and the workplace. As a result, Mansfield State High School has a one-to-one personal laptop program. All students are required to bring a personal laptop to school. Detailed information is available on the school website.

There are a range of options for providing a device. If your child already has a suitable device, they may be able to bring this to school (Bring your own device or BYOD). Alternatively, there is a school purchased laptop program where you pay a participation fee and the school buys and maintains ownership of the device including installation and maintenance of all software for three years. Other options can be negotiated based on need including the use of loan devices.

School laptop program

The school laptop program is a cost-effective three-year program with entry points in Year 7 and Year 10. In this program the school bulk purchases laptops for students. The school maintains ownership for three years. At the end of three years the laptop may be transferred to the family after all school software is removed and a new version of the current Windows OS is installed. The school laptop program includes the following benefits:

- A robust commercial grade device built for the rigours of school and guaranteed to work on the school network
- Inclusion of three-year warranty and accidental damage protection
- Computrace capability to allow tracking in case of theft
- Fully compatible software including enterprise operating system with automatic updates and patches. Health of system is monitored and maintained by technical staff.
- All school specific software included, installed and maintained
- Full technical support via IT Helpdesk including a hot swap device if repairs are needed
- Internet is filtered at school and at home (Social media sites blocked in school hours).

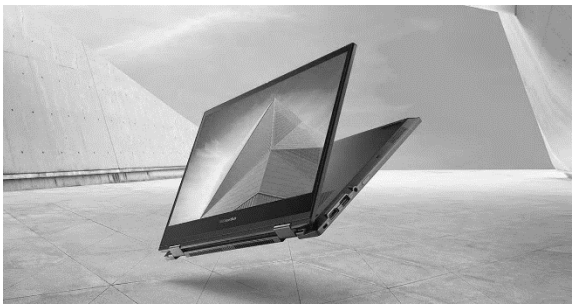
To join the program, the participation fee must be paid in full prior to delivery. Payment options are available but must be finalised prior to delivery which is scheduled at the beginning of the school year. If this is not suitable, the best option is BYOD where longer payment plans are available. Indicative costs and specific model of the laptop are to be determined later in 2025.

Sample laptop

Below is a standard specification laptop suitable for all years. Current price through the school, including operating system and all school required software is approximately $1,600 in 2025.

ASUS Expertbook B3 Flip

- Intel Core 5 processor 120U (10 core – up to 5.00 GHz)
- 16GB RAM
- 512GB SSD
- 14” Touch Screen & Integrated Stylus Pen
- 3yr Warranty
- 3 Yr Accidental Damage Protection ($50 excess per claim)
- Protective Case



Bring Your Own Device (BYOD)

Students can bring their own device if the device meets certain minimum specifications. The sample device on the previous page is a good guide for recommended specifications. This can be a device you already own or one you want to purchase yourself. We have made selecting a BYO device easier by arranging several vendor portals. Portal information can be found on our website: https://mansfieldshs.eq.edu.au/support-and-resources/student-resources/school-laptop-program

If BYOD is your preferred option, please be aware of these considerations:

- Many cheaper devices do not have sturdy cases and are more prone to damage when being transported in students' bags.
- Older laptops may suffer from a shortened battery life and a replacement battery may be necessary to ensure it lasts a full school day.
- Families are responsible for all repairs and warranty claims. It is highly recommended that extended next business day warranty is purchased along with accidental damage protection. It is also important to check your contents insurance to see if the laptop is covered or can be added to the policy for loss or theft.
- Microsoft Office and Adobe CC applications can be installed for free on BYO devices. However, some software may not be covered by school licences e.g. QAX, MYOB, Sibelius etc. Information will be provided when choosing subjects. These programs will need to be installed by the family.
- Support from IT Technicians will not be able to include hardware issues and can only offer assistance limited to connecting to the school network and installing school software.
- Some vendors may offer the option to have the device repaired at school. This would require first arranging the service with the vendor and leaving the device at an IT collection point for repair.
- Internet is filtered at school but not at home. Advice can be provided for securing home internet.

There are a range of cheaper laptop options from various electronics stores that may appear to be a bargain. It is our experience and the experience of many current BYO schools that these cheaper models do not last as long as the models offered in the school laptop program and this results in a poor experience for the students. Please consider the models offered in the BYOD Portals.

Application Fee Payment options
OUT OF CATCHMENT ONLY

Please note that Mansfield State High School will only accept payments made by either:

- Internet Banking
- In person
- By QKR! APP

Paying by internet banking

- Please make a direct payment into the school bank account and include the reference details so your payment can be correctly recorded
- Provide a copy of the **payment receipt with enrolment application** to the Administration Office.

School's Bank Account Name	Mansfield State High School
BSB Number	064-118
Account Number	00090257
Reference/Details	Record "**APP 2026 <Student First Name> <Student Last Name>**" in the reference/details section so that your payment can be correctly recorded.

Paying In Person

- Payment by Credit Card, Debit Card, Cheque or Money Order
- Payment can be made at the finance window in the main administration building
- Payments accepted 8.00am to 3.00pm Monday to Friday during school terms

Paying by Qkr! App

- Payment by Credit Card/Debit Card in Qkr! App.
- See Qkr Guide for Mansfield SHS on school website (https://mansfieldshs.eq.edu.au/support-and-resources/forms-and-documents/documents)

Contact:

School Finance Office
Mansfield State High School
Broadwater Road, Mansfield Qld 4122

Telephone: 3452 5368
Email: accounts@mansfieldshs.eq.edu.au