

Important Information for parents of Year 6 students looking to enrol for 2019:

The program we have in place for student transition to high school and the process for enrolment is a 3-step process. Whilst we provide the opportunities below, it is essential you check our Enrolment Management Policy if you live outside our school 'catchment area'. Your eligibility is based on your address and not whether your child is currently at one of the primary schools in our cluster or area. Whilst we consider all applications, places for students 'out of catchment' will be unlikely and you are advised to apply to your nearest high school.

It is most important that all completed forms are received as soon after the opening date as possible to assist with the smooth transition to a high school class for your child. A late enrolment means less time available to best consider suitable placement and an enrolment application received after Friday 7 December means your child is not eligible to participate in the Year 7 Orientation Day on Tuesday 11 December.

- 1. Information Evening** – will be held in our School Hall on **Tuesday, June 12 at 6pm**. It is at this evening all information about Year 7 in 2019 will be shared with an opportunity to have questions answered.
- 2. Expression of Interest forms** – may be submitted to the Administration Office from **Monday, August 6 (Step 1)**. Upon receipt you will receive email notification within 24-48 hours should approval be given to proceed to the Enrolment Application form (**Step 2**). An Enrolment Application Checklist has been provided on the reverse of this flyer for your preparation. Expression of Interest and Enrolment Application forms may be obtained from Centenary Heights State High School or downloaded from the website listed below.
2019 Information Packs will be mailed mid-Term 4 to all parents who have successfully enrolled their child and whose living circumstances have not changed (Step 3). Out of catchment applicants will be advised of the decision in mid-November once all in catchment applications have been considered and student numbers are clear.
- 3. School Tours** – will be held on Friday mornings from 10.15 am to 11.15 am approximately. Dates are: **June 22, July 27, August 24, September 7 and October 26**.
Please contact our school to register your interest. Students are most welcome.
- 4. Interface Afternoons** – are held on Tuesday afternoons in Term 4 and give students from our cluster schools (Rangeville, Middle Ridge, Gabbinbar, Withcott and Murphy's Creek) a taste of high school. Students from other schools *may* be accommodated upon request should there be sufficient space and resources after our cluster schools are catered for. Dates are: 16, 23, 30 October and then 6, 13 and 20 November.
- 5. Music Specialisation Class (7M)** – this class is constructed from students who are successful in the audition process. An application may be obtained from our school administration or website and auditions take place in Term 4 for eligible students who live within our catchment area.
- 6. Orientation Day – Tuesday, December 11**. This whole day is for all students with confirmed enrolment by Friday, December 7. Confirmed enrolment includes receipt and processing of enrolment paperwork and associated fee.
- 7. Contact** – Please contact Tim O'Connell (Head of Department Junior Secondary) for further information. You will also find that our website (listed below) will give you a great overview of our school.

Tim O'Connell
Head of Department Junior Secondary





Student Name: _____

Year Level: _____ **Year:** _____

Enrolment Application Checklist <i>NB* all sections must be completed</i> <i>NB** all documentation is to be submitted in person</i>	PARENT CHECKLIST ✓	OFFICE USE ONLY ✓
Birth Certificate – ORIGINAL must be sighted		
Passport and Visa – both Parent and Student Visas, arrival/departure stamps and passport photo and ID page if you are an International Student		
Relevant Legal Guardianship Documentation <input type="checkbox"/> custody orders, parenting agreement, foster care etc. <input type="checkbox"/> Family Tax Benefit letter indicating percentage of care.		
Student School Report – most recent copy		
NAPLAN Report – most recent copy of your child’s NAPLAN report (if student did not sit NAPLAN please give reason).		
MEDICAL – Does your child have specialised health needs e.g. Epilepsy, Diabetes, Anaphylaxis? If so could you please provide a current Action Plan and complete a Student Referral – request for Nursing Services form.		
Proof of Residency – in Centenary Heights State High School catchment HOME OWNER: (<i>ORIGINAL copies only are accepted</i>) <input type="checkbox"/> current rates notice or signed unconditional house contract of sale <input type="checkbox"/> current account for supply of domestic electricity <input type="checkbox"/> current house contents/car insurance statement <input type="checkbox"/> current statement for telephone/internet connection <input type="checkbox"/> driver’s licence RENTAL PROPERTY: (<i>ORIGINAL copies only are accepted</i>) <input type="checkbox"/> current rental agreement <input type="checkbox"/> original RTA bond receipt <input type="checkbox"/> current account for supply of domestic electricity <input type="checkbox"/> current house contents/car insurance statement <input type="checkbox"/> current statement for telephone/internet connection <input type="checkbox"/> driver’s licence		
Enrolment Application Form – all sections completed and signed by both parent/s and student		
State School Consent Form – all sections must be completed and signed by both parent and student		
Chaplaincy Program Consent Form – all sections must be completed and signed by parent and student		
Enrolment Agreement – all sections must be completed and signed by both parent/s and student		
Statutory Declaration – certified by a qualified Justice of the Peace or Commissioner for Declarations. <i>Local Catchment Area Category - template provided at the back of the enrolment application is the only one to be submitted</i>		