INDOOROOPILLY STATE SCHOOL ENROLMENT PROCESS

Before proceeding, families interested in Outside School Hours Care should investigate options to arrange suitable care for their children as a separate matter to school enrolment.

- Check your student's enrolment eligibility as per our Enrolment Management Plan eg
  - students residing within the school's defined catchment area
  - siblings with concurrent enrolment
- Use EdMap to check that your student's current residence is within the ISS catchment. Download the Enrolment Pack if your student is eligible to apply for enrolment. Please visit administration if you require a printed copy of the Enrolment Pack. Contact us if your student is not eligible for enrolment to express interest in out of catchment enrolment.
- Complete all the forms in the Enrolment Pack.
- New families must complete the ISS Statutory Declaration in the presence of a Justice of the Peace. Click here to find an available JP service in the community.
- Use the checklist to collect all the required documents.
- Email your application and documents to enrolment@indooroopillyss.eq.edu.au. Printed applications, *along with copies of all your documents*, can be submitted in person.
- An Enrolments Officer will contact you when your application has been processed. Complete applications are processed in order of receipt during school terms. Applications submitted during school holidays are processed when the office reopens.
- If the Principal approves an enrolment application, you will be contacted to arrange an enrolment meeting and prepare for your student to start school.
- Booklists are available online. You may choose any retailer to make purchases.
- Year 5 and 6 students participate in a Bring Your Own Device program. A purchasing portal is available or families may source a device that meets the minimum specifications.
- Please read our Uniform Policy and complete any uniform purchases prior to your student's first day. The current opening hours of the Uniform Shop are published on our website.
- Before attending the interview, parents should read both documents:
  - Behaviour Management Plan Overview, included in the enrolment pack, to understand the expectations the school has of their students, staff and parents.
  - Parent Handbook, available online, to become familiar with school operations.
- Your student visits school for an enrolment meeting with their parent/s to share relevant information and complete the enrolment process. We aim to establish a productive working relationship with your family and answer any questions you may have.
- Parents will be provided with further information about maintaining a connection with the school and being involved as a valued member of the ISS community.
- Parents should action the items in the new parent checklist (provided at their enrolment meeting) as soon as possible.
- Usually, new students start school at the beginning of the next school week, provided they have school uniform and basic stationery supplies.
- New students are welcomed into their class and will be supported by their classmates and teacher as they become familiar with our school environment and daily routines.