**[Insert school name] STATE SCHOOL**

**SCHOOL ENROLMENT MANAGEMENT PLAN**

***<Please complete all fields and refer to instructions in orange text.>***

**Overview**

**[Insert school name] recognises as its prime obligation, the provision of access to an appropriate educational service for students whose principal place of residence is within the school’s catchment area.**

**Because of enrolment capacity and growth** **[Insert school name] may be unable to meet this obligation in the future, unless action is taken to manage enrolments. The Principal must restrict the enrolment of out-of-catchment students to ensure in-catchment students can enrol at their local state school, without requiring additional facilities.**

This School Enrolment Management Plan (School EMP) sets out the conditions under which students may be enrolled into **[Insert school name], subject to any other requirements or limitations in** the [*Education (General Provisions) Act 2006*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2006-039) (the Act).

**This School EMP is supported by:**

* [Enrolment in State Primary, Secondary and Special Schools procedure](https://ppr.mpe.qed.qld.gov.au/pp/enrolment-in-state-primary-secondary-and-special-schools-procedure)
* [School Enrolment Management Plans (School EMPs) procedure](https://ppr.mpe.qed.qld.gov.au/pp/school-enrolment-management-plans-school-emps-procedure)

**Student Enrolment Capacity of School**

**<*Delete any section which does not pertain to your school>***

**[Insert school name]** has a maximum Student Enrolment Capacity of **[Insert capacity amount]** students.

***<For primary and P-9/P-10/P-12 schools the following text needs to be inserted, otherwise delete>***

The number of students entering Prep in any given year must not exceed [Insert maximum student number] in [Insert number of classrooms] classrooms, unless there are more than [Insert student number] students enrolling from within the catchment area.

***<For schools (primary, secondary, or P-12) which have been identified to remove infrastructure to reduce capacity over a period of time>***

In [Insert year] and beyond, the maximum Student Enrolment Capacity will be [Insert number] as a result of the removal of temporary/permanent infrastructure.

***<For schools (primary, secondary, or P-12) receiving new infrastructure which will increase capacity over a period of time>***

In [Insert year] and beyond, the maximum Student Enrolment Capacity will be [insert number] as a result of new infrastructure.

***<For schools with a Program of Excellence the following text needs to be inserted, otherwise delete>***

The school’s Program/s of Excellence in **[Insert Program name] and** [Insert Program name] **is/are supported through the allocation of a defined number of places. Places in the Program/s of Excellence will only be available to out-of-catchment enrolments once the demand for in-catchment enrolment has been met and sufficient *Student Enrolment Capacity* has been reserved for future in-catchment growth. Currently [Insert school name] has the capacity to enrol:**

* [Insert capacity amount] in the [Insert Program name] Program of Excellence;
* [Insert capacity amount] in the [Insert Program name] Program of Excellence.

***< For example:***

* ***150 students in the Chinese Immersion Program of Excellence>***

**Local Catchment Area**

A school’s local catchment area is the defined geographical area from which the school is to have its core intake of students.

***<Select the applicable statement below which applies to this school>***

**[Insert school name] operates under an equidistant catchment area.**

***<OR>***

[Insert school name] **operates under a negotiated catchment area.**

**The school’s catchment map is available to be viewed at either the school’s administration building or online at** <http://www.qgso.qld.gov.au/maps/edmap/>**.**

***<For a P-12 school the following text needs to be inserted, otherwise delete>***

**As [Insert school name] is a Prep to Year 12 campus, it has separate catchment areas for primary and secondary.**

***<For secondary schools with a different catchment area for Years 11-12 the following text needs to be inserted, otherwise delete>***

**[Insert school name] is adjacent to [Insert name of neighbouring school] which only provides schooling from** **[Insert Years – e.g. Years 7-10]. Therefore [Insert school name] provides Year 11-12 to a wider catchment area. This means that the school has two different catchment areas – i.e. one for junior secondary (for Years 7-10 or Years 8-10) and another for senior secondary (Years 11-12).**

**Enrolment Policy**

***Students within catchment:***

Any student, whose principal place of residence is within the school’s catchment area/s, is (subject to the [*Education (General Provisions) Act 2006*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2006-039)) entitled to enrol at the school. The school Principal will reserve places for students who move into the catchment area throughout the school year.

Parents or legal guardians who wish to enrol their child at the school **will need 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 by way of one of each of the following:

* One primary source – a current rental/lease agreement, or 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.

If the Principal is not satisfied that the documentation provided by an applicant demonstrates adequately 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)
* Statutory Declaration
* 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).

The Principal may also request a properly sworn Statutory Declaration from the enrolling parent or legal guardian attesting that the student’s principal place of residence is the place nominated in the enrolment application.

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 also request additional pieces of proof of residency and interview/s with all parties to discuss the living arrangement.

Applicants should note that a false statement/assertion about the student’s principal place of residence may amount to an offence and may be reported to police. The school Principal may repeal a decision to enrol a student in such circumstances.

***Other students who are entitled to enrol as if in-catchment:***

The following groups of students will be entitled to enrol, even though they may reside outside the school’s catchment area:

* Children and young people who are subject to child protection orders that grant guardianship or custody to the Chief Executive Officer of the Department of Child Safety, Seniors and Disability Services (Child Safety Services)
* Siblings\*\* of current students at the school (excluding siblings of Program of Excellence students and siblings of students who were placed at the school as a result of exclusion from another school). Where a school has both a primary and secondary campus, siblings are only entitled to enrol in the same campus as the currently enrolled student
* Students who (during school term) reside at the school’s boarding facility
* Students whose parent or legal guardian is employed by the school
* Students who live outside the catchment area and are verified with a disability can enrol in the school to attend the specialised disability program if it is the closest program to their home and meets their individualised needs
* Students whose principal place of residence is further than 55km to their nearest state school are entitled to enrol at any neighbouring school
* Students who have been excluded from another school, dependent upon the conditions related to the exclusion, subject to agreement of the Regional Director
* Students in remote/regional locations who access a School Transport Assistance Scheme (STAS) bus service, provided by the Department of Transport and Main Roads (DTMR), to travel to their closest school, as determined by the DTMR bus route.

\*\*To be accepted under the sibling provision, the:

i. applicant must meet the definition of sibling in the School EMP procedure;

ii. enrolled sibling must not have been enrolled in a Program of Excellence at the school (i.e. siblings of POE students are not automatically entitled to enrol); and

iii. intended enrolment commencement and/or attendance of the sibling must be concurrent with the attendance of current student for the application to be valid. For example, if the applicant will be commencing in 2023, but the current enrolled sibling finishes school in 2022, then the application will not be valid.

**Out-of-Catchment application**

Applications from any other person, not meeting the criteria outlined above, is an out-of-catchment application. Enrolment of students from outside the local catchment area is restricted to ensure that enrolments do not exceed the Student Enrolment Capacity. This school can only enrol out-of-catchment students:

1. if there is sufficient spare capacity after reserving places for students who move into the catchment during the year; and
2. after taking into account the school’s projected future enrolment growth.

Out-of-catchment students applying for enrolment at this school are placed on a waiting list, assessed in order of receipt and prioritised as follows:

***<Please note: Primary schools and secondary schools for which the following criteria are not relevant can delete the remaining text in this section, as these criteria do not apply to your school’s circumstances>***

* ***For P-12 schools***:
  + Primary school-aged siblings of students currently enrolled in the secondary campus.
  + Secondary school-aged siblings of students currently enrolled in the primary campus.
  + Students who live within the primary catchment, but upon enrolment would be attending the secondary campus.
  + Students who live within the secondary catchment, but upon enrolment would be attending the primary campus. ***<Delete if your school is not a P-12 campus>***
* ***For schools with a Program of Excellence:*** 
  + Subject to available Student Enrolment Capacity, places will only be available to out-of-catchment enrolments if they satisfy the school’s criteria for placement in that particular Program of Excellence and the defined number of places has not yet been filled by enrolments from within the catchment. Sufficient Student Enrolment Capacity must be reserved for future in-catchment growth. (Please note: The enrolment criteria for the Program of Excellence is available from the school). ***<Delete if your school does not have a Program of Excellence>***
* ***For secondary schools with a wider catchment area for Years 11-12:*** 
  + Students who live within the senior secondary catchment but not within the junior secondary catchment.

***<Delete if your school does not have a wider catchment area for Years 11-12>***

* ***All other out-of-catchment enrolment applications.***

**Fees**

Under the Department’s [User charging procedure](https://ppr.mpe.qed.qld.gov.au/pp/user-charging-procedure), a principal of a state school with an approved School EMP is able to charge a fee for recouping costs of enrolment processing (subject to consultation with the Parents and Citizens’ Association) where:

* the enrolment management plan permits the enrolment of a student living outside the catchment area based on cultural, sporting or academic merit, and
* the significant number of prospective students living outside the catchment area and applying to enrol results in abnormal administrative costs to the school, for example, enrolment examination supervision and marking.

**Acceptance and Assessment Process**

**Out-of-catchment enrolment applications will be recorded on a waiting list in order of receipt, by date and time. These applications will remain current only for the school year in which they are applying to enrol.**

**Decisions on Enrolment**

The Principal is responsible for all decisions on enrolments.

Where a Principal forms a preliminary view that an application will not succeed, applicants will be notified in writing. Applicants may respond to the Principal’s preliminary view by making a submission to the Principal, no later than seven (7) school days after receiving the preliminary view letter.

If no submission is received, the Principal’s preliminary view will be treated as the final decision and no further notice will be provided.

If a submission is received, the Principal will consider the submission and make a final decision. A final decision notice will be provided to the applicant as soon as is practicable. There is no internal review of the Principal’s decision.

A person aggrieved by an enrolment decision of the Principal can find information about the available complaints processes at the:

* [Department of Education Complaints Management Framework](https://qed.qld.gov.au/contact/customer-compliments-complaints)
* [Queensland Ombudsman](https://www.ombudsman.qld.gov.au/)

**Gazettal Date**

The School Enrolment Management Plan for **[Insert school name] was gazetted on [To be completed by DoE].**

OR

This updated version of the School Enrolment Management Plan for **[Insert school name] was gazetted on [To be completed by DoE].**

The School EMP is internally reviewed each year, and if required, updated to reflect any changes to Student Enrolment Capacity and/or Programs of Excellence.

**Endorsed by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insert Principal Name and signature Date

**Approved by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insert Regional Director Name and signature Date