COOMERA STATE SCHOOL

SCHOOL ENROLMENT MANAGEMENT PLAN

Overview

Coomera 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 Coomera State School may be unable to meet this obligation in the future, unless action is taken now to manage enrolments. Coomera 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 Coomera 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

Coomera State School currently has the capacity to enrol up to 1091 students.

The number of students entering Prep in any given year is not to exceed 175 in 7 classrooms, unless there are more than 175 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 Coomera 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.

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
- 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.

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

The School Enrolment Management Plan of Coomera State School was gazetted on

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

Endorsed by:

Chris McMillan — Date: 10/2/2014

Kerry Edgar — Date: 10/2/2014

Approved by:

Sharyn Donald — Date