CHECKLIST FOR ENROLMENT INTERVIEW

WE MUST SIGHT THE FOLLOWING ORIGINAL DOCUMENTS PLUS ONE PHOTOCOPY OF EACH DOCUMENT PRIOR TO YOUR INTERVIEW.

CITIZENSHIP:

☐ CHILD’S BIRTH CERTIFICATE (if Born in Australian or New Zealand)

OR

☐ CHILD’S PASSPORT

AND

☐ PROOF OF AUSTRALIAN CITIZENSHIP (if not an Australian or New Zealand Birth Certificate), OR VISA, including Date of Entry. If Student Visa, then an Authority To Enrol email from Education Queensland International

PROOF OF RESIDENCE IN CATCHMENT:

FOR OWNED PROPERTY:

☐ A Signed UNCONDITIONAL SALE AGREEMENT or Current RATES NOTICES

AND

☐ UTILITY BILLS (e.g. electricity, gas, internet etc) and further evidence that supports the family living in the property (e.g. Home and motor vehicle insurance)

FOR LEASED PROPERTY:

☐ A current, commercially drawn LEASE AGREEMENT (the lease agreement must be for 12 months or longer from the child’s commencement at school)

AND

☐ UTILITY BILLS (e.g. electricity, gas, internet etc); a RENTAL BOND RECEIPT lodged with the Residential Tenancies Authority (RTA); and further evidence that supports the family living in the property (e.g. Home and motor vehicle insurance)

ENROLMENT FORMS: (COMPLETED ORIGINALS ONLY) to be downloaded from our website at https://ironsidess.eq.edu.au/Enrolments/Enrollingatourschool/Pages/Enrollingatourschool.aspx

☐ Enrolment Application Form

☐ Enrolment Agreement

☐ Religious Instruction Form

☐ Media Permissions Form

☐ P & C Application Forms (optional)

Your Enrolment Interview will be with a Deputy Principal on:

_________________________ at ______________________

(date) (time)

in our Main Administration Building. Your child must accompany you to the Enrolment Interview. Please call the Enrolment Officer on 07 3258 3111 or email enrolments@ironsidess.eq.edu.au regarding any questions or to change your interview time.