



PREPARING TO ENROL

YEAR 8-12

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. 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 wishing to enrol 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.
One to One laptop program	Information about the school's laptop program.

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

LOCAL CATCHMENT APPLICATIONS

Please submit the following:

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

Supporting documents (original and photocopies):

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.
- Queensland Driver Licence of enrolling Parent/Carer (front and back) showing address within the catchment.

Lease Holder

- Current and signed lease agreement showing an address with the catchment area.
- Bond Lodgement (Form 2) for lodgement of rental bond to the RTA.
- Acknowledgement of Rental Bond from the RTA.
- Latest Electricity Account OR Electricity Connection Notice.
- Queensland Driver Licence of enrolling Parent/Carer (front and back) 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** – Last two school reports and NAPLAN results (where available).



Programs of Excellence

Our French Immersion, Technology Integrated Curriculum (TIC) and Classroom Music (Accelerando) Programs of Excellence are a limited enrolment pathway for out of catchment students entering Year 7. These programs do not accept enrolments in Years 8 to 12.

The Instrumental Music Program of Excellence is for out of catchment students in any year level who have exceptional musical ability and play an orchestral instrument at a level well beyond their age. This is an enrolment pathway for those students to join our acclaimed music department. Limited spaces are available in this program and students are not accepted every year. Selection is based on demonstrated music ability and students who apply for entry may be invited to attend an audition.

Note: All students with a confirmed enrolment can participate in the Mansfield Instrumental Music Program which is separate to the above Instrumental Music Program of Excellence.

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:

1. Lodge completed application at the school administration office.	Enrolments may be lodged throughout the school year for immediate start.
2. Eligible enrolments will book 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.
3. Confirmed enrolments will be provided with the information required to commence school.	This includes the subject selection form for electives, information on the school laptop program, uniforms and the book list.
4. 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.

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.



Mansfield State High School
Corner of Broadwater and Ham Roads, Mansfield

Phone: 07 3452 5333

Email: info@mansfieldshs.eq.edu.au

Website: www.mansfieldshs.eq.edu.au