



Enrolment Application

HOW TO ENROL YOUR CHILD

Dear Parents/Carers,

Welcome to Trinity Beach State School. The following documentation will be required before an enrolment interview date and time can be confirmed. Enrolments can only be processed once all documentation is received.

1. Collect Enrolment information pack from the school office or download from the school website.
2. Read and discuss the Enrolment information booklet with your child
3. Prior to an enrolment interview (**at least 2 working day prior**), the school requires the following documentation:
 - Enrolment application booklet to be completed
 - If your child is transferring from a non-Queensland State School, please provide a copy of your child's most recent report card and NAPLAN results
 - Any documents pertaining to medical conditions, special needs verification, learning support, custodial issues, child safety orders etc (only if applicable)
 - Bring Birth Certificate or Certified Extract for school to sight
 - New residents (parents and children) to Australia must also provide passports and their visas.
4. The School is Enrolment Managed, you are required to supply the following documents:
 - Proof of Address – One primary source – a current lease agreement or rates notice or unconditional sale agreement, and
 - One secondary source – a utility bill (e.g. electricity, gas) showing the same address and parent's/legal guardian's name

If you are unable to provide the above documentation and/or you have alternative living arrangements you are to provide a statutory declaration stating your current position.

5. Once all the required enrolment documentation has been submitted the school will be in contact with you to arrange an enrolment interview. We ask that the student(s) enrolling and parent(s)/carers attend the enrolment interview which will be held at Trinity Beach State School's Administration building.