

CLEVELAND DISTRICT STATE HIGH SCHOOL

SCHOOL ENROLMENT MANAGEMENT PLAN

Overview

Cleveland District State High School recognises 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.

Cleveland District State High School is a high demand school for enrolments and may be unable to meet this obligation in the future, unless action is taken to manage enrolments. The Executive 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 Cleveland District State High School, subject to any other requirements or limitations in:

- the [Education \(General Provisions\) Act 2006 \(the Act\)](#)

This School EMP is supported by:

- [Enrolment in State Primary, Secondary and Special Schools procedure](#)
- [School Enrolment Management Plans \(School EMPs\) procedure](#)

Student Enrolment Capacity of School

Cleveland District State High School has a maximum Student Enrolment Capacity of 1791 students.

The school's Programs of Excellence in Creative Arts, Languages/Academic Extension, Sport Development and English Extension are supported through the allocation of a defined number of places. Places in the Programs of Excellence will only be available to prospective students – being prospective students who are out-of-catchment – once the demand for in-catchment enrolments have been met and sufficient *Student Enrolment Capacity* has been reserved for future in-catchment growth.

Currently Cleveland District State High School has the capacity to enrol:

- 430 in the Sports Development Program of Excellence (Football, Volleyball and Touch)
- 930 in the Creative Arts Program of Excellence (Instrumental/Visual/Film and New Media/Dance)
- 842 in the Languages / Academic Extension Program of Excellence (French, Japanese or Chinese extension)
- 401 in English Extension 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.

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/>.

Catchment boundaries are reviewed annually and are subject to change. It is recommended that a prospective student check the school's catchment in the year prior to the proposed commencement date to determine whether a prospective student's principal place of residence is within catchment.

Enrolment Policy

Students within catchment:

Any student whose principal place of residence is within the school's catchment is, subject to the Act, 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 fully demonstrate that the student's principal place of residence is genuinely within the catchment area. Current proof of residency at the address indicated must be provided additionally, factors (which are non-exhaustive) for consideration in determining whether a prospective student's residence is their principal place of residence and is within the schools catchment include the following:

- where the student sleeps;
- where the student eats meals;
- whether the student also resides in other premises and if so, the reasons for doing so and the extent of time spent there;
- the place of residence of the student's immediate family, especially a parent, carer, step-parent or sibling;
- whether there are other occupants of the residence, and their rights to and control over the property;
- the connection of utilities such as telephone, internet, subscription services, gas and electricity under the name of the parent or legal guardian;
- whether the amount of electricity and/or gas used is consistent with the student and/or the student's immediate family occupying the residence as a home;
- whether the student and/or their immediate family have moved their furniture and personal effects into the residence;
- whether the residence is used as the student's, or the student's immediate family members, mailing address or address for other purposes such as the electoral roll. If another residence is used, the reasons for using that other residence are required to be provided;
- whether the student or the student's immediate family members entertain friends and other family at that residence;
- the length of time of residence at the address;
- whether home insurance for the building and/or contents, has been taken out in the student's family name and whether the insurance is a 'landlord' or 'owner occupier' policy;
- the type of finance acquired by the student's family for the residence. For example, obtaining finance as an owner/occupier or under an investment loan; and
- whether the applicant's purpose for occupying the residence is other than to make it their principal place of residence.

The issue of whether a residence is a prospective student's principal place of residence is to be decided by Executive Principal. It is acknowledged that the circumstances of prospective students vary from student-to-student. Some applicants for enrolment may only be able to provide some aspects of the above information, while other applicants may only be able to provide other aspects of the information. The relevance and weight of factors are, for each application for enrolment, solely for the determination of the Executive Principal. The Executive Principal may request that applicants provide or confirm any information whatsoever by way of statutory declaration.

Examples (non-exhaustive) of proof of residency documents that are required to be provided with the enrolment application to confirm a prospective student's principal place of residence include the following:

Owned property

- a current certificate of title;
- unconditional sale agreement demonstrating fair market value or settlement notice

- evidence that the property is the legitimate family residence (for example, a statutory declaration by an applicant for enrolment outlining the individuals who reside in the property and their relationship to the prospective student)
- a current rates notice/s
- a minimum of three current bills and evidence of payment (e.g. electricity, gas, internet, telephone) that demonstrates reasonable levels of usage
- a current paid up home and contents insurance policy

Leased property

- a current commercially drawn, arms-length, residential lease agreement, which names a parent or legal guardian of the prospective student as a lessee. In relation to any other lease arrangement:
 - a current lease agreement;
 - a statutory declaration from a parent or legal guardian of the prospective student, as well as a statutory declaration from the registered owner of the property (or the registered owner's nominated agent), outlining the lease arrangement and the duration for which such arrangement has been on foot;
 - evidence to the reasonable satisfaction of the Executive Principal that any lease payments are not infrequent and are at market rate (for example, an opinion from a real estate agent who practices within catchment)
- a current bond receipt lodged with the Residential Tenancies Authority for the stated residence
- a minimum of three current bills and evidence of payment for electricity, gas, internet, telephone (demonstrating reasonable levels of usage as compared to other households),
- a current paid up contents insurance policy
- evidence of currently paid up rent at the amount outlined in the lease agreement

For lease holders the school may also assess:

- evidence of payment of effective market value rent (for example, an opinion from a real estate agent who practices within catchment);
- evidence that the property is the legitimate family residence (e.g. type, size and nature of the accommodation)

Compulsory personal information documents

- drivers licence or passport
- electoral roll

Other evidence that may be required

- a court order (if any such order is on foot) that gives a person parental responsibility or custody of the prospective student;
- a statutory declaration from a legal representative outlining any guardianship/parenting arrangements
- a statutory declaration from the enrolling parent or legal guardian confirming attesting that the prospective student's principal place of residence is the place nominated in the enrolment application.

If the Executive Principal is not satisfied that the documentation provided by an applicant demonstrates to the Executive Principal's satisfaction that the address stated is the student's principal place of residence, then the

Executive Principal may decide that the student is not entitled to be enrolled at Cleveland District State High School.

The Executive Principal may request any additional information that the Executive Principal believes is required, which includes being able to request original versions of any materials for sighting. The Executive Principal may convene interviews to obtain information or to otherwise inform the Executive Principal as to whether the prospective student's principal place of residence is within catchment.

Applicants should note that a false statement/assertion about the prospective student's principal place of residence may amount to an offence and may be reported to police. If enrolment is sought or obtained by fraud or misrepresentation, the Executive Principal may rescind the enrolment.

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 Communities, Child Safety and Disability Services (Child Safety Services)
- Siblings** of current students at the school (excluding siblings of Program of Excellence students, siblings of existing non-selective entry students whose principal place of residence is not within the catchment and siblings of students who were placed at the school as a result of exclusion from another school).
- 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 specific 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.
- Students enrolled in the Education Queensland International, Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) program and subject to the *Education (General Provisions) Regulation 2017 (s.63)*. Further information can be found at <https://eqi.com.au/>

**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 2016, but the current enrolled sibling finishes school in 2015, then the prospective student will not be captured by the sibling provision.

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:

- I. if there is sufficient spare capacity after reserving places for students who move into the catchment during the year; and
- II. 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:

✓ **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.

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

Fees

Under the Department's [State Education Fees procedure](#), an Executive 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 **School Council**) 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 Executive Principal is responsible for all decisions on enrolments.

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

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

If a submission is received, the Executive 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.

Gazettal Date

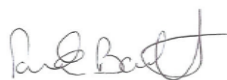
The School Enrolment Management Plan for [Insert school name] was gazetted on [To be completed by DET].

OR

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

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:



Paul Bancroft OAM, Executive Principal

12th June 2018

Date

Approved by:

John Norfolk, Regional Director
South East Region

Date