

## NEXT STEPS:

For enrolments commencing throughout the school year the following process will occur:

1. Completed application and required documentation submitted
2. Enrolment application verified - minimum turnaround 2 days
3. Enrolment interview scheduled for Thursdays, where enrolments received by close of business preceding Tuesday
4. Enrolment interview advised via SMS
5. Student Resource Scheme (SRS) invoice issued
6. Interview conducted
7. Commencement date confirmed for the following Monday
8. Uniform arrangements coordinated
9. Introduction to class teacher on commencement day

For enrolments (including PREP) commencing at beginning of the school year, the following process will occur:

1. Completed application and required documentation submitted
2. Enrolment application verified
3. Enrolment application processed (from August each year)
4. Confirmation email issued once application processed
5. If a PREP enrolment, an invitation will be extended to attend a PREP Orientation (where applications submitted and processed by end of October)
6. Student Resource Scheme (SRS) invoice issued (November)
7. Uniform arrangements coordinated (during normal trading hours or during nominated hours on January Student Free Days)
8. SMS sent prior to commencement of the school year outlining the first day of school arrangements



## CHECKLIST:

In order for your application to be accepted, ALL documentation must be provided at the time of lodgement. Incomplete applications will be returned and not accepted until all required documentation is submitted.

Enrolment form fully completed with all permissions signed	<input type="checkbox"/>
Proof of residence documents:	<input type="checkbox"/>
• <i>Primary</i>	<input type="checkbox"/>
• <i>Secondary</i>	<input type="checkbox"/>
• <i>Statutory Declarations (if applicable)</i>	<input type="checkbox"/>
Birth Certificate/Passport	<input type="checkbox"/>
Visa documents (if applicable)	<input type="checkbox"/>
Report cards	<input type="checkbox"/>
Medical reports (if applicable)	<input type="checkbox"/>
Legal/custody documents (if applicable)	<input type="checkbox"/>
Special needs reports (if applicable)	<input type="checkbox"/>

**Broadbeach State School**  
**1-19 Alexandra Avenue**  
**BROADBEACH 4218**  
**Gold Coast - Australia**  
**[www.broadbeachss.eq.edu.au](http://www.broadbeachss.eq.edu.au)**  
**[admin@broadbeachss.eq.edu.au](mailto:admin@broadbeachss.eq.edu.au)**  
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# BROADBEACH State School



INDEPENDENT PUBLIC  
SCHOOL OF EXCELLENCE



## Pre-Enrolment Information

## Enrolment Management Plan

Broadbeach State School has an Enrolment Management Plan (EMP) in place due to limited enrolment capacity. In order to enrol, you must have proof of a permanent residential address within the school's catchment area.

### Are you in catchment?

To determine if your address is within the catchment area, follow the link below or access the URL on our school website.

<http://www.qgso.qld.gov.au/maps/edmap/>

1. Type your permanent residential address
2. Your in catchment school will be displayed

Select school catchment type:

- Primary catchments up to year 6
- Secondary catchments years 7 to 10
- Secondary catchments years 11 to 12

Find primary school:  
Enter a school name

Find home address:  
Enter a location

Results for Diamond Beach Resort:

**Prep to Year 6**

**Broadbeach State School**  
Alexandra Avenue, Broadbeach, 4218  
(07) 5570 8444  
[www.broadbeachss.eq.edu.au](http://www.broadbeachss.eq.edu.au)  
School EMP in force.

**Year 7 to Year 12**

**Merrimac State High School**  
Dunlop Court, Mermaid Waters, 4218  
(07) 5595 8666  
[www.merrimacshs.eq.edu.au](http://www.merrimacshs.eq.edu.au)  
School EMP in force.



If your verification check confirms you are in catchment please proceed with the following steps:

1. **Collect an Enrolment Pack** from administration or email [enrolments@broadbeachss.eq.edu.au](mailto:enrolments@broadbeachss.eq.edu.au).
2. Gather the following proof of residence documents:
  - **Primary Document:** Rates Notice or lease or unconditional contract of sale
  - **Secondary Document:** Utility Bill - electricity, gas, phone, internet, drivers licence or bank statement (which states residential address)
3. **Birth Certificate** (or passport) - original sighted
4. **Visa documents** (where applicable)
5. **Report Cards** (previous two semesters)
6. If residing with relatives or other persons in a property where you are not the listed owner or lease holder, the following documentation will be required:
  - Two properly sworn Statutory Declarations listing the in catchment residential address (stamped and signed by a Justice of the Peace) from the following two parties:
    - ⇒ Enrolling parent: stating that the parent and student are residing with a relative or other person or in the property of third party at the nominated in catchment address
    - ⇒ Relative/other person: stating that the parent and student are residing with or in the property of a relative or other person at the nominated in catchment address

- Primary Document: Rates Notice or lease or unconditional contract of sale of the nominated third party
- Secondary Document: Utility Bill - electricity, gas, phone, internet, drivers licence or bank statement (which states the residential address of the parent/s)

7. To ensure a smooth transition to school, where applicable the following additional documents should be submitted with your application:

- **Medical** documents pertaining to your child's chronic or long term illness such as Asthma or Anaphylaxis Action Plans or where medication is required to be administered during school hours
- **Legal/custody** orders which relate to the student
- **Special Needs** assessments or reports in areas such as vision, hearing or speech impairment; physical or intellectual disability.

Following the lodgement of your application, you are encouraged to develop a link with the school by:

- Downloading the QSchools and QParents mobile apps
- Visiting the school web site NEWS and CALENDAR tabs
- Scheduling a visit to the Uniform Shop
- Finalising Student Resource Scheme (SRS) invoice once issued to nominated email
- Establishing a FLEXISCHOOLS account to access the Tuckshop
- Noting any upcoming Parent Information Sessions for future PREP enrolments