



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: We welcome applications for enrolment outside of our catchment area, however, the enrolment is not guaranteed and you may be placed on a waiting list. To assist us in processing your application in a timely manner, once you have submitted your enrolment forms, please complete our 'Out of Catchment Survey' External link, to provide us with some additional information.

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.





WANT MORE INFO?



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Jindalee State School
Events Calendar



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:

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



- 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.



BOOKLISTS & STUDENT RESOURCE SCHEME @ JSS

Booklists (Stationery)

A list of essential stationery requirements is carefully prepared by the classroom teachers each year, with specific items and brands listed to ensure the stationery supplies meet the expectations for each year level. At Jindalee State School, we aim to make the ordering process easy and as cost effective as possible:

Prep-Year 4 students enrolled prior to the start of the school year, will receive their items as a bulk order, delivered directly to the school, with items ready for use on Day 1. Invoice(s) for your child/ren's book order are sent home at the beginning of the school year. Should you wish to purchase your own items, please contact the office for the list of stationery requirements and ensure all the items are purchased and substitutions of brands do not compromise the quality of the items.

Years 5-6 (and Prep-Yr4 mid-year enrolments) can purchase their required items online with the option for individual stationery boxes to be sent directly to your home, following the process below:

- Visit <http://www.jaybel.com.au/booklists> to place your order.
- Enter our School Code: BTSJS001 & Password: JS2026.
- Select the Year Level you need from the dropdown box.

If you prefer not to order online, please call the Jaybel team on 07 3423 5888. They will assist you with placing your order and taking payment over the phone. Alternatively, items can be purchased from a variety of retailers.

Other Resources - Student Resource Scheme

The Queensland Government supports students' education by providing funding for:

- Instruction, e.g. teachers
- Facilities, e.g. buildings, amenities, furniture
- Administration, e.g. staffing and resources to administer the operations of the school.

Funding does not extend to individual student resources such as textbooks, computer or musical equipment for personal use, and many items used/consumed by the student in the classroom. Supply of these items is the responsibility of parents.

To provide parents with a cost-effective alternative to purchasing textbooks and/or resources elsewhere, Jindalee State School operates a **Student Resource Scheme (SRS)**.

The scheme ensures that students have the resources required for them to engage with the curriculum for their education and saves parents time and money in sourcing the prescribed materials elsewhere. Savings are gained through the school's bulk purchasing practices and hiring arrangements. The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the resources and operation of the scheme.

SRS Participation

The objective of the scheme is to provide a convenient and cost-effective way for students to access the educational resources necessary to enhance their learning experience at school.

Parents are required to complete the SRS Consent Form via QParents when joining the scheme for the first time. Participation is for the duration of your child's enrolment at the school. A parent can opt in or out of the scheme in subsequent years by contacting the office. If a parent has opted out of the scheme, the parent is required to provide the educational resources listed in the SRS for their child by the start of the school year.

Resource Inclusions

All resources included in the SRS are detailed in the SRS Resource list, and is available on the school's website. This is a comprehensive list of all resources included in the scheme and their associated costs.

The SRS Participation Fee

The SRS Annual Parent Letter is distributed in Term 4 every year and outlines the fee breakdown for the following year. The letter is emailed to families and also published on the school's website. Families are invoiced in Term 1 for the year, or at the time of enrolment, if commencing later in the year.

Several payment options, including a single payment for the full year's fee or term instalments are available. An instalment plan can also be negotiated with the school. Parents experiencing financial hardship who are currently participating in, or wish to participate in the SRS, should contact the school to discuss available options in confidence.

QParents

Stay connected with your child's school.

This free and secure app allows you to:



provide digital consent



notify of absences including future absences



manage your child's information



view report cards, upcoming events and timetables



pay invoices and view payment history



receive school announcements



Learn more about QParents
on our website



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FOR QUEENSLAND



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