



## INDOOROOPILLY STATE SCHOOL ENROLMENT MANAGEMENT PLAN

### Background

Indooroopilly State School has historically attracted enrolments from both within and from outside the designated catchment area. There are approximately 34% of students who live in the designated catchment area with the remainder coming from 42 other catchment areas. Our school attracts enrolments because it is a preferred school of choice for our Gifted and Talented programs and extra curricular activities. Our school also attracts a number of fee paying students because of the close proximity to the university. In addition our school historically grows significantly throughout the year. Places need to be held for students coming to live within our catchment area. We currently have no vacant classrooms and no available land upon which to build.

### Rationale

Indooroopilly State School recognises as its prime obligation the provision of access to an appropriate educational service for students resident within this community as defined by its local catchment area.

Because of enrolment capacity and growth Indooroopilly State School may be unable to meet this obligation in future, unless action is taken now to manage enrolment.

This plan sets out the conditions under which students may be enrolled into Indooroopilly State School.

### Enrolment capacity of school

The school facilities, according to Education Queensland formula, currently have the capacity to enrol up to 804 students in 34 classrooms. Education Queensland's 'Capital Works Planning System' identifies 34 teaching spaces (with 804 students), one of which is an hexagonal music room. It is the intention to manage the enrolment of Indooroopilly State School to a capacity of between **785** and **825**.

### Local catchment area

The school's enrolment capacity for students who live outside the local catchment is dependant upon:

- the school's enrolment capacity
- catering for in-catchment enrolments
- allowing for in-catchment growth during the year
- ensuring an even spread of students across all year levels while maintaining class size targets

The local catchment area is based on equidistance boundaries with other schools. The attached map defines the boundary area for which Indooroopilly State School is the closest school by trafficable route. Should this capacity change because of changes to road networks, this will be formally notified through the registration and gazettal of an amended plan including the operative date for the new catchment area.

### Enrolment Policy

All students who reside within the local catchment area and are eligible for enrolment in the educational program offered by the school have a right to enrolment at the school. The Principal will hold places for students who relocate to within the catchment boundary throughout the school year.

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 built capacity and where applicable will ensure there is an even spread of students across year levels or class groupings.

The school's enrolment management plan does not replace other departmental policy; for example Safe, Supportive and Disciplined School Environment, nor does it override subsequent determinations regarding built school capacity.

### **Enrolment Criteria**

Students who reside outside the school's local catchment boundary who apply for enrolment at the school will be put on a waiting list in order of receipt of application. Where there is spare capacity, students will be enrolled from the waiting list based on the following criteria and order of priority:

- Siblings of students already enrolled
- 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.
- Students whose parent or legal guardian is employed by the school.
- Students who reside outside the catchment area and who officially leave the school will be considered for re-admission in accordance with the enrolment criteria.
- Australian residents in application order
- Fee Paying Students
- Any remaining students residing outside the catchment area.

### **Proof of Residency**

Parents who wish to enrol their child/ren at Indooroopilly State School under the Enrolment Management Plan will need to demonstrate that the child/ren to be enrolled, reside within the catchment area. The following documentation may be required if requested by the principal:

- Rates notice, Electricity account
- Signed unconditional House Contract
- Rental Agreement stamped and signed by real estate agency for a minimum of six months duration
- Rental Bond receipt
- Registration on a State or Federal Electoral Roll
- Australian Citizenship, Permanent Residence status or eligibility under a Visa category
- Statutory declaration

### **Acceptance and notification processes**

Applications for admission into Years Prep-7 will be accepted each year from the beginning of Term 2 for enrolment to commence from the beginning of Term 1 the following year.

Applications will be recorded in order of receipt.

Applications will remain current only for the year of submission.

Applicants will be informed in writing of the outcome following an enrolment interview.

### **Review**

All enrolment applications will be considered on merit in accordance with the enrolment criteria.

Parents wishing to have an unsuccessful enrolment application reviewed may seek clarification from the principal. Parents may provide a written submission seeking a review of an unsuccessful enrolment application. This submission should present evidence to substantiate a claim that the stated criteria have not been applied fairly and equitably.

The Enrolment Management Committee will review written submissions and the reply should be in writing within 14 days of submission.

### **Enrolment Management Committee**

The enrolment management committee consists of Principal (Chair)/School Council Representative/Representative of Executive Director (Schools)/Staff Representative.

Further appeal should be directed to the Executive Director (Schools) whose decision will be final.