



EXPRESSION OF INTEREST FOR ENROLMENT P-12

This *Expression of Interest for Enrolment* form must be completed and submitted to the Main Admin office by post or in person, or emailed to enrolments@bentleyparkcollege.eq.edu.au along with a copy of the relevant paperwork, **before an enrolment will be considered.**

Bentley Park College is governed by an Enrolment Management Plan, which sets out the conditions under which a student may be enrolled. Its prime obligation is the provision of an appropriate educational service for students whose principal place of residence is within the College's catchment area. More information is available at: <http://education.qld.gov.au/schools/catchment/plan-b/bentley-pc.html>

Our Enrolments Officer will contact you to advise the outcome of your application. If successful, an Enrolment Interview appointment will be made for you to attend **with your student.**

STUDENT NAME: (as stated on Birth Certificate)		Year level:
Date of birth:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Student residential address:		
Name of school most recently attended:	<input type="checkbox"/> Still attending or Date left	
Has the student been enrolled at BPC previously?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there siblings who may require enrolment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please provide names and dates of birth of siblings, if applicable:		
Parent/Carer 1 – Name:		Relationship to student:
Residential Address:		
Phone Number:		Email:
Parent/Carer 2 – Name:		Relationship to student:
Residential Address:		
Phone Number:		Email:
If parents/carers live separately or do not reside with child, which is the primary place of residence for the child: <input type="checkbox"/> Parent/carers 1 <input type="checkbox"/> Parent/carers 2 <input type="checkbox"/> 50/50 shared care <input type="checkbox"/> Residential care/house		

Please ensure **all** appropriate forms are **fully completed** and **all** documents attached prior to returning this form.

I am applying to enrol under Category (please see reverse for details):

- CATEGORY 1:** IN-CATCHMENT ENROLMENT - *General Entry* (must provide proof of residency)
- CATEGORY 2:** OUT-OF-CATCHMENT ENROLMENT - *General Entry* (must provide Applicant Statement)
- CATEGORY 3:** OUT-OF-CATCHMENT ENROLMENT - *Special Entry*

Please use the checklist below to indicate the documents you are supplying with this form:

- Student Report Cards Original Birth Certificate Statutory Declaration (if boarding away from home)

Plus:

<p style="text-align: center;">CATEGORY 1 IN-CATCHMENT ENROLMENT <i>General Entry</i></p> <p><input type="checkbox"/> One primary source <input type="checkbox"/> One secondary source</p>	<p style="text-align: center;">CATEGORY 2 OUT-OF-CATCHMENT ENROLMENT <i>General Entry</i></p> <p><input type="checkbox"/> Applicant Statement <input type="checkbox"/> Mode of transport: <input type="checkbox"/> Private car – Registration number: <input type="checkbox"/> Loves School Bus – Route number:</p>	<p style="text-align: center;">CATEGORY 3 OUT-OF-CATCHMENT ENROLMENT <i>Special Entry</i></p> <p><input type="checkbox"/> Other sibling enrolled at College (sibling's name) <input type="checkbox"/> Parent/carers currently employed at BPC (parent/carers' name) <input type="checkbox"/> Student with disability <input type="checkbox"/> Department of Child Safety</p>
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ENROLMENT CATEGORY DEFINITIONS AND REQUIREMENTS

CATEGORY 1: IN-CATCHMENT ENROLMENT - *General Entry* (must provide **proof of residency**)

Parents/carers wishing to enrol their child must demonstrate that the student's principal place of residence is within the Bentley Park College Catchment area.

Current proof of residency at the address indicated can be provided by way of **one of each** of the following:

One primary source	One secondary source
<ul style="list-style-type: none"> <input type="checkbox"/> A current lease agreement, or <input type="checkbox"/> Rental Bond lodgement receipt, or <input type="checkbox"/> Drivers' licence, or <input type="checkbox"/> Unconditional sale agreement 	<ul style="list-style-type: none"> <input type="checkbox"/> Utility bill (electricity, gas, phone etc), or <input type="checkbox"/> Rates notice (showing same address and parent/carer name)

Boarding students living away from home – parents/carers must provide:

- a statutory declaration advising guardianship of student and residential address of carer, and
- a copy of proof of residency, as listed above, must be provided by the person the student will be boarding with
- Name of the person who the student will be boarding with and will be responsible for their care

CATEGORY 2: OUT-OF-CATCHMENT ENROLMENT - *General Entry* (must provide **Applicant Statement**)

Students seeking general entry to the College **must** provide an **Applicant Statement** (maximum 200 words) and attach it to this *Expression of Interest for Enrolment* form.

This statement could include information relating to any long standing family connections to the College, what the applicant could contribute to the College (eg. school or community spirit/involvement, leadership, academic, sporting) or other personal reasons.

CATEGORY 3: OUT-OF-CATCHMENT ENROLMENT - *Special Entry*

Applicant requesting special entry based on (please tick):

- Sibling/s currently enrolled, or
- Parent/carer currently employed at Bentley Park College, or
- Student with disability, or
- Department of Child Safety considerations (if the child is in the care of the State, provide details to College of arrangement and/or order regarding the child's care)

Your Enrolment Interview

If the student's *Expression of Interest for Enrolment* is approved, the student and parent/carer must attend an interview. You will be contacted by our Enrolments Officer to make an appointment time.

Please be punctual (15 minutes prior to appointment time) and complete all paperwork **prior** to appointment - lateness may require rescheduling your appointment. Please advise the College on 4040 8130 to reschedule if unable to attend.

Additional requirements to bring to Enrolment Interview:

- \$100 deposit for Student Resource Scheme (SRS) - cash, EFTPOS/credit card, cheque
- Student's birth certificate - if student is not born in Australian, birth certificates (parent/carer and student), passports (parent/carer and student) and relevant visa paperwork is required
- The two most recent Report Cards received from previous school/s
- Most recent NAPLAN test results, if applicable
- Current custody/legal orders, if applicable
- Any relevant specialist medical reports, eg paediatrician, occupational therapist, speech therapist

OFFICE USE ONLY:

Date received Date phoned

- Successful
 - Unsuccessful – reason.....
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