

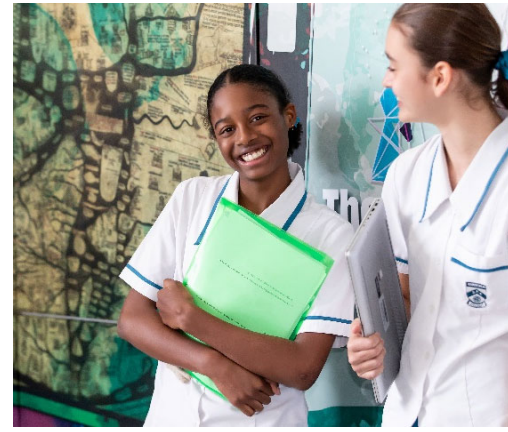


PREPARING TO ENROL

# YEAR 7 2025

MANSFIELD STATE HIGH SCHOOL





## 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 teaching and learning 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 student enrolment capacity of the school. Limited positions in the Programs of Excellence may be offered to out of catchment students following a meritorious selection process. Further information and the catchment map can be viewed on the school website.

## How to apply

Students wishing to enrol in Year 7 for the 2025 school year must complete and submit the [Enrolment Application Pack](#).

The **Enrolment Application Pack** includes:

Checklist for student enrolment application	The checklist is an application summary and helps identify essential information that must be submitted.
Application for student enrolment	The official Department of Education enrolment form.
Mansfield State High School enrolment agreement	States the responsibilities of the student, parents or caregivers and the school staff for the education of student enrolled at Mansfield State High School.
State School Consent form	The Department of Education consent form covering the use of personal information.
State Education Fees Scheme	Information and agreement for the payment of school fees and subject levies.
Statutory Declaration	Legal declaration covering the application to enrol at Mansfield State High School for local catchment students.
Additional Learning Information	Information to assist the school to plan for learning needs and class placements.
Subject Selection form	Preferences for elective subjects.
Co-curricular Instrumental Music program	Nomination of interest for the instrumental music program.
Programs of Excellence Application form	To be completed by all students wishing to enrol in a Program of Excellence for Year 7, 2025. Part 1 is the paper form and Part 2 is completed online. All Program of Excellence applications close on <b>Friday 24 May 2024</b> .
One to One laptop program	Information about the school's laptop program.
Payment options form	Lists payment options for the \$250 non-refundable out of catchment application processing fee.

## 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.
- **Out of catchment applications** must be submitted with a **\$250 non-refundable application processing fee** (no fees apply for local catchment applications).
- 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 students must attend an enrolment meeting with the Executive Principal.

## Application documents

LOCAL CATCHMENT APPLICATIONS	OUT OF CATCHMENT APPLICATIONS
<p><b>Please submit the following:</b></p> <ol style="list-style-type: none"><li>1. Completed application pack</li><li>2. Witnessed statutory declaration (in pack)</li><li>3. Supporting documents</li><li>4. Program of excellence application form Part 1 and Part 2 (online) - optional</li></ol> <p><b>Supporting documents (original and photocopies):</b></p> <ol style="list-style-type: none"><li>1. <b>Birth certificate</b> (with official translation if necessary) If the prospective student was born overseas, the following documents must also be provided for the prospective student:<ul style="list-style-type: none"><li>• Passport</li><li>• Appropriate visa</li><li>• Australian Citizenship Certificate.</li></ul></li><li>2. <b>Proof of residency documents</b> <b>Home owner (and you live there permanently)</b><ul style="list-style-type: none"><li>• Latest Brisbane City Council Rates Notice OR Letter of Settlement from your Solicitor.</li><li>• Latest Electricity Account OR Electricity Connection Notice.</li><li>• Queensland Driver Licence of enrolling Parent/Carer (front and back) showing address within the catchment.</li></ul><b>Lease Holder</b><ul style="list-style-type: none"><li>• Current signed lease agreement showing an address with the catchment area.</li><li>• Bond Lodgement (Form 2) for lodgement of rental bond to the RTA.</li><li>• Acknowledgement of Rental Bond from the RTA.</li><li>• Latest Electricity Account OR Electricity Connection Notice.</li><li>• Queensland Driver Licence of enrolling Parent/Carer (front and back) showing address within the catchment.</li></ul><p><i>Note: Shared living arrangements or renting of a room do not qualify as a permanent residence. Hand written lease agreements are not accepted.</i></p></li><li>3. <b>Academic reports</b> – Last two school reports and Year 5 NAPLAN results (where available).</li><li>4. <b>Supporting documentation</b> (if you are applying for a Program of Excellence).</li></ol>	<p><b>Please submit the following:</b></p> <ol style="list-style-type: none"><li>1. Completed application pack</li><li>2. Program of excellence application form Part 1 and Part 2 (to be completed online)</li><li>3. Supporting documents</li><li>4. \$250 non-refundable application processing fee</li></ol> <p><b>Supporting documents (original and photocopies):</b></p> <ol style="list-style-type: none"><li>1. <b>Birth certificate</b> (with official translation if necessary) If the prospective student was born overseas, the following documents must also be provided for the prospective student:<ul style="list-style-type: none"><li>• Passport</li><li>• Appropriate visa</li><li>• Australian Citizenship Certificate.</li></ul></li><li>2. <b>Academic reports</b> – Last two school reports and Year 5 NAPLAN results (where available).</li><li>3. <b>Supporting documentation for the Programs of Excellence</b></li></ol> <p><b>Note:</b></p> <ul style="list-style-type: none"><li>• <b>A non-refundable application processing fee of \$250 applies for all out of catchment applications. Payment methods are listed on the payment options form.</b></li><li>• <b>Out of catchment applications close on Friday 24 May 2024.</b></li></ul>



## Programs of Excellence (Year 7 entry only)

Mansfield State High School offers Programs of Excellence with selective entry into these programs determined on merit. Students within the local catchment area and outside of the catchment area are encouraged to apply. Places are limited and heavily oversubscribed each year. Positions are awarded on merit and students must have school reports that reflect continued excellence in academia, behaviour and effort.

Available Programs of Excellence are:

- French Immersion
- Technology Integrated Curriculum (TIC)
- Classroom Music (Accelerando)
- Instrumental Music Program of Excellence

**Note:** All students with a confirmed enrolment can participate in the Mansfield Instrumental Music program. The programs above are Music Excellence programs for students with advanced music ability.

To apply for entry into the Programs of Excellence, please complete the school enrolment application and the Programs of Excellence application form Part 1 and the online form Part 2.

## What happens next?

If you are planning to submit an enrolment application for your child to attend Mansfield State High School in 2024, 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:

- |   |   |
|---|---|
| 1. Lodge completed application at the school administration office.   | <b>Tuesday 16 April 2024</b> onwards.   |
| 2. Eligible enrolments will be booked into a group enrolment meeting with the Executive Principal.  | Enrolment meetings will <b>commence from Thursday 30 May 2024</b> and continue through to the start of the school year.                     |
| 3. Students currently enrolled in a Queensland State School can ensure that their contact details are recorded correctly with their current school. | Important communication about the commencement of school, including laptops, uniforms and booklists will be emailed in <b>Term 4 2024</b> . |
| 4. In Term 4, 2024 all students will be invited to participate in the Instrumental Music Program and offered the opportunity to book an audition.   | Auditions will be held on Thursday 21, Friday 22 and Monday 25 November 2024.   |

## Staying in touch?

Stay in touch with what is happening in our school:

- Follow our official school page on [Facebook](#)
- [Subscribe through Schoolzine](#) to our school newsletter
- Visit our [school website](#) for further information and key updates including links for the newsletter and Facebook.



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