



BURPENGARY STATE SECONDARY COLLEGE

RESPECT • COURAGE • EXCELLENCE

Phone: (07) 3481 6333 Website: www.burpengaryssc.eq.edu.au | Email: admin@burpengaryssc.eq.edu.au
Address: Pitt Road Burpengary Qld 4505 CRICOS Provider Number: 00608A

Dear Parent /Carer,

Thank you for considering Burpengary State Secondary College for your child's education. We understand that choosing the right school is one of the most important decisions you can make, and we're honoured that you're exploring our college as a potential home for your student's learning journey.

Burpengary State Secondary College is a supportive and inclusive community, and we look forward to the possibility of welcoming your family and working together for many years to come.

Enrolment Process – Step by Step

Step 1: Check Your Address

Use the online catchment map to confirm your home is within our school's enrolment zone:

- o [Catchment Map](#)

Step 2: Prepare Supporting Documents

- Please gather the following documents:
- Child's Birth Certificate (or Passport and Visa, if applicable)
- Most recent School Report
- Parent/Carer identification – 100 points of ID
- Proof of Residency (2 items):
 - o One must be a rates notice or lease agreement
 - o One must be a recent utility bill (e.g., electricity, gas, or phone)
- Any relevant Court Orders

Step 3: Complete Additional Forms

- These are essential to finalise your application and include:
- State School Consent Form - QParents
- Student Code of Conduct agreement form
- Student Resource Scheme Form - QParents
- USI form

Step 4: Submit Your Application

- Complete the forms and email to enrolments@burpengaryssc.eq.edu.au with all supporting documentation or
- Complete the forms and return to the administration office between the hours of 8.00am and 3.30pm Monday to Friday.

What Happens Next?

Once your application has been reviewed, our Enrolment Officer will contact you with the next steps. Please note:

You and your child will be required to attend an enrolment interview with a member of our Leadership Team before they can commence.

We look forward to supporting your family throughout the enrolment process and welcoming you into our school community.

Kind Regards

Shane Kiss
Principal



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Student Code of Conduct Agreement form

Burpengary State Secondary College is committed to providing a safe, respectful and disciplined learning environment for all students, staff, parents and visitors.

The Burpengary State Secondary College **Student Code of Conduct** sets out the responsibilities, processes and policies we use in our College

Its purpose is to facilitate high standards of behaviour from all in the College Community, ensuring learning and teaching in our College is prioritised, where all students are able to experience success and staff enjoy a safe workplace.

I accept the responsibilities, processes and policies outlined in the Student Code of Conduct and acknowledge the following policies have been explained to me.

Anti-bullying Policy
Attendance Policy
Senior School Student Engagement Policy
College Dress Code
Complaints Management Policy
Enrolment Agreement
Homework Policy
ICT Acceptable Use Policy
Mobile Electronic Devices Acceptable Use Policy
PBL Expectations
WIO – Working it out
Hostile people on School Premises
Temporary removal of student property

Student Name: _____ Signature: _____

Parent/Carer Name: _____ Signature: _____

Principal/Delegate: _____ Signature: _____



HOW TO CREATE YOUR UNIQUE STUDENT IDENTIFIER (USI)

If you already have a USI? Please write your USI number in the section at the bottom of this page
Please note a USI number is NOT a LUI number

STEP 1 Get at least one form of ID from the list below ready:

- Birth Certificate (Australian) **please note a Birth Certificate extract is not sufficient*
- Australian Passport
- Driver's Licence
- Medicare Card (this includes current family Medicare cards where a student's name is included)
- Non-Australian Passport (with visa) – You must select 'international student' if using this option
- Certificate of Registration By Descent
- Citizenship Certificate
- ImmiCard
-

IMPORTANT: Whichever form of ID you use it must contain your full name exactly how it is shown on your **birth certificate** this is including any middle names, or hyphenated first or surnames. The school will be unable to enter the USI onto the school system unless the form of ID used to create it reflects your birth certificate. Birth certificates are used to enter student details onto our school system, it will recognise a miss match of information even for something as small a missing hyphen, if the hyphen is on the birth certificate it must be entered like that when applying for the USI. If you have a preferred surname but it is not your surname legally shown on your birth certificate, it cannot be used to create a USI. If you no longer use your middle name but you have a middle name on your birth certificate it **must** be entered when creating a USI.

STEP 2 Go to: <https://www.usi.gov.au/students/create-your-usi>

STEP 3 Click on 'Create your USI'

STEP 4 Agree to the terms and conditions

STEP 5 Fill in your personal and contact details (This is the students details not parent)

STEP 6 Enter the requested details exactly as shown on your form of ID (see list above)

If you are receiving an error stating that your details are already in use and you do not recall creating a USI number this may be because a Training provider has already created one on your behalf, to retrieve the number, go to: https://www.usi.gov.au/system/files/documents/forgotten_usi_fact_sheet_0.pdf

STEP 7 Set your USI account password and questions for security

STEP 8 Your USI will now be displayed on the screen

STEP 9 Write down this number: At the bottom of this page **AND** in a safe place or enter into your phone for safe keeping- You will need to give this number to any future training providers you enrol with. **Please ensure your writing is clear and the letters/numbers are easy to read e.g S and 5 can look similar when hand written**

STEP 10 Complete Form below and return to the front office

Please double check that you have written your USI down correctly on this form before you submit it.

Your USI will also be sent to you by either your email, phone or by mailing address, which ever you choose as your preferred contact method when creating your USI.

FORM

Complete this form and return to front office		
Student's full name: (Exactly as it appears on birth certificate)		USI number <i>(10 numbers and letters):</i>
Date of birth:		
Year Level:		
Access Class:		

I hereby give permission for Queensland Government to verify my USI as indicated above

Student Name _____ **Student Signature** _____ **Date** _____

For office use only		
Processed by:	Signature:	Date:
<input type="checkbox"/> USI entered and Verified on ONE SCHOOL		