



ENROLLING @ JSS

Dear Parents/Carers

Thank you for your interest in enrolling at Jindalee State School. To support your application, there are several forms that need to be completed, along with supporting documentation to be provided. These are all included in our Enrolment Application Pack.

To help guide you through the process, we have outlined the steps below:

Documents required for enrolment

- Please complete and sign the forms which are included in our Enrolment Application Pack. It is important you include all phone numbers and at least one email address. Pages 1-20 are required to be completed by all applicants. Pages 22-28 need only be completed if they are applicable to your child.
- Your child's **original birth certificate** will need to be sighted by school staff and will be returned to you.
- If your child is born overseas, please provide their **passport and citizenship/visa information**.

'In-catchment' enrolments: If you are in our school catchment area (<https://www.qgso.qld.gov.au/maps/edmap/>), you will also need to provide us with 2 x Proof of Residency documents:

- One primary source – a current lease agreement, rates notice, or unconditional contract of sale, and
- One secondary source – a utility bill (e.g., electricity, gas) showing the same address and parent/legal guardian's name

The Principal may also request additional pieces of proof of residency and interview/s with all parties to discuss the living arrangements.

If you live outside the school catchment: Jindalee State School operates within a School Enrolment Management Plan which ensures that enough places are kept for local students (ie those living within the school's catchment area). This means that you may still apply for enrolment at a state school outside of your catchment area, however, the enrolment is not guaranteed and you may be placed on a waiting list.

Submit Application

Once you have completed the required forms and gathered the relevant documents, you can either visit our office at 114 Burrendah Road, Jindalee and submit the application in person, or you can email it to enrolments@jindaleess.eq.edu.au. Please note, if you are emailing your application, your child's original birth certificate will need to be sighted by our office staff either before, or during the enrolment interview.

Enrolment Interview

Once we receive the above documentation, we will then contact you to arrange a time for an interview with a member of our Leadership Team, who will discuss the school policies and procedures, and answer any questions you may have about our school.

We look forward to meeting you and your child. If we can be of any further assistance, please don't hesitate to contact us.
Warm regards

Jindalee State School Enrolments Team

enrolments@jindaleess.eq.edu.au

3725 5777

You can download our Enrolment Application Pack from our website:

<https://jindaleess.eq.edu.au/enrolments/enrolling-at-our-school>

or by scanning this QR code.

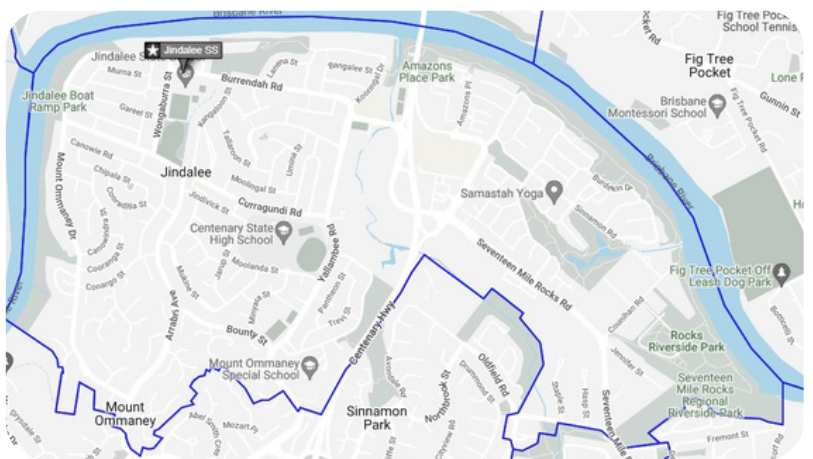




ENROLMENT DOCUMENTS @ JSS

Please provide the following documents to the school upon enrolment:

- **Birth Certificate:** The prospective student's birth certificate (for sighting only) if enrolling for the first time in a Queensland state school, especially in Prep. The birth certificate requirement does not apply where OneSchool (the department's student management system) indicates that a birth certificate has been previously sighted.
- **Passport and/or Visa:** If not an Australian citizen, please provide passport and visa details or other documents as requested by the school.
- In-catchment '**Proof of Residency**' documents: If the prospective student resides within the Jindalee State School catchment area (see map below), please provide two of the following documents showing the residential address:

<ul style="list-style-type: none">• One primary source – a current rental/lease agreement, rates notice, or unconditional contract of sale, <p>and</p> <ul style="list-style-type: none">• One secondary source – a utility bill (e.g., electricity, gas) showing this same address and parent's/legal guardian's name	
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- Details of any relevant **Family Court or other court orders**, if applicable.
- If the prospective student is identified as residing in **out-of-home care (OOHC)**, please provide the documents relating to the student being placed in OOHC, such as a court order or a letter from Department of Child Safety, Youth and Women.
- Copy of a **Student Transfer Note** if received from previous school.
- Where relevant, details of any **medical conditions**, symptoms, management, medications or disabilities the child may have. Medical conditions may include (but are not limited to) seizures/epilepsy, fainting, diabetes, asthma, heart problems, anaphylaxis and allergies (such as food or insect stings).



PROOF OF RESIDENCY DOCUMENTS @ JSS

For 'In-Catchment' enrolments, current proof of residency at the address must be provided as detailed below, showing both the 'in-catchment' address and parent/legal guardian's name.

Please provide the documents listed below that are suitable to your personal situation:

1. If you reside in a property you own:

- Brisbane City Council rates notice, **OR** Unconditional contract of sale, **PLUS**
- Utility bill (electricity, gas, water, internet)

2. If you reside in a property you rent/lease:

- Complete and current signed rental/lease agreement (all pages) **PLUS**
- Utility bill (electricity, gas, water, internet)

3. If you are living with a relative/friend:

Required from applicant:

- A Statutory Declaration from applicant, **PLUS**

Required from primary resident:

- A Statutory Declaration from primary resident, **PLUS**
 - If owned property:
 - Brisbane City Council rates notice **OR** Unconditional contract of sale, **PLUS**
 - Utility bill (electricity, gas, water, internet)
 - If leased property:
 - Complete and current signed lease agreement (all pages) **PLUS**
 - Utility bill (electricity, gas, water, internet)

Please include the following details as part of your Statutory Declaration:

- Full name of property owner/tenant/lessor.
- Address of property within the Jindalee State School catchment.
- Name of parent AND children residing at the property who are applying for enrolment at Jindalee State School.
- The declaration is being made as part of an enrolment application for Jindalee State School.

**This declaration must be witnessed and stamped
by a Justice of the Peace or Commissioner for Declarations.**

Additional documentation

If the Principal is not satisfied that the documentation provided by an applicant adequately demonstrates that the address stated is the student's principal place of residence, then the Principal may request further sources of proof of residency.

Examples may include (but are not limited to):

- Additional utility bills (e.g. water bill) or a series of bills at for the same address over a sequential period to demonstrate continued/ongoing residency
- Electoral Roll verification letter
- Mobile phone statement (with current address details)
- Statutory Declaration
- Driver's licence (with current address details)
- Bank statement (showing current address details; financial details are not required)
- Tax Assessment Notice (financial details are not required)
- Documents demonstrating recent change of address/re-location to within the school's catchment area (e.g. proof of sale or termination of lease for the previous principal place of residence in a different catchment).

Please be aware that false or misleading statements about the student's principal place of residence amount to an offence and may be reported to the police. The school Principal may repeal a decision to enrol a student in such circumstances.



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