



‘OUT OF CATCHMENT’ ENROLMENT APPLICATIONS

OUT OF CATCHMENT ENROLMENT CRITERIA

The enrolment of students from outside our local catchment area is managed by Bundaberg State High School. As a school, we have a responsibility to ensure the total current and forecast enrolments do not exceed our school’s current capacity. We are required to 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 our school are placed on a waiting list.

The following groups of students will be deemed as eligible for enrolment, even though they may reside outside our school’s catchment area. Subject to the capacity conditions of our school, enrolment applications from outside of the catchment area will be assessed by the Principal, as follows:

- 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)
- Students whose parent or legal guardian is employed by the school
- 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.

Other Out of Catchment Enrolments for Bundaberg State High School’s Programs 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 Programs of Excellence are available from our school)
- Siblings of students who have enrolled in the school through a Program of Excellence are not automatically guaranteed certainty to our school, due to our catchment responsibilities
- All other enrolment applications.

Application Process

| CHECKLIST FOR THOSE FAMILIES LIVING 'OUT OF CATCHMENT' | |
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| <input type="checkbox"/> | Written application is to be made to the principal seeking an exemption from the Enrolment Management Plan. This can be done in a number of ways: <ol style="list-style-type: none">1. E-mailed to enrol@bundabergshs.eq.edu.au2. Posted to PO Box 1041 Bundaberg Qld 46703. Hand-delivered to the Administration Office. |
| <input type="checkbox"/> | The application should outline the reason/s the exemption from the Enrolment Management Plan is being sought based on the Out of Catchment Enrolment Criteria overleaf. A more detailed explanation can be provided if necessary and any further relevant information may be helpful. |
| <input type="checkbox"/> | A copy of the student's most recent Report should be provided. |
| <input type="checkbox"/> | Details of the previous school and the name of a relevant contact person at the school should be provided. |
| <input type="checkbox"/> | Applicants may be required to attend a pre-enrolment interview prior to being granted approval to enrol. |

Notification of the Principal's decision

- Notification of the Principals decision will be made to the applicant via email, mail or telephone
- All students granted approval to enrol would be required to participate in an enrolment interview.