



Dear Parents/Carers,

All enrolment applications will currently be processed online. To enrol at Merrimac State High School, you will need to complete an Enrolment Application -

<https://merrimacshs.eq.edu.au/supportandresources/formsanddocuments/documents/enrolments/fillable-enrolment-information.pdf>

Further to completing the enrolment form, you will need to provide one primary and one secondary document, stating your name and current residential address. You may be required to provide further evidence of residency at the discretion of the Principal inclusive of original copies.

Proof of Residency Requirements:

Under the Education General Provisions Act, your student must be living within catchment at the time of enrolment application in order to be eligible to enrol at a school with a School Enrolment Management Plan (EMP). Merrimac SHS has an EMP. As such Parents or legal guardians who wish to enrol their child at the school are required to demonstrate that the student's principal place of residence is within the catchment area. Current proof of residency at the address indicated can be provided as follows:

- One primary source – a current lease agreement, rates notice, or unconditional contract of sale, AND
- One secondary source – a utility bill (e.g., electricity, gas) showing this same address and parent's/legal guardian's name

You may be requested to provide additional documentation beyond the Primary and Secondary documents:

If the Principal is not satisfied that the documentation provided by an applicant adequately demonstrates that the address stated is the student's principal place of residence, then the Principal may request further sources of proof of residency.

Examples may include (but are not limited to):

- Additional utility bills (e.g. water bill) or a series of bills at for the same address over a sequential period to demonstrate continued/ongoing residency
- Electoral Roll verification letter
- Mobile phone statement (with current address details)
- Driver's licence (with current address details)
- Bank statement (showing current address details; financial details are not required)
- Tax Assessment Notice (financial details are not required)
- Documents demonstrating recent change of address/re-location to within the school's catchment area (e.g. proof of sale or termination of lease for the previous principal place of residence in a different catchment).



In addition to the documents listed above, students living with a relative/other person within catchment must provide the following:

- Properly sworn Statutory Declaration from the student's parent/legal guardian; and
- Properly sworn Statutory Declaration from the person/s the student will be residing with in-catchment.

The Principal may request other confirmation detailing the students guardian is a relative / or recognised carer such as a Centrelink letter statement or Health Card with the guardian and child's name. The Principal may also request additional pieces of proof of residency and interview/s with all parties to discuss the living arrangement.

Please ensure you have all relevant documentation and have completed the enrolment application form. Enrolments cannot proceed to interview without a completed application with all necessary documents.

If you have any questions or concerns, please contact the Enrolments Officer at enrolments@merrimacshs.eq.edu.au

Warm regards,
Merrimac State High School