

## TOOWOOMBA EAST STATE SCHOOL

### SCHOOL ENROLMENT MANAGEMENT PLAN

#### Overview

**Toowoomba East State School** 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 Toowoomba East State School may be unable to meet this obligation in the future, unless action is taken now to manage enrolments. Toowoomba East State School has limited ability to accept enrolments from outside the catchment area.

This School Enrolment Management Plan (School EMP) sets out the conditions under which students may be enrolled into Toowoomba East State School, subject to any other requirements or limitations in:

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

This School EMP is supported by:

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

**Enrolment Capacity of School: Toowoomba East State School** currently has the capacity to enrol up to 910 students.

The number of students entering Prep in any given year is not to exceed 125 in five classrooms, unless there are more than 125 students enrolling from within the catchment area.

**Local Catchment Area** A school's local catchment area is the geographical area from which the school is to have its core intake of students. A catchment map defines the catchment area for Toowoomba East State School.

A hard copy of this map is available at the school's administration building and it can be viewed online at <http://statistics.oesr.qld.gov.au/reverse-proxy/schools/catchment/catchmentmaps/>.

#### 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*) eligible for enrolment at the school. The school Principal will hold places for students who relocate to within 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 lease agreement, or driver's licence, or unconditional sale agreement, **and**
- One secondary source – a utility bill (e.g. electricity, gas), or rates notice 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 residence**, such as an additional utility bill (e.g. water) showing the same address.

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.

**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.**

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### ***Other students outside the catchment area deemed to be eligible for enrolment ;***

The following groups of students will be deemed as eligible for enrolment, 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). Where a school has both a primary and secondary campus, siblings are only eligible to enrol in the same campus as the currently enrolled student
- 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 who have been excluded from a school other than this school, dependent upon the conditions related to the exclusion, as determined by the Regional Director.

### **Out of Catchment Enrolments**

Enrolment of students from outside the local catchment area will be managed to ensure that the total current and forecast enrolments do not exceed the school's current capacity and, where applicable, will ensure there is an even spread of students across year levels or class groupings.

Students from outside the school's catchment area applying for enrolment at that school are placed on a **waiting list** in order of receipt of application.

Subject to the capacity conditions of the school, enrolment applications from outside of the catchment area will be assessed in order of receipt, as follows:

#### *For P-12 schools:*

- Primary school-aged siblings of students currently enrolled in the secondary campus have priority for enrolment at the school. Secondary school-aged siblings of students currently enrolled in the primary campus have priority for enrolment at the school. (Please note: as per the section above, siblings of current students who reside outside the catchment are deemed eligible for enrolment at the school, as long as they are applying for enrolment at the same campus.)

Students who live within the P – 7 catchment, but not within the 8 – 12 catchment will have priority for enrolment to the secondary campus. Students who live within the 8 –12 catchment, but not within the P – 7 catchment will have priority for enrolment in the primary campus of the school.

#### *For schools with a Program of Excellence:*

- 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. (Please note: The enrolment criteria for the Program of Excellence is available from the school).
- Siblings of students who have enrolled in the school through 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 will have priority for enrolment in the junior secondary campus.

*All other enrolment applications.*

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## **Fees**

Under the Department's *State Education Fees* procedure, a principal of a state school is able to charge a fee for recouping costs of enrolment processing by a State school with an approved School Enrolment Management Plan of a prospective student who lives outside the school's catchment area, 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 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, parents will be notified in writing. Parents may respond to the Principal's preliminary view by making a submission to the Principal, no later than seven 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.

## **Gazettal Date**

This updated version of the School Enrolment Management Plan of Toowoomba East State School was gazetted by Education Queensland.

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

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