



# Enrolment Management Plan

## Information for Parents/Carers 2020

Highfields State Secondary College 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.

Based on current enrolment capacity and growth, Highfields State Secondary College would be unable to meet this obligation in the future, unless action was taken to manage enrolments. Therefore, as of 11<sup>th</sup> November 2016, it was determined that HSSC would implement an Enrolment Management Plan. This now means that the enrolment of out-of-catchment students is restricted to ensure in-catchment students can enrol at their local state school, without the school requiring additional facilities.

Parents and Carers are able to make application for student enrolment at Highfields State Secondary College at any time throughout the year. Acceptance of enrolment applications will be subject to eligibility as described within the school's Enrolment Management Plan.

### **Enrolment procedures**

Only students who reside within the HSSC catchment area or who have a sibling currently at HSSC are automatically eligible for enrolment.

Parents of students residing outside the catchment area are invited to contact the college office to determine the availability of places or eligibility for enrolment.

### **Catchment area**

A catchment area is the defined geographical area from which a state school accepts its core intake of students. Catchment areas for all Queensland state schools are available on DET's [EdMap](http://www.qgso.qld.gov.au/maps/edmap/) website <http://www.qgso.qld.gov.au/maps/edmap/>

### **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*) 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 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)

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 the 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.

Should your application for consideration be successful you will be invited to an enrolment interview with a Deputy Principal.

### **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.