



ENROLMENT APPLICATION

2027

For families who currently reside within the
College Catchment and residential siblings of
current students

Respectful. Engaged. Aspiring Learners for the world of tomorrow

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Principal's Welcome



It is with immense pleasure and excitement that I extend my heartfelt welcome to you on behalf of our entire school community. As the Principal of Mango Hill State Secondary College, I am privileged to lead a secondary school that is committed to excellence in education and boundless opportunities for all its students.

Our college, established in January 2020, takes immense pride in being an integral part of the flourishing Mango Hill community. Over the years, we have evolved and expanded, this expansion has allowed us to provide even greater opportunities for our students to engage in "REAL Learning for the World of Tomorrow."

At Mango Hill State Secondary College, our vision is clear: we strive to create a community of Respectful, Engaged, and Aspiring Learners, preparing our students for the challenges and opportunities of the future. Our core values of RESPECT, ENGAGEMENT, ASPIRATION, and LEARNING form the foundation of everything we do, guiding our interactions and shaping our educational approach.

We understand the importance of not only imparting knowledge but also equipping our students with essential life skills – Character, Citizenship, Critical Thinking, Creative Thinking, Communication, and Collaboration. These skills are crucial for success in the dynamic careers of tomorrow, and we are dedicated to ensuring that every student who graduates from Mango Hill State Secondary College is well-prepared for any future pathway they choose.

Our dedicated teaching staff, characterised by their commitment, professionalism, and dynamism, are integral to our mission. They create a safe and supportive learning environment where students are encouraged to explore, inquire, and develop critical and creative thinking capacities. Integrating new technologies into our teaching and learning programs is a daily practice, enhancing the educational experience and preparing students for the challenges of a digital age.

As you embark on your journey with us, I encourage you to embrace every opportunity that Mango Hill State Secondary College offers. Whether it's academic support, personal development, or extracurricular involvement, our comprehensive range of programs and dedicated staff are here to support you every step of the way.

I am confident that your experience at Mango Hill State Secondary College will be nothing short of exceptional. Together, let us embark on a journey of discovery, growth, and achievement, as we work towards realising your goals and aspirations.

Once again, welcome to Mango Hill State Secondary College. We are delighted to have you join our vibrant community, and we eagerly anticipate the incredible journey ahead.

Matthew McCarthy

College Principal

Enrolling at Mango Hill State Secondary College

Enrolment Management Plan and College Catchment Map

Mango Hill State Secondary College is committed to providing access to quality education for students residing within its designated catchment area. However, due to enrolment capacity and anticipated growth, there may be challenges in meeting this obligation in the future unless enrolment management measures are implemented. The Principal is responsible for overseeing the enrolment of out-of-catchment students to ensure that students within the catchment area have priority access to the school without the need for additional facilities.

The local catchment area includes students whose primary residence falls within the defined boundaries outlined in the MHSSC Enrolment Management Plan. Parents and caregivers are encouraged to consult the College's catchment map to determine their eligibility for enrolment before submitting an application. Any student residing within the College's catchment area is entitled to enrol, in accordance with the Education (General Provisions) Act 2006. The Principal will reserve places for students relocating into the catchment area during the school year.

We are currently accepting enrolments for students in Year 7 to 12 for the academic year 2027.

To enrol at the College, applicants must meet the following mandatory criteria –

- Reside within the College's designated catchment area as outlined in the Enrolment Management Plan or, the enrolling child has a *Residential Sibling currently enrolled at the College in Year 7 to Year 11 in 2026.

**A Residential Sibling refers to a student sharing the same current residential address and at least one parent recorded on OneSchool with a student enrolled in Year 7 to Year 11 at Mango Hill SSC in 2026.*

- Proof of current residency within the catchment area is required (not required for sibling enrolment)
- Valid Visa or Citizenship documentation may be requested where applicable.
- Relevant legal documentation or court orders pertaining to student or family circumstances may also be required.

If you do not reside within the College's catchment area or have a child currently enrolled at the College, please refrain from completing this form.

Instead, please submit an Out-of-Catchment Expression of Interest, which can be obtained from

<https://mangohillssc.eq.edu.au/enrolments>.

Enrolment Process –Year 7, 2027

Stage 1

Submit Enrolment Application & Supporting Documentation

Parents/carers are requested to carefully review, complete, sign, and submit all enrolment paperwork along with supporting documentation to the College Enrolment Officer starting from 8:00am on Wednesday, April 29th, 2026.

- Both the enrolling child and parent/caregiver signatures are mandatory as indicated on the forms.
- It is essential to return pages listed in the Final Checklist on page 40.
- Please ensure that you follow the instructions on page 39 to create a USI (Unique Student Identifier) for your enrolling child.
- Various submission options are available:
 - ▶ In person: MHSSC Administration Building, Richard Road, Mango Hill
 - ▶ By mail: PO Box 1642, North Lakes QLD 4509
 - ▶ By email: enrolments@mangohillssc.eq.edu.au

Stage 2

Application Review

Received applications are carefully reviewed to verify proof of residency within the catchment area and ensure all necessary documentation has been provided. Parent/Carers can expect to receive email notifications as follows:

- Confirmation of receipt of a fully completed enrolment application.
- Requests for any missing or additional documentation if the application is incomplete.

Please note that only fully completed enrolment applications will advance to the next stage of the process.

Please note: The Principal can request additional documentation at their discretion

Stage 3

Group Enrolment Interview

After the application review process, parents/carers will receive email instructions regarding the booking procedure for group enrolment interviews. These interviews are attended by Parents/Carers, and the enrolling child at the College.

Group Enrolment Interviews consist of a group presentation lasting 30 minutes, followed by individual review sessions for documentation lasting 10-15 minutes. This includes:

- Presentation by the College Executive Team covering important enrolment information including, but not limited to:
 - ▶ College policies and procedures
 - ▶ Transition Day details
 - ▶ QParents and the Compass portal usage
 - ▶ Financial procedures including the Student Resource Scheme, QKR!, and QParents
 - ▶ Policy regarding eligibility for extracurricular activities
 - ▶ College uniform guidelines
- Individual review of enrolment documentation if necessary

Group enrolment interviews confirm enrolment for 2027, granting eligibility for Transition Day activities.

Stage 4

Transition Days

Upon completion of the enrolment interview and the return of permission forms, enrolling children become eligible to take part in the two Year 7, 2027 Transition Days.

- Term 3: Half-Day Transition – Tuesday 15th September
- Term 4: Full-Day Transition – Monday 30th November

Permission forms for Transition Day participation are to be filled out during the Group Enrolment Interview. Please note: Enrolment interview must be finalised before Transition Days for your child to be eligible to attend.

Stage 5

Ready Set 2027

‘Ready Set 2027’ packs emailed to families in Term 4 to assist with preparing for the school year.

Day 1, 2027

Wednesday, 27th January 2027

Enrolment Process – Years 8 to 12, 2027

Stage 1

Submit Enrolment Application & Supporting Documentation

Parents/carers are requested to carefully review, complete, sign, and submit all enrolment paperwork along with supporting documentation to the College Enrolment Officer starting from 8:00am on Wednesday, April 29th, 2026.

- Both the enrolling child and parent/caregiver signatures are mandatory as indicated on the forms.
- It is essential to return ALL pages of the paperwork.
- Please ensure that you follow the instructions on page 39 to create a USI (Unique Student Identifier) for your enrolling child.
- Please note that submission of an enrolment application does not guarantee acceptance.
- Various submission options are available:
 - ▶ In person: Mango Hill SSC Administration Building, Richard Road, Mango Hill
 - ▶ By mail: PO Box 1642, North Lakes QLD 4509
 - ▶ By email: enrolments@mangohillssc.eq.edu.au

Stage 2

Application Review

Received applications are carefully reviewed to verify proof of residency within the catchment area and ensure all necessary documentation has been provided. Parent/Carers can expect to receive email notifications as follows:

- Confirmation of receipt of a fully completed enrolment application.
- Requests for any missing documentation if the application is incomplete.

Please note that only fully completed enrolment applications will advance to the next stage of the process.

Please note: The Principal can request additional documentation at their discretion

Stage 3

Enrolment Interview

Once Stage 2 is complete, parents/carers will be contacted to schedule the enrolment interview. Enrolment Interviews will be conducted late in Term 4, 2026. Interviews are attended by parents/carers, and the enrolling child at the College.

Years 8 to 10 – Group Enrolment Interview

Group Enrolment Interviews consist of a group presentation lasting 30 minutes, followed by individual review sessions for documentation lasting 10-15 minutes. This includes:

- Presentation by the College Executive Team covering important enrolment information including, but not limited to:
 - ▶ College policies and procedures
 - ▶ QParents and the Compass portal usage
 - ▶ Financial procedures including the Student Resource Scheme, QKR!, and QParents
 - ▶ Policy regarding eligibility for extracurricular activities
 - ▶ College uniform guidelines
- Individual review of enrolment documentation if necessary
- 2027 Subject Selection for students in Years 9 and 10.

Attendance at an enrolment interview serves as confirmation of enrolment for the year 2027.

[Continued on Page 8](#)

Years 11 and 12 – Individual Enrolment Interview

Individual Enrolment Interviews consist of a presentation by a member of the College Executive Team covering important enrolment information including, but not limited to:

- ▶ College policies and procedures
- ▶ QParents and the Compass portal usage
- ▶ Financial procedures including the Student Resource Scheme, QKR!, and QParents
- ▶ Policy regarding eligibility for extracurricular activities
- ▶ College uniform guidelines
- Individual review of enrolment documentation if necessary
- 2027 Subject Selection for students in Years 11 and 12.

Attendance at an enrolment interview serves as confirmation of enrolment for the year 2027.

Stage 4 **Ready Set 2027**

'Ready Set 2027' packs emailed to families in Term 4 to assist with preparing for the school year.

Day 1, 2027 **Wednesday, 27th January 2027**

College Policies

The following policies and procedures are available as PDF documents on the College website. Parents/carers and students are expected to review these [policy documents](#) to assist in completing the attached consent forms. If you encounter any difficulties accessing these documents, please reach out to the College for assistance.

- MHSSC Student Code of Conduct 2024 – 2027
- MHSSC Attendance Policy
- MHSSC Dress Code 2026
- MHSSC Homework Policy
- MHSSC Use of Personal Technology Devices
- MHSSC Acceptable Use of ICT Facilities and Devices
- MHSSC Learning Policy
- MHSSC Senior Learning and Assessment Policy

Prior to completing the consent forms please review the policy documents by accessing the 'Policy Folder' located on the College website [here](#).

Supporting Documentation

You can provide documentation by scanning and emailing, supplying photocopies, or delivering them in person to the College Administration Building. Please avoid sending original documents by mail, as we cannot ensure their return.

In Stage 2 - Application Review, our College team may request to inspect the original versions of copies of documentation, by inviting you to visit the College in person with these documents.

Proof of Identity of Parents/Carers

We require parent/carer identification to confirm the eligibility and identity of the individual enrolling the child.

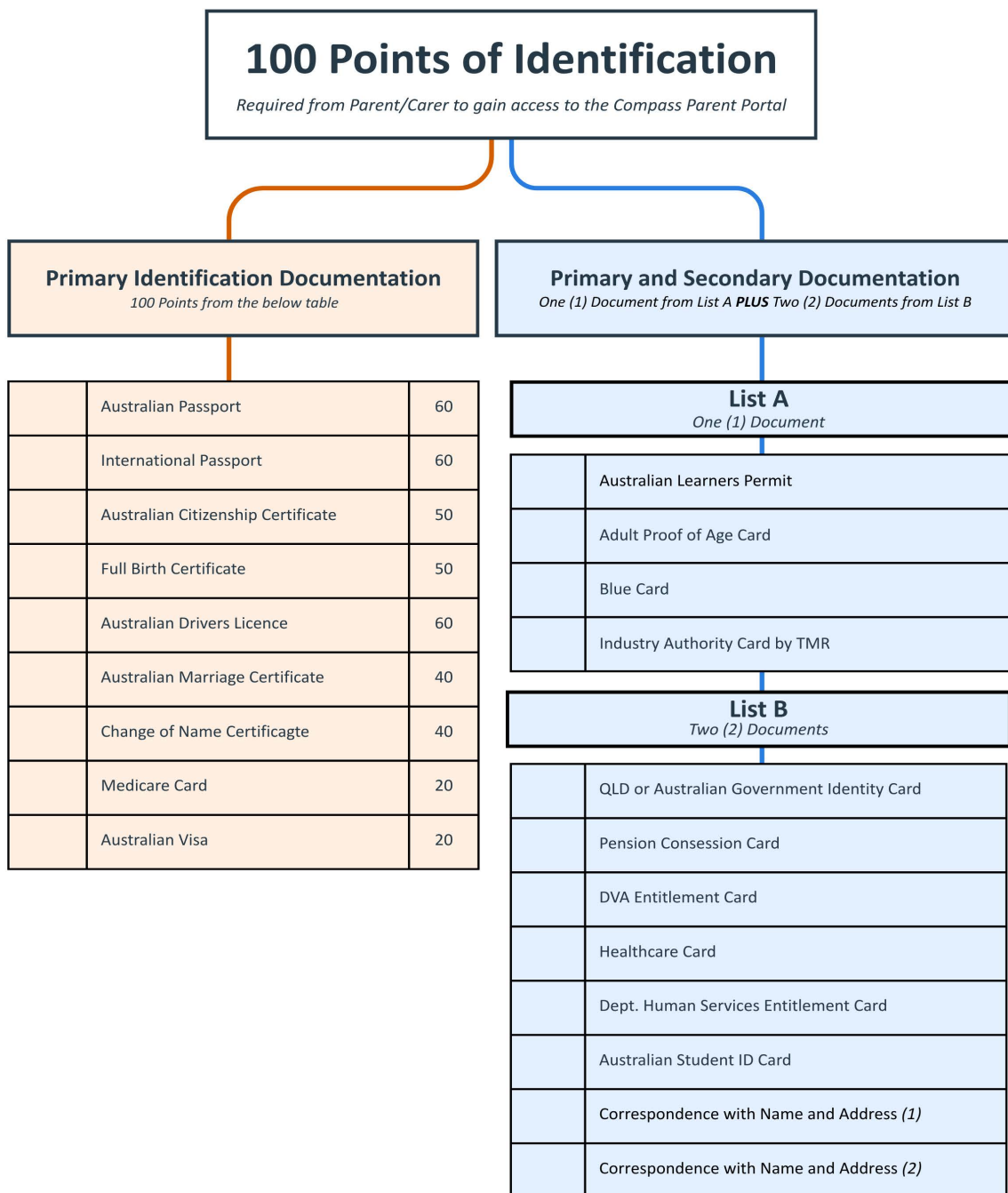
Furthermore, in line with our dedication to partnering with parents on learning at Mango Hill SSC, we employ the Compass Education platform. Compass serves as an online school management tool, consolidating different organisational and educational facets of the College to streamline operations and improve communication.

The Compass portal allows parents/carers to -

- View their child's timetable and the College calendar;
- Monitor their child's attendance and enter in explanations for late arrivals or absences;
- Communicate with their child's teachers;
- Monitor homework, assessment tasks and view outstanding learning tasks;
- View 'My News', a news feed of College announcements, alerts and update;
- Book conferences at times of scheduled Parent Teacher Interviews.

Every parent/carer wishing to access the Compass Parent portal must submit 100 points of identification documentation to confirm their identity to the College, ensuring eligibility for receiving login credentials.

Identification Required from Parent / Carer



Parent Portal Access

Compass Access

Parents who have submitted 100 points of identification at enrolment will receive their Compass login credentials via email within one week of their child's commencement. Kindly ensure to check your spam or junk folder.

QParents Access

If you had QParents access from a previous school, you'll retain it at Mango Hill SSC. For those without an account, the enrolling parent will be nominated within a week of their child starting. Please check your spam or junk folder for the invitation code.

Proof of Identity (Prospective Student)

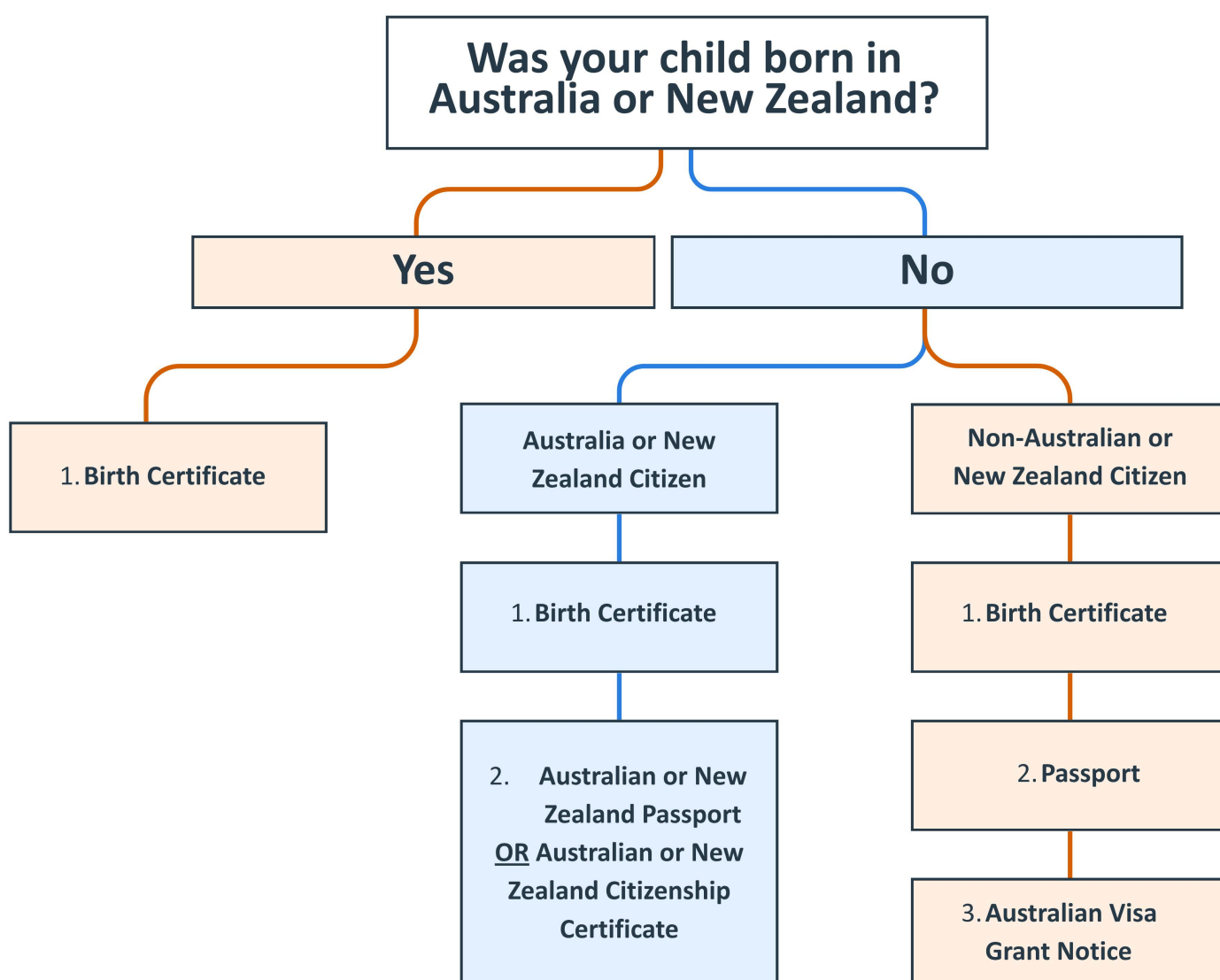
Birth Certificate

Schools are required to sight a **prospective student's Birth Certificate**. An alternative to a Birth Certificate will be only considered where it is not possible to obtain a Birth Certificate (e.g., a person is born in a country without a birth registration system – Passport or Visa documents **may** suffice).

Prospective students will be **enrolled** under their **legal name** as per their Birth Certificate. This will also be used on any official documentation provided through the College including Student IDs. Legal names are also used on Semester Report Cards unless a specific request is received to use the preferred name only, and on the Compass Portal. Preferred family and/or given names will be used on internal College documents.

Immigration Status

Where a prospective student is not an Australian or New Zealand Citizen, a copy of the **Passport and Visa Grant Notice** are required. Details are completed on the application for student enrolment form and copies of passport and Visa Grant Notice provided to the College.



Proof of Residency in Catchment

Not required for ****Residential Sibling Enrolments****

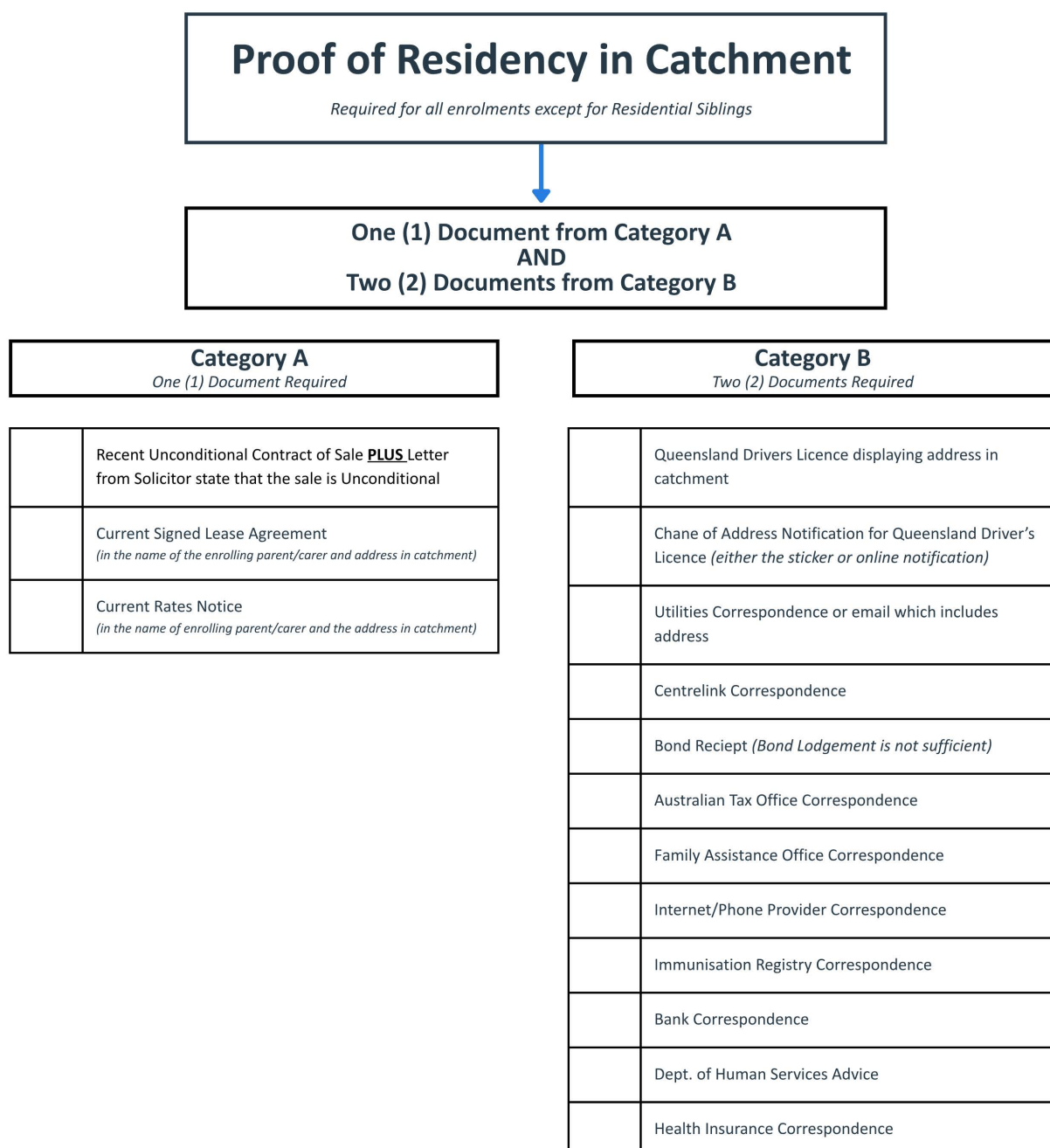
Enrolment at Mango Hill State Secondary College is dependent upon your ability to provide **proof of residency in the College catchment** (the student's principal residential address).

The following documentation must be provided as evidence -

- 1 x document from Category A
PLUS
- 2 x documents from Category B

These documents **must be current** at time of enrolment and include the enrolling parent/carers name and address in catchment.

Please note -The Principal can request additional documentation at their discretion.



Important Enrolment Information

Students currently or previously enrolled in a Queensland State School

If your child is currently enrolled, or has previously been enrolled at a Queensland State School, student details will automatically transfer across to our College through OneSchool. If student details are not correct at their current school, they will transfer incorrectly to our College. Some details cannot be updated in OneSchool until your child has commenced at Mango Hill State Secondary College. These include custody changes, emergency contacts, and the parent / carer who will receive invoices from the College

Parents / carers are asked to ensure their child's details are **correct at their current Queensland State School prior to enrolling at our College**. If your details are incorrect in OneSchool, you may not receive important information such as enrolment confirmation, transition day details (For Year 7 2027), invoices or the Ready, Set 2027 Information pack.

When completing the enrolment form, please note the following -

- Email – is for issuing financial documents such as invoices, statements and credit adjustments, semester reports and other College communications;
- SMS - for same day absence notification and other appropriate updates.

Important Information Regarding Parental Residency Records in OneSchool

In OneSchool, only one residential address can be recorded for a student. Parent/carer 1, identified in the Family Details Section on Page 16, residing within the catchment area, will be designated as the 'Residential Parent/carer.' They will have 100% responsibility for financial matters, including invoices, statements, and payments via QParents. Other parents/carers listed at a different address will be categorised as 'Non-Residential Parents/carers' and will still receive College correspondence, excluding financial information.

Please note, for students enrolled or previously enrolled in a Queensland State School, altering parent/carer details requires legal documentation stating restricted contact. Written consent from a legal parent is necessary to remove step-parents or other guardians from OneSchool records.

Enrolling from an Independent School or Catholic School

If your child is enrolling from an Independent or Catholic school, we request that you provide the following information with your enrolment application -

- Your child's previous 2 report cards
- Your child's most recent NAPLAN results
- Evidence of any support provisions provided by your child's current school, including adjustments or modifications to curriculum, teaching and learning, and support plans related to working at an alternative year level, learning support or behaviour support.

Parents/ carers may need to request this documentation from their child's school.

Following completion of the enrolment process, the College may send a transfer request to your child's previous school.

Enrolling from Interstate

If your child is enrolling from **interstate**, we request that you provide the following information with your enrolment application –

- Your child's previous 2 report cards
- Your child's most recent NAPLAN results
- Evidence of any support provisions provided by your child's current school, including adjustments or modifications to curriculum, teaching and learning, and support plans related to working at an alternative year level, learning support or behaviour support.

Parents/ carers may need to request this from their child's school.

Following completion of the enrolment process, the College may send an Interstate Transfer Note to your child's previous school.

Enrolling from Overseas

If your child is enrolling from **overseas**, we request that you provide the following information with your enrolment application.

- Your child's previous 2 report cards
- Evidence of any support provisions provided by your child's current school, including adjustments or modifications to curriculum, teaching and learning, and support plans related to working at an alternative year level, learning support or behaviour support.

Parents/ carers may need to request this from their child's school.

MANGO HILL STATE SECONDARY COLLEGE

Application for student enrolment form

INSTRUCTIONS

Please refer to the *Application to enrol in a Queensland state school* information sheet at the end of this form when completing this application. Completion and submission of this application form to the school does not confirm enrolment. The school will notify you of the outcome of your application as soon as practicable.

Failure or refusal to complete those sections of the form marked with an (*) or to provide required documentation may result in a refusal to process your application. These questions and your consent are considered necessary to ensure the school can undertake its administrative and care responsibilities.

Sections of the form not marked (*) are optional. However, failure to complete these sections may result in the school not being eligible for important Federal and State Government funding reliant on such information. Parents of all students in Australia have been asked to provide information on their family background as part of a national initiative towards providing an education system that is fair to all students, regardless of their background. The required information includes the Indigenous status and language background of the student, and the education, occupation and language background of the parents.

If you have any questions about the enrolment form or process, or require assistance completing this form, including translation services, please contact the school in the first instance.

PRIVACY STATEMENT

The Department of Education (DoE) is collecting the information on this form for the purposes outlined in the *Education (General Provisions) Act 2006* (Qld) (EGPA 2006), and in particular for:

- assessing whether your application for enrolment should be approved
- meeting reporting obligations required by law or under Federal – State Government funding arrangements
- administering and planning for providing appropriate education, training and support services to students
- assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff
- communicating with students and parents.

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DoE will disclose personal information from this form to the Queensland Curriculum and Assessment Authority when opening student accounts, in compliance with Part 3 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014* (Qld).

Personal Information from this form will also be supplied to Centrelink in compliance with ss.194 and 195 of the *Social Security (Administration) Act 1999* (Cth). De-identified information concerning parents' school and non-school education, occupation group and main language other than English and students' country of birth, main language other than English, gender and Indigenous status, is supplied to the Australian Government Department of Education in compliance with Federal – State Government funding agreements.

Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact the school in the first instance. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact the school in the first instance.

PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

Legal family name* (as per birth certificate)			
Legal given names* (as per birth certificate)			
Preferred family name		Preferred given names	
Gender*	☐ Male ☐ Female	Date of birth*	
Copy of birth certificate available to show school staff*	☐ Yes ☐ No	Enrolment may not be approved without enrolling staff sighting the prospective student's birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. prospective student born in country without birth registration system. Passport or visa documents will suffice). This does not include failure to register a birth or reluctance to order a birth certificate. The requirement to sight the birth certificate does not apply where the prospective student has been previously enrolled in a state school and a birth certificate has been sighted. For international students approved for enrolment by EQI, a passport or visa will be acceptable.	
For prospective mature age students, proof of identity supplied and copied*	☐ Yes ☐ No	Prospective mature age students must provide photographic identification which proves their identity: - current driver's licence; or - adult proof of age card; or - current passport.	

APPLICATION DETAILS

Has the prospective student ever attended a Queensland state school?	☐ Yes ☐ No	If yes, provide name of school and approximate date of enrolment.		
What year level is the prospective student seeking to enrol in?		Please provide the appropriate year level.		
Proposed start date		Please provide the proposed starting date for the prospective student at this school.		
Does the prospective student have a sibling attending this school or any other Queensland state school?	☐ Yes ☐ No	If yes, provide name of sibling, year level, date of birth, and school	Name:	
			Year Level	
			Date of birth	
			School	

INDIGENOUS STATUS

Is the prospective student of Aboriginal or Torres Strait Islander origin?	☐ No ☐ Aboriginal ☐ Torres Strait Islander ☐ Both Aboriginal and Torres Strait Islander
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FAMILY DETAILS

Parents/carers	Parent/carer 1	Parent/carer 2
Family name*		
Given names*		
Title	☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr	☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr
Gender	☐ Male ☐ Female	☐ Male ☐ Female
Relationship to prospective student*		
Is the parent/carer an emergency contact?*	☐ Yes ☐ No	☐ Yes ☐ No
1 st Phone contact number*	Work/home/mobile	Work/home/mobile
2 nd Phone contact number*	Work/home/mobile	Work/home/mobile
3 rd Phone contact number*	Work/home/mobile	Work/home/mobile
Email		
Occupation		
What is the occupation group of the parent/carer?	☐ (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 1 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 1 has not been in paid work in the last 12 months, enter '8')	☐ (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 2 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 2 has not been in paid work in the last 12 months, enter '8')
Employer name		
Country of birth		
Does parent/carer 1 or parent/carer 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	☐ No, English only ☐ Yes, other – please specify _____ Needs interpreter? ☐ Yes ☐ No	☐ No, English only ☐ Yes, other – please specify _____ Needs interpreter? ☐ Yes ☐ No
Is the parent/carer an Australian citizen?	☐ Yes ☐ No	☐ Yes ☐ No
Is the parent/carer a permanent resident of Australia?	☐ Yes ☐ No	☐ Yes ☐ No

FAMILY DETAILS (continued)					
Parents/carers	Parent/carer 1			Parent/carer 2	
Address line 1					
Address line 2					
Suburb/town					
State		Postcode		Postcode	
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')					
Address line 1					
Address line 2					
Suburb/town					
State		Postcode		Postcode	
Parent/carer school education	What is the <i>highest</i> year of schooling parent/carer 1 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')			What is the <i>highest</i> year of schooling parent/carer 2 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')	
Year 9 or equivalent or below	☐			☐	
Year 10 or equivalent	☐			☐	
Year 11 or equivalent	☐			☐	
Year 12 or equivalent	☐			☐	
Parent/carer non-school education	What is the level of the <i>highest</i> qualification parent/carer 1 has completed?			What is the level of the <i>highest</i> qualification parent/carer 2 has completed?	
Certificate I to IV (including trade certificate)	☐			☐	
Advanced Diploma/Diploma	☐			☐	
Bachelor degree or above	☐			☐	
No non-school qualification	☐			☐	

COUNTRY OF BIRTH*	
In which country was the prospective student born?	☐ Australia
	☐ Other (please specify country) _____
Date of arrival in Australia _____	
Is the prospective student an Australian citizen?	☐ Yes ☐ No (if no, evidence of the prospective student's immigration status to be completed)

PROSPECTIVE STUDENT LANGUAGE DETAILS	
Does the prospective student speak a language other than English at home?	☐ No, English only ☐ Yes, other – please specify _____

EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS (to be completed if this person is NOT an Australian citizen)*	
☐ Permanent resident	Complete passport and visa details section below
☐ Student visa holder	Date of arrival in Australia _____ Date enrolment approved to: _____
	EQI receipt number: _____
☐ Temporary visa holder	Complete passport and visa details section below. Temporary visa holders must obtain an 'Approval to enrol in a state school' from EQI
☐ Other, please specify _____	

EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS* (continued)

Passport and visa details (to be completed for a prospective student who is NOT an Australian citizen).

NOTE: A permanent resident will have a visa grant notification with an indefinite stay period indicated.

For prospective students arriving in Australia as refugee or humanitarian entrants, either PLO 56 Immigration issued card or 'Document to travel to Australia' with 'stay indefinite' recorded must be sighted by the school.

Passport number		Passport expiry date	
Visa number		Visa expiry date (if applicable)	
Visa sub class			

PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY

Where does the prospective student come from?	☐ Queensland ☐ interstate ☐ overseas
Previous education/activity	☐ Kindergarten ☐ School ☐ VET ☐ Home education ☐ Full-time employment ☐ Part-time employment ☐ Other
Please provide name and address of education provider/activity provider/employer	

RELIGIOUS INSTRUCTION*

From Year 1, the prospective student may participate in religious instruction if it is available.

If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, the prospective student will receive other instruction in a separate location during the period arranged for religious instruction.

Parents/carers may change these arrangements at any time by notifying the principal in writing.

Do you want the prospective student to participate in religious instruction?

☐ Yes
 ☐ No

If 'Yes', please nominate the religion:

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PROSPECTIVE STUDENT ADDRESS DETAILS*

Principal place of residence address

Address line 1				
Address line 2				
Suburb/town		State		Postcode
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')				
Address line 1				
Address line 2				
Suburb/town		State		Postcode
Email				

EMERGENCY CONTACT DETAILS (Other emergency contact details if parents/carers listed previously are not emergency contacts or cannot be contacted. At least one emergency contact must be provided)*

	Emergency contact	Emergency contact
Name		
Relationship (e.g. aunt)		
1 st phone contact number*	Work/home/mobile	Work/home/mobile
2 nd phone contact number*	Work/home/mobile	Work/home/mobile
3 rd phone contact number*	Work/home/mobile	Work/home/mobile

PROSPECTIVE STUDENT MEDICAL INFORMATION (including allergies)*
Privacy Statement

The Department of Education (DoE) is collecting this medical information in order to address the medical needs of students during school hours as well as during school excursions, school camps, sports and other school activities. DoE will not use this information to make a decision about a prospective student's eligibility for enrolment. The information will only be used by authorised employees of the department and DoE will only record, use and disclose the medical information in accordance with the confidentiality provisions at Section 426 of the Education (General Provisions) Act 2006.

It is essential that the school is advised before the prospective student's first day of attendance if the prospective student has any medical conditions. The school administration staff must also be informed of any new medical conditions or a change to medical conditions as soon as they are known.

Should the prospective student need to take routine medication during school hours, the *Parent consent to administer medication at school* form must be completed before school staff can administer medication. All medication must be provided in the original container with a pharmacy label providing clear instructions for administration. For emergency medication the school will also require a doctor's letter containing detailed instructions and or a signed Action Plan / Emergency Health Plan. Parent consent and health plans must be reviewed annually. All original documentation will be retained at the office and copies of Action or Emergency Health Plans kept with the student.

No known medical conditions	☐		
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Does the prospective student require any medical aids or devices (such as glasses, contact lenses, prosthetics or orthotics)? This is for the purpose of informing planning for school activities such as sport and school excursions.	☐ No ☐ Yes, please specify		
Name of prospective student's medical practitioner (optional)		Contact number of medical practitioner	
Medicare card number (optional)		Position Number	
Cardholder name (if not in name of prospective student)			
Private health insurance company name (if covered) (optional)		Private health insurance membership number (leave blank if company name is not provided)	
I authorise school staff to contact the prospective student's medical practitioner for the purposes of seeking advice in cases where an immediate but non-life threatening response is required (for instance, when the prospective student may be on an excursion or sporting event), and to provide Medicare card details if required? (answer only if medical practitioner and Medicare card details have been provided above)			☐ Yes ☐ No

COURT ORDERS*
Out-of-Home Care Arrangements*

Under the *Child Protection Act 1999*, when a Child Protection Order is approved by the Children's Court, the child is placed in out-of-home care (OOHC). Out-of-home care includes short or long term placement with an approved kinship or foster carer; in a supported independent living arrangement; in a safe house; and in residential care.

Is the prospective student identified as residing in out-of-home care?	☐ Yes ☐ No	
If yes, what are the dates of the court order? Please provide a copy of the court order and/or the Authority to Care.	Commencement date	
	End date	
Contact details of the Child Safety Officer (if known)	Name	
	Phone number	

COURT ORDERS* (continued)
Family Court Orders*

Are there any current orders made pursuant to the <i>Family Law Act 1975</i> concerning the welfare, safety or parenting arrangements of the prospective student?	☐ Yes ☐ No	
If yes, what are the dates of the court order? Please provide a copy of the court order.	Commencement date	____ / ____ / ____
	End date	____ / ____ / ____

Other Court Orders*		
Are there any other current court orders, such as a domestic violence order, concerning the welfare, safety or parenting arrangements of the prospective student?	☐ Yes ☐ No	
If yes, what are the dates of the court order? Please provide a copy of the court order.	Commencement date	____ / ____ / ____
	End date	____ / ____ / ____

APPLICATION TO ENROL*

I hereby apply to enrol my child or myself at **Mango Hill State Secondary College**

I understand that supplying false or incorrect information on this form may lead to the reversal of a decision to approve enrolment. I believe that the information I have supplied on this form is true and correct in every particular, to the best of my knowledge.

	Parent/carer 1	Parent/carer 2	Prospective student (if student is mature age or independent)
Signature			
Date	____ / ____ / ____	____ / ____ / ____	____ / ____ / ____

Office use only

Enrolment decision		Has the prospective student been accepted for enrolment? ☐ Yes ☐ No (applicant advised in writing) If no, indicate reason: ☐ Does not meet School EMP or Enrolment Eligibility Plan requirements ☐ Prospective student is mature age and school is not a mature age state school ☐ Does not meet Prep age eligibility requirement ☐ Prospective student is subject to suspension from a state school at the time of enrolment application ☐ Does not meet requirements for enrolment in a state special school ☐ Does not have an approved flexible arrangement with the school ☐ School does not offer year level prospective student is seeking to be enrolled in ☐ Prospective student has no remaining semester allocation of state education					
Date enrolment processed		Year level		Roll Class		EQ ID	
Independent student	☐ Yes ☐ No			Birth certificate/passport sighted, number recorded and DOB confirmed		☐ Yes ☐ No Number: _____	
Is the prospective student over 18 years of age at the time of enrolment?		☐ Yes ☐ No					
If yes, is the prospective student exempt from the mature age student process?		☐ Yes ☐ No					
If no, has the prospective mature age student consented to a criminal history check?		☐ Yes ☐ No					
School house/ team				EAL/D support		☐ Yes ☐ No ☐ To be determined	
FTE		Associated unit		Visa and associated documents sighted		☐ Yes ☐ No	
EQI category				SV – student visa TV – temporary visa DS – dependent – parent on student visa		EX – exchange student DE – distance education	

Parental occupation groups for use with parent/carer details

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executive/manager/department head in industry, commerce, media or other large organisation.

Public service manager [section head or above], regional director, health/education/police/fire services administrator

Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]

Defence Forces commissioned officer

Professionals generally have degrees or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others

Health, education, law, social welfare, engineering, science, computing professional

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller].

Group 2: Other business managers, arts/media/sportspeople and associate professionals

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]

Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]

Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof-reader, sportsperson, coach, trainer, sports official]

Associate professionals generally have diploma/technical qualifications and support managers and professionals

Health, education, law, social welfare, engineering, science, computing technician/associate professional

Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

Defence Forces senior Non-Commissioned Officer.

Group 3: Tradespeople, clerks and skilled office, sales and service staff

Tradespeople generally have completed a four year trade certificate, usually by apprenticeship. All tradespeople are included in this group

Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

Skilled office, sales and service staff:

Office [secretary, personal assistant, desktop publishing operator, switchboard operator]

Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

Service [aged/disabled/refugee/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor].

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production/processing machinery and other machinery operators

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]

Office assistants, sales assistants and other assistants:

Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]

Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

Assistant/aide [trades' assistant, school/teacher aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

Labourers and related workers

Defence Forces ranks below senior NCO not included above

Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].

Group 8: Have not been in paid work in the last 12 months

State schools standardised medical condition category list

Acquired brain injury
Allergies/Sensitivities
Anaphylaxis
Airway/lung/breathing - Oxygen required (continuously/periodically)
Airway/lung/breathing - Suctioning
Airway/lung/breathing - Tracheostomy
Airway/lung/breathing - Other
Artificial feeding - Gastrostomy device (tube or button)
Artificial feeding - Nasogastric tube
Artificial feeding - Jejunostomy tube
Artificial feeding - Other
Asthma
Asthma – student self-administers medication
Attention-deficit /Hyperactivity disorder (ADHD)
Autism Spectrum Disorder (ASD)
Bladder and bowel - Urinary wetting, incontinence
Bladder and bowel - Faecal soiling, constipation, incontinence
Bladder and bowel - Catheterisation (continuous, clean intermittent)
Bladder and bowel - Stoma site, urostomy, Mitrofanoff, MACE, Chair
Bladder and bowel - Other
Blood disorders - Haemophilia
Blood disorders - Thalassaemia
Blood disorders - Other
Cancer/oncology
Coeliac disease
Cystic Fibrosis
Diabetes - type one
Diabetes - type two
Ear/hearing disorders - Otitis Media (middle ear infection)
Ear/hearing disorders - Hearing loss
Ear/hearing disorders - Other
Epilepsy - Seizure
Eye/vision disorders
Endocrine disorder - Adrenal hypoplasia, pituitary, thyroid
Heart/cardiac conditions - Heart valve disorders
Heart/cardiac conditions - Heart genetic malformations
Heart/cardiac conditions - other
Mental Health - Depression
Mental Health - Anxiety
Mental Health - Oppositional defiant disorder
Mental Health - Other
Muscle/bone/musculoskeletal disorders - spasticity (Baclofen Pump)
Muscle/bone/musculoskeletal disorders - Other
Skin Disorders - eczema
Skin Disorders - psoriasis
Swallowing/dysphagia - requiring modified foods
Swallowing/dysphagia - requiring artificial feeding
Transfer & positioning difficulties
Travel/motion sickness
Other

Application to enrol in a Queensland state school

This sheet contains information on how to complete the Application for student enrolment form (SEF-1 Version 8).

Entitlement to enrolment

Under the *Education (General Provisions) Act 2006 (Qld)* a state school must enrol a prospective student if they are entitled to enrolment. While not exhaustive, the following matters may affect a prospective student's entitlement to enrol in a state school:

- if the school has a School Enrolment Management Plan or an Enrolment Eligibility Plan (enrolment is subject to eligibility under the plan)
- the applicant is a prospective mature age student (the applicant can only apply for enrolment at a mature age state school and will be subject to a satisfactory criminal history check, or as a student in a program of distance education. All prospective mature age students must have a remaining allocation of state education.)
- the prospective student is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 6)
- the prospective student has been excluded, or is subject to suspension from a state school at the time of the application
- the school principal reasonably believes that the prospective student presents an unacceptable risk to the safety or wellbeing of members of the school community (application is referred to the Director-General)
- the school is a state special school and the prospective student does not meet the criteria for enrolment in a special school
- the proposed enrolment requires approval as part of a flexible arrangement under s.183 of the *Education (General Provisions) Act 2006 (Qld)*, and the arrangement has not yet been approved
- the prospective student is not an Australian resident or citizen or the child of an Australian permanent resident or citizen (visa restrictions may apply, fees may be charged, in some cases legislation requires that the prospective student must obtain approval from the Chief Executive via Education Queensland International (EQI) to enrol)
- the school does not offer the year level that the prospective student should be enrolled in
- the prospective student has no remaining semester allocation of state education. Enrolment cannot proceed until additional semesters are applied for by the prospective student (or parent on their behalf) and granted.

Prospective student

A prospective student is a person who has applied to enrol at a state school but who has not yet been accepted for enrolment.

Parent's occupation and education

All parents across Australia, no matter which school their child attends, are asked to provide information about family background (answering this question is optional). The main purpose of collecting this information is to promote an education system which is fair for all Australian students regardless of their background.

Court Orders

Any court orders concerning the prospective student's welfare, safety or parenting arrangements should be provided to the school, and the school should also be provided with any new or updated orders.

Name on enrolment form

A prospective student should be enrolled under their legal name as per their birth certificate. There is provision to also record a preferred family and/or given name. The preferred name will be used on internal school documents such as class rolls. The legal name will appear on semester reports unless there is a specific request to use the preferred name only. This request can come from parents/carers or the student (if the student is independent/mature age).

Gender

Information about gender is supplied to the Federal Government to comply with State funding agreements. The gender category with which a person identifies may not match the sex they were assigned at birth. There is no requirement for a student's gender recorded on this form to align with the sex shown on their birth certificate or passport.

Religious Instruction

Religious instruction is a program approved and provided by a religious denomination or religious society. Other instruction relates to part of a subject area that has been covered within the curriculum and may include, but is not limited to, personal research and/or assignments, revision of class work, and wider reading. Information about religious instruction available at the school, and about other instruction, is provided by the school at the time of enrolment and on the school's website.

Student Profile

To be completed by the parent/carer for **all** enrolments

Student Information (2027)					
Surname			First Name		
Date of Birth			Year Level		
Name of Parent / Carer Completing Student Profile					
General Information					
Please provide any general information that could assist the College to get to know your child					
(Please use additional paper if required)					
Swimming Ability					
What is your Child's Swimming Ability? -					
	Can swim 25 metres freestyle unassisted				
	Can swim 50 metres freestyle unassisted				
	Can swim 25 metres freestyle with assistance				
	Requires assistance at all times when in and/or near the water				
Siblings School Age or Younger Residing at the Same Residential Address					
Relationship to Student	Family Name	First Names	Date of Birth	Country of Birth	Name of School (if applicable)
Ethnicity					
Which cultural background does the family identify with?					
Will any cultural or religious events affect your child's school participation? (i.e. during Ramadan, fatigue may limit involvement in HPE)			Yes		No
			If yes, please provide details –		

Language Background other than English				
Language other than English spoken by student				
Main language spoken at home by the family				
Do you speak English at home?		Yes		No
If yes, what percentage of English do you speak at home?	%			
Does your child speak your home language?		Yes		No
If yes, what percent do they speak this language with you at home??	%			
Overseas Education Background				
Education Type	Age at Start	Duration		Country
		Years	Months	
Date of last attendance at overseas school				
Was English the language of instruction?		Yes		No
If yes, how many hours of English Lessons per week?				
Date of arrival in Australia				
Gifted and/or Talented *Testing Paperwork required*				
My child has is/has been identified as Gifted and/or Talented and I can provide testing evidence				
	Gifted		Talented	
Please provide details of subjects/areas				
Office Use Only	Testing Paperwork provided	Yes		No
Medical Condition Requiring Action Plans *Action Plan required*				
	Asthma		Anaphylaxis	
	Diabetes		Epilepsy	
	Other		Other	
If other - please provide details				
Office Use Only	Action Plan provided	Yes		No
Mental Health Conditions * Diagnosis is required*				
Please provide details				
Office Use Only	Diagnosis Paperwork provided	Yes		No

Support History					
	Yes		No	Does your child have a diagnosed condition or disability which can impact their learning, engagement or wellbeing at school?	
	Yes		No	Has your child experienced learning difficulties previously?	
	Yes		No	Has your child required additional support to manage their social wellbeing, engage with learning tasks or maintain appropriate behaviours in the past?	
If you answered yes to ANY of the above questions, please ensure you complete the below section and provide available reports, diagnosis and or medical documentation					
Diagnosed Condition or Disability *Paperwork required including functional impact*					
	Autism Spectrum Disorder (ASD)			Attention Deficit Hyperactivity Disorder (ADHD)	
	Oppositional Defiance Disorder (ODD)			Obsessive Compulsive Disorder (OCD)	
	Sensory Processing Disorder			Auditory Processing Disorder	
	Global Development Delay (GDD)			Fetal Alcohol Syndrome	
	Visual Impairment (VI)			Physical Impairment (PI)	
	Dyslexia			Dyscalculia	
	Other		Please provide details		
Office Use Only		Diagnosis paperwork provided		Yes	No
School Based Supports *Support Documentation Required*					
	Special Education Support		Learning Support (Including literacy/numeracy)		EAL/D Support (English as an additional language/dialect)
	Guidance Support		Gifted and Talented Support		School Based Youth Health Nurse (SBYHN)
	Social Worker		Youth Support Coordinator		School Chaplain
	Psychologist		School Based Police Officer		
	Other		Please provide details		
Office Use Only		Support paperwork provided		Yes	No
Individual Curriculum Plan (ICP) Required					
My Child is studying at a level higher or lower than their year level on an ICP					
	English at Year _____		Mathematics at Year _____		Science at Year _____
	Humanities at Year _____		Other subject at Year _____		Other subject at Year _____
Office Use Only		ICP paperwork provided		Yes	No
External Support Services *Support Documentation Required*					
	Psychologist		Paediatricians		Psychiatrist
	Counselling		Social Worker		Mental Health Service
	Speech Language Pathologist		Visual Impairment Specialist		Hearing Impairment Specialist
	Autism Spectrum Disorder (ASD) Specialist		Occupational Therapist		Clinical Health Nurse
	Other		Please provide details		
Office Use Only		Support paperwork provided		Yes	No

Consent Forms

Please ensure to read, complete and return the following documents along with the Enrolment Application, Supporting Documentation, Student Profile and medical / diagnostic documentation if applicable.

Mango Hill State Secondary College Enrolment Agreement (Read only)

Acceptable Use of ICT Facilities and Devices (3 pages)

- Please complete
- Parent/carer Signature Required
- Prospective Student Signature Required

State School Consent Form (4 pages)

- Please complete
- Parent/carer signature required

Unique Student Identifier (USI) Creation (2 pages)

- Please follow Steps 1-9 to create a USI for the prospective student
- Please complete
- Prospective Student Signature Required

All student enrolments require a Unique Student Identifier (USI). It is imperative to create this number before submitting the enrolment application, as the process cannot proceed to Stage 3 without it. Please note that a USI differs from your child's EQ ID.

Enrolment Agreement

(Both the parent/carer and child must review and comprehend the Enrolment Agreement before attending the enrolment interview)

This enrolment agreement sets out the responsibilities of the student, parents or carers and the College staff about the education of students enrolled at Mango Hill State Secondary College

Responsibility of student to –

- Attend the College on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in College activities;
- Act at all times with respect and show tolerance towards other students and staff;
- Work hard and comply with requests or directions from the teacher and Principal;
- Abide by the College rules/expectations as outlined in the Student Code of Conduct, including not bringing items to College which could be considered as weapons (e.g. dangerous items such as knives);
- Meet homework requirements and wear the correct College uniform;
- Respect the College property and environment.

Responsibility of parents/carers to –

- Show an active interest in their child's education and progress;
- Ensure your child attends College on every school day for the educational Program in which they are enrolled;
- Advise the College as soon as possible if your child is unable to attend College and reason/s why (e.g. child is sick);
- Attend open meetings and events for parents/carers;
- Let the College know if there are any problems that may affect your child's ability to learn;
- Ensure your child completes homework regularly in keeping with the College's homework policy;
- Treat all College staff with respect;
- Support the authority of College staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self-discipline and self-control;
- Not allow your child to bring dangerous or inappropriate items to College;
- Abide by College's instructions regarding access to College grounds before, during and after school hours;
- Advise Principal if your child is in out-of-home care;
- Keep the College informed of any changes to your contact details or your child's details, such as home address, email address and phone number;
- Ensure the College is aware of any changes to your child's medical details.

Responsibility of school staff to –

- Design and implement engaging and flexible learning experiences for individuals and groups of students;
 - Inform parents and carers regularly about how their children are progressing;
 - Design and implement intellectually challenging learning experiences which develop language, literacy and numeracy;
 - Create and maintain safe and supportive learning environments;
 - Support personal development and participation in society for students;
 - Foster positive and productive relationships with families and the community;
 - Inform students, parents and carers about what the teachers aim to teach the students each term;
 - Teach effectively and to set high standards in work and behaviour;
 - Clearly articulate the College's expectations regarding the Student Code of Conduct and the Student Dress Code policy;
 - Ensure that parents and carers are aware that the College does not have personal accident insurance cover for students;
 - Advise parents and carers of extra-curricular activities operating at the College in which their child may become involved (for example Program of Chaplaincy Services, sports programs);
 - Set, mark and monitor homework regularly in keeping with the College's homework policy;
 - Contact parents and carers as soon as possible if the College is concerned about the child's College work, behaviour, attendance or punctuality;
 - Notify parents/carers of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents/carers to respond prior to the end of the College day);
 - Deal with complaints in an open, fair and transparent manner in accordance with
 - Departmental policy;
 - Treat students and parents/carers with respect
- ☐ Mango Hill SSC Student Code of Conduct
 - ☐ Mango Hill SSC Student Dress Code
 - ☐ Mango Hill SSC Parent and Community Code of Conduct
 - ☐ Mango Hill SSC Homework Policy
 - ☐ Mango Hill SSC School charges and voluntary contributions
 - ☐ Mango Hill SSC Use of Personal Technology Devices
 - ☐ Mango Hill SSC BYOx College Charter

I acknowledge –

- That I have read and understood the responsibilities of the student, parents or carers and the College staff outlined above and on the College website; and
- That information about the College's current rules, policies, programs and services, as outlined above has been provided and explained to me.

Acceptable Use of ICT Facilities and Device

This policy outlines the guidelines for the acceptable use of ICT facilities and devices. This includes the use of the internet, email and network services (such as printers, display units and interactive whiteboards) that are available through the department's/college's ICT network.

At all times students, while using these ICT facilities and devices, will be required to act in line with the requirements of the MHSSC Student Code of Conduct and any specific rules of the College. In addition students and their parents should:

- understand the responsibility and behaviour requirements (as outlined by the College) that come with accessing the department's ICT network facilities
- ensure they have the skills to report and discontinue access to harmful information if presented via the internet or email
- be aware that:
 - ▶ access to ICT facilities and devices provides valuable learning experiences for students and supports the College's teaching and learning programs
 - ▶ ICT facilities and devices should be used appropriately as outlined in the college Student Code of Conduct, and the [Code of School Behaviour](#)
 - ▶ the College is not responsible for safeguarding information stored by students on departmentally-owned student accounts and devices
 - ▶ the College may remotely access departmentally-owned student computers or mobile devices for management purposes
 - ▶ students who use the College's ICT facilities and devices in a manner that is not appropriate may be subject to disciplinary action by the College, which could include restricting network access
 - ▶ despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed
 - ▶ teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

Authorisation and controls –

The Principal reserves the right to restrict student access to the College's ICT facilities and devices if access and usage requirements are not met or are breached. However restricted access will not disrupt the provision of the student's educational program. For example, a student with restricted network access may be allocated a stand-alone computer to continue their educational program activities.

The Department of Education monitors access to and use of its network. For example, email and internet monitoring will occur to identify inappropriate use, protect system security and maintain system performance in determining compliance with state and departmental policy.

The Department may conduct security audits and scans, and restrict or deny access to the department's network by any personal mobile device if there is any suspicion that the integrity of the network might be at risk.

Responsibilities for using the College's ICT facilities and devices:

- Students are expected to demonstrate safe, lawful and ethical behaviour when using the College's ICT network as outlined in the MHSSC Student Code of Conduct and the Code of School Behaviour
- Students are to be aware of occupational health and safety issues when using computers and other learning devices

- Parents/carers are also responsible for ensuring students understand the college's ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements
- Parents/carers are responsible for appropriate internet use by students outside the College environment when using a College owned or provided mobile device

It is acceptable for students while at the College to:	It is unacceptable for students while at College to:
• use mobile devices for – assigned class work and assignments set by teachers – developing appropriate literacy, communication and information skills – authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the College – conducting general research for College activities and projects – communicating/collaborating with other students, teachers, parents or experts in relation to college work – accessing online references such as dictionaries, encyclopaedias, etc. – researching and learning through the department's eLearning environment • be courteous, considerate and respectful of others when using a mobile device • follow the mobile device policy (Away for the day) that is part of the Student Code of Conduct • seek Principal's approval for an exemption in relation to personal mobile device.	• use the mobile device in an unlawful manner • download, distribute or publish offensive messages or pictures • use obscene, inflammatory, racist, discriminatory or derogatory language • use language and/or threats of violence that may amount to bullying and/or harassment, or stalking • insult, harass or attack others or use obscene or abusive language • deliberately waste printing and internet resources • damage computers, printers or network equipment • commit plagiarism or violate copyright laws • ignore teacher directions for the use of social media, online email and internet chat • send chain letters or spam email (junk mail) • knowingly download viruses or any other programs capable of breaching the department's network security • use in-device cameras anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets • invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material • use a mobile device (including those with Bluetooth functionality) to cheat during exams or assessments • take into or use mobile devices at exams or during class assessment unless expressly permitted by college employees.

User Agreement and Parent Permission form

Student		Parent or Guardian	
I understand that the College's information and communication technology (ICT) facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information stored on computers around the world. While I have access to the College's ICT facilities and devices: I will use them only for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my college account. Specifically in relation to internet usage, should any offensive pictures or information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/guardians if I am at home. If I receive any inappropriate emails while at school I will tell my teacher. If I receive any at home I will tell my parents/guardians When using email or the internet I will not: • reveal names, home addresses or phone numbers – mine or that of any other person • use the College's ICT facilities and devices (including the internet) to annoy or offend anyone else. I understand that my online behaviours are capable of impacting on the good order and management of the College whether I am using the College's ICT facilities and devices inside or outside of College hours. I understand that if the College decides I have broken the rules for using its ICT facilities and devices, appropriate action may be taken as per the MHSSC <i>Student Code of Conduct</i>, which may include loss of access to the network (including the internet) for a period of time. I have read and understood this procedure/policy/statement/guideline, the MHSSC Student Code of Conduct, and the Code of School Behaviour. I agree to abide by the above rules/procedure/policy/statement/guideline.		I understand that the College provides my child with access to the College's information and communication technology (ICT) facilities and devices (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information on computers from around the world; that the College cannot control what is on those computers; and that a small part of that information can be illegal, dangerous or offensive. I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by students/my child. Additionally, I will ensure that my child understands and adheres to the College's appropriate behaviour requirements and will not engage in inappropriate use of the College's ICT facilities and devices. Furthermore, I will advise the College if any inappropriate material is received by my student/child that may have come from the College or from other students. I understand that the College is not responsible for safeguarding information stored by my child on a departmentally- owned student accounts computer or mobile device. I understand that the College may remotely access the departmentally-owned student computer or mobile device for management purposes. I understand that the College does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's facilities and devices. Further, no liability will be accepted by the College in the event of loss, theft or damage to any device. I believe _____ (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the College's ICT facilities and devices (including the internet) under the College rules. I understand where inappropriate online behaviours negatively affect the good order and management of the College, the College may commence disciplinary actions in line with this user agreement or the MHSSC <i>Student Code of Conduct</i>. This may include loss of access and usage of the College's ICT facilities and devices for some time. I have read and understood this procedure/policy/statement/guideline and the MHSSC Student Code of Conduct and the Code of School Behaviour. I agree to abide by the above rules / the procedure/ policy/ statement/ guideline.	
Student Name		Parent / Carer Name	
Student Signature		Parent / Carer Signature	
Date		Date	

Use of Personal Technology Devices

The following acceptable use policy refers to all personal technology devices used by students within the college grounds and at College events/activities e.g. excursions. Personal Technology Devices include, but are not limited to, games devices (such as Portable gaming devices), laptop computers, PDAs, cameras and/or voice recording devices (whether or not integrated with a mobile phone or MP3 player), mobile telephones, iPods®, smart watches and devices of a similar nature.

The policy applies to the use of personal electronic devices/associated equipment (inc. headphones, earbuds) on school premises, travelling to and from school, in school uniform and during school excursions, camps and extra-curricular activities.

Personal electronic devices/associated equipment are brought to school at the owners' risk. The College will not accept liability in the event of loss/theft/damage of any device. If a student has chosen to bring a personal technology device/associated equipment to the College, they must only operate them in accordance with the following:

- All devices must be switched off and out of sight while on College premises before and after school, during breaks, transitions and lesson times unless an exemption has been issued by the Principal;
- If students require urgent access to a phone, they should use a college phone at the Administration Building;
- Students must display courtesy, consideration and respect for others whenever they are using any personal technology device/associated equipment
- Devices with built-in cameras are not to be used anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets;
- Students must not take photographs or images of teachers, ancillary staff, other students or visitors to the college without their consent and knowledge
- Students must not make/send harassing or threatening calls/messages
- All digital devices including mobile phones are brought to the college at their owner's risk. No liability will be accepted by the college in the event of loss, theft or damage to any device
- Secure storage for mobile phones and other digital devices is available at the college Administration only. Students are responsible for the secure storage of their device(s) if not stored at the college Administration
- Students wishing to use devices in special circumstances require Principal approval.

Consequences of failure to comply with college policy

- Students identified as using a personal electronic device and/or associated equipment will be directed to hand the device(s) in to the College Administration Building. The device will be made available for collection at the end of the school day. Students may be subject to discipline as outlined in the Student Code of Conduct.
- Students involved in recording or photographing staff or students or disseminating such material may be subject to discipline as outlined in the Student Code of Conduct
- Staff will assume students in possession of a personal electronic device during exams or assessments are cheating. Disciplinary action will be taken against any student who is caught using a personal electronic device during exams or assessments.
- Students identified as using a personal electronic device in violation of the law will be reported to the Queensland Police Service (QPS). Devices potentially containing evidence of criminal offences will also be reported to QPS.

Note: Please also refer to the Mango Hill State Secondary College Student Code of Conduct, which details further policy regarding mobile devices.

I agree to abide by the above rules/procedure/policy/statement/guideline and understand the consequence of failure to comply with College Policy.	
Student Name	
Student Signature	
Date	

Communication – SMS Attendance Notifications

SMS Notifications Regarding Unexplained Absences and Arrivals For all arrivals late to school (explained or unexplained) and for all absences not yet explained by 10am daily, a SMS will be sent notifying of a student's arrival / unexplained absence. Please note that only one parent can be nominated to receive the SMS for absences or late arrivals, and this parent or carer must be listed as residing at the residential address for their child. If your child resides across multiple addresses, we request that you coordinate the sharing of this information between parents and carers to support the attendance process.

Complete the information below to confirm the primary parent to receive SMS notifications regarding attendance.

Student Name	
Primary Parent Name	
Relationship to student	
☐	I confirm that the residential address of the parent listed is the same as the residential address of the student.
Parent/carers signature	
Date	

State School Consent (Media Consent)

Introduction to the State School Consent Form for Mango Hill State Secondary College

This letter is to inform you about how we will use your child's personal information and student materials. It outlines:

- what information we record;
- how we will use student materials created during your child's enrolment.

Examples of personal information which may be used and disclosed (subject to consent) include part of a person's name, image/photograph, voice/video recording or year level.

Your child's student materials:

- are created by your child whether as an individual or part of a team;
- may identify each person who contributed to the creation;
- may represent Indigenous knowledge or culture.

Purpose of the consent

It is the College's usual practice to take photographs or record images of students and occasionally to publish limited personal information and student materials for the purpose of celebrating student achievement and promoting the College and more broadly celebrating Queensland education.

To achieve this, the College may use newsletters, its website, traditional media, social media or other new media as listed in the 'Media Sources' section below.

The State School Consent Form may, at your discretion, provide consent for personal information and a licence for the student materials to be published online or in other public forums. It also allows your child's personal information and student materials to be presented in part or alongside other students' achievements.

The College needs to receive consent in writing before it uses or discloses your child's personal information or student materials in a public forum. The attached form is a record of the consent provided.

It should be noted that in some instances the College may be required by the *Education (General Provisions) Act 2006* (Qld) or by law to record, use or disclose the student's personal information or materials without consent (e.g. assessment of student materials does not require further consent).

Voluntary

There will not be any negative repercussions for not completing the State School Consent Form or for giving limited consent. All students will continue to receive their education regardless of whether consent is given or not.

Consent may be limited or withdrawn

Consent may be limited or withdrawn at any time by you. If you wish to limit or withdraw consent please notify the College in writing (by email or letter). The College will confirm the receipt of your request via email if you provide an email address. If in doubt, the College may treat a notice to limit consent as a comprehensive withdrawal of consent until the limit is clarified to the College's satisfaction.

Due to the nature of the internet and social media (which distributes and copies information), it may not be possible for all copies of information (including images of student materials) once published by consent, to be deleted or restricted from use.

The College may take down content that is under its direct control, however, published information and materials cannot be deleted and the College is under no obligation to communicate changes to consent with other entities/ third parties.

Media sources used

Following is a list of online and social media websites and traditional media sources where the College may publish your child's personal information or student materials subject to your consent.

- College website: <https://mangohillssc.eq.edu.au>
- Facebook: <https://www.facebook.com/MangoHillSSC>
- YouTube: **N/A**
- Instagram: <https://www.instagram.com/mangohillstatessecondarycollege/>
- Twitter **N/A**
- LinkedIn: **N/A**
- Other: **N/A**
- **Local newspaper**
- **College newsletter**
- **MHSSC digital sign**
- **Online Learning Platforms (Showbie and Compass Portal)**
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.
- School Photos via chosen provider print composite photos for the year level with first and surname.
- Whole of College Photo conducted yearly published without student names

The State School Consent Form does not extend to P&C run social media accounts or activities, or external organisations.

Duration

The consent applies for the period of enrolment or another period as stated in the State School Consent Form, or until you decide to limit or withdraw your consent.

During the school year there may be circumstances where the College or Department of Education may seek additional consent.

Who to contact

To return a consent, express a limited consent or withdraw consent please contact the College at admin@mangohillssc.eq.edu.au. The Deputy Principal for the year level should be contacted if you have any questions regarding consent.

State School Consent Form

1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

- **Parent/carer to complete**
- **Mature/independent students may complete on their own behalf** (if under 18 a witness is required).
- (a) Full name of individual:
- (b) Date of birth:
- (c) Name of school: **Mango Hill State Secondary College**
- (d) Name to be used in association with the person's personal information and materials* (please select):
- (e) ☐ Full Name ☐ First Name ☐ No Name ☐ Other Name

* Please note, if no selection is made, only the Individual's first name will be used by the school. However, the school may choose not to use a student's name at its discretion.

** For school photos Full Name will be used unless a limitation is given in Section 5 below.

2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

- (a) **Personal information** that may identify the person in section 1:
 - ▶ Name (as indicated in section 1) ▶ Image/photograph ▶ School name
 - ▶ Recording (voices and/or video) ▶ Year level
- (b) **Materials** created by the person in section 1:
 - ▶ Sound recording ▶ Artistic work ▶ Written work ▶ Video or image
 - ▶ Software ▶ Music score ▶ Dramatic work

3 APPROVED PURPOSE

If consent is given in section 6 of the form:

- The personal information and materials (as detailed in section 2) may be recorded, used and/or disclosed (published) by the school, the Department of Education (DoE) and the Queensland Government for the following purposes:
 - Any activities engaged in during the ordinary course of the provision of education (including assessment), or other purposes associated with the operation and management of the school or DoE including to publicly celebrate success, advertising, public relations, marketing, promotional materials, presentations, competitions and displays.
 - Promoting the success of the person in section 1, including their academic, sporting or cultural achievements.
 - Any other activities identified in section 4(b) below.
- The personal information and materials (as detailed in section 2) may be disclosed (published) for the above purposes in the following:
 - the school's newsletter and/or website;
 - social media accounts, other internet sites, traditional media and other sources identified in the 'Media Sources' section of the explanatory letter (attached);
 - year books/annuals and school photographs;
 - promotional/advertising materials; and
 - presentations and displays.

4 TIMEFRAME FOR CONSENT

School representative to complete.

- (a) Timeframe of consent: duration of enrolment.
- (b) Further identified activities not listed in the form and letter for the above timeframe: **Mango Hill State Secondary College**

5 LIMITATION OF CONSENT

The Individual and/or parent wishes to limit consent in the following way:

6 CONSENT AND AGREEMENT

► CONSENTER – I am (tick the applicable box):

- ☐ parent/carer of the identified person in section 1
- ☐ the identified person in section 1 (if a mature/independent student or employee including volunteers)
- ☐ recognised representative for the Indigenous knowledge or culture expressed by the materials

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to the school recording, using and/or disclosing (publishing) the personal information and materials identified in section 2 for the purposes detailed in section 3.

By signing below, I also agree that this State School Consent form is binding. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify the school of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person in section 1 as an author or performer of the licensed materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.

Print name of student.....

Print name of consenter.....

Signature or mark of consenter.....

Date.....

Signature or mark of student (if applicable).....

Date

SPECIAL CIRCUMSTANCES

If the form is required to be read out (whether in English or in an alternative language or dialect) to a parent/carer or Individual student; or when the consenter is an independent student and under 18 the section below must be completed.

► WITNESS – for consent from an independent student or where the explanatory letter and State School Consent Form were read

I have witnessed the signature of an independent student, or the accurate reading of the explanatory letter and the State School Consent Form was completed in accordance with the instruction of the potential consenter. The individual has had the opportunity to ask questions. I confirm that the individual has given consent freely and I understand the person understood the implications.

Print name of witness

Signature of witness

Date

► Statement by the person taking consent – when it is read

I have accurately read out the explanatory letter and State School Consent Form to the potential consenter, and to the best of my ability made sure that the person understands that the following will be done:

1. the identified materials will be used in accordance with the State School Consent Form
2. reference to the identified person will be in the manner consented
3. in accordance with procedures DoE will cease using the identified materials from the date DoE receives a written withdrawal of consent.

I confirm that the person was given an opportunity to ask questions about the explanatory letter and State School Consent Form, and all the questions asked by the consenter have been answered correctly and to the best of my ability. I confirm that the individual has not been coerced into giving consent, and the consent has been given freely and voluntarily.

A copy of the explanatory letter has been provided to the consenter.

Print name and role of person taking the consent

Signature of person taking the consent

Date

Privacy Notice

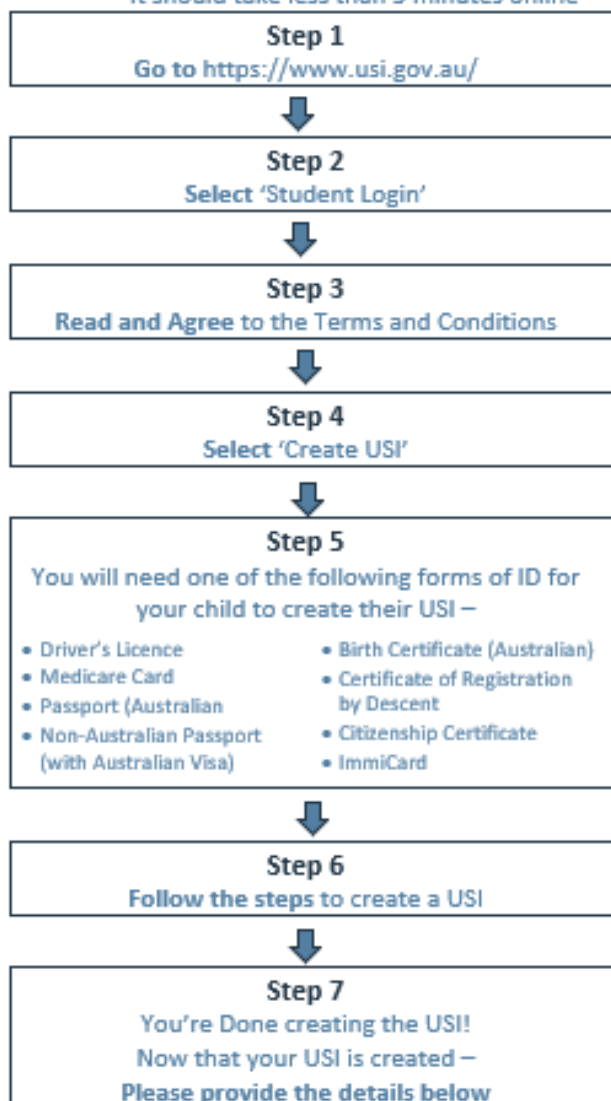
The Department of Education (DoE) is collecting your personal information on this form in order to obtain consent for the use and disclosure of the student's personal information. The information will be used and disclosed by authorised school employees for the purposes outlined on the form. Student personal information collected on this form may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal student information on this form or discuss how it has been dealt with, please contact your student's school in the first instance

Unique Student Identifier (USI) Creation

All students enrolling at Mango Hill State Secondary College require a USI. Students will engage in a variety of learning, including Vocational Education and Training (VET). Obtaining a USI streamlines administrative processes while preparing for enrolment. A USI is necessary for all students in nationally recognized training. It grants lifelong access to training records and results.

How to Create a USI

It should take less than 5 minutes online



USI CREATION

HELPFUL TIPS

Your child will only need one USI and it's theirs for life



Please input your child's name exactly as shown on the ID used for creating the USI.

If you have trouble creating your child's USI, click "Request Help" for assistance and note your HR number



The password should be 9 characters or more, with at least one lowercase letter, one uppercase letter, and one number or special character.

Each email address can only be used once to create a USI. If you're creating USIs for multiple children, you'll need different email addresses for each one.



USI Number (10 Digits/Letters)	
Student's Full Name (Exactly as shown on Birth Certificate)	
Year Level (In 2027)	
I hereby give permission for the Queensland Government to verify my USI as indicated above	
Student Signature	

Final Checklist

Do not submit application if you cannot supply all required documentation. Incomplete applications will not be processed and will need to be resubmitted

Enrolment Application			
Application for student enrolment form (pages 15-20)			
Consent Forms			
Student Profile			
Acceptable Use of ICT Facilities and Devices Form			
Use of Personal Technology Devices Form			
Communication SMS Attendance Notification Form			
State School Consent Form (Media Consent)			
Unique Student Identifier (USI) Creation Form – <i>Required for ALL MHSSC Enrolments</i>			
Proof of Identity - Parent/Carer			
100 Points of Identification for each Parent/Carer			
Proof of Identity - Student			
Students born in Australia or New Zealand		Students NOT born in Australia or New Zealand	
Birth Certificate		Birth Certificate	
		One of the following documents	
		Australian Passport	
		Australian Citizenship Certificate	
		Other Passport AND Visa Grant Notice	
Proof of Residency in Catchment			
The student has a Residential Sibling enrolled at Years 7-11 at MHSSC in 2026		The student DOES NOT HAVE a Residential Sibling enrolled at Years 7-11 at MHSSC in 2026	
No proof of residency documentation required, please ensure that you have provided the name of the current student on Page 3 of the enrolment application where indicated.		One Document from Category A <i>(Refer to Page 9 of Enrolment Application)</i>	
		Two Documents from Category A <i>(Refer to Page 9 of Enrolment Application)</i>	
<i>Please note: The Principal can request additional documentation at their discretion.</i>			
Additional Documentation (if applicable)			
Copy of last 2 reports required for non-state/interstate/overseas enrolments			
Legal Documentation (Family Law Court Order / Domestic Violence Order / Any other court Order)			
Medical Documentation			
Diagnostic Documentation			