



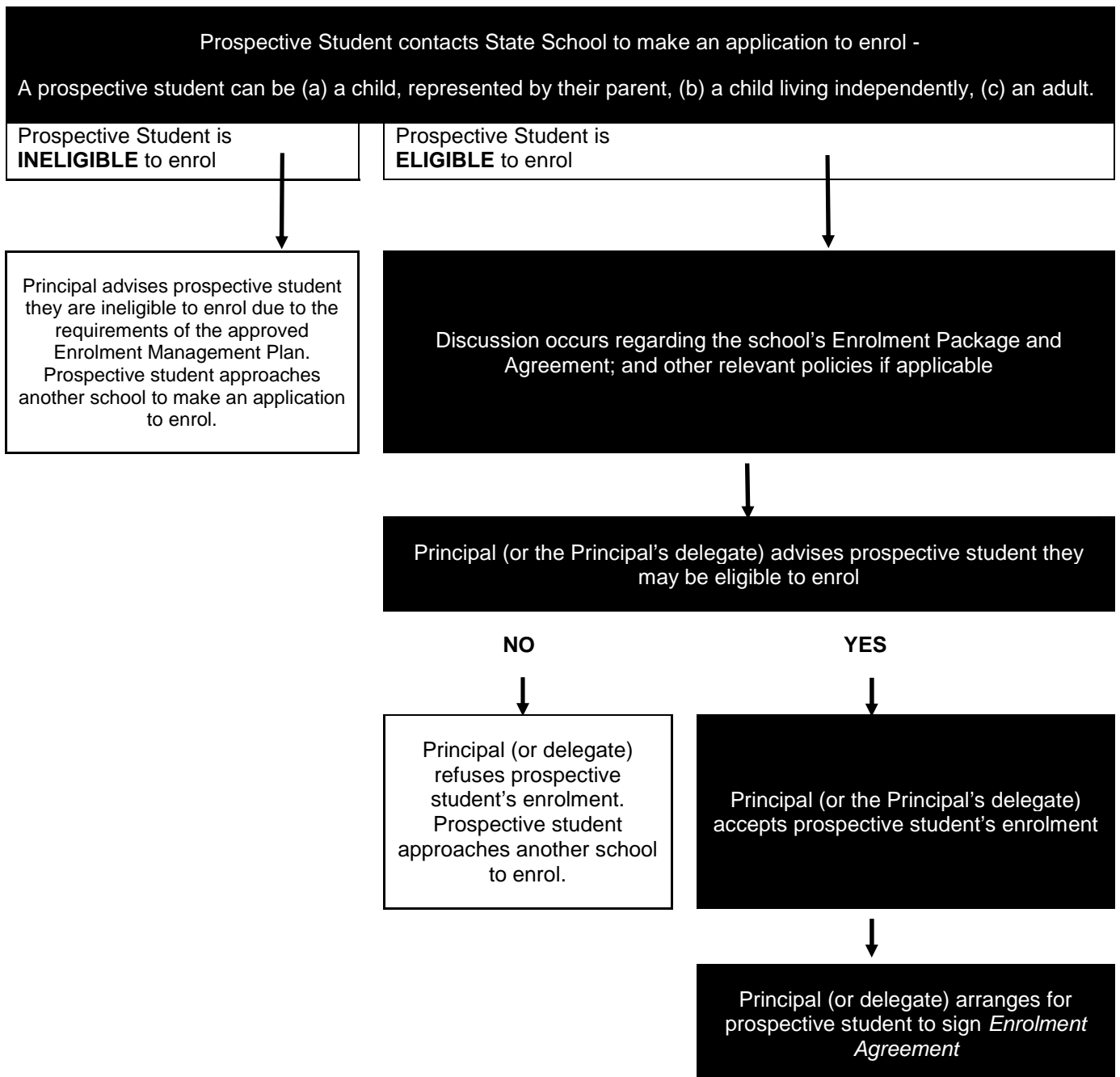
Bundaberg State High School



Enrolment Procedures & the Enrolment Management Plan

*Information for Parents/Carers relating to the enrolment of students
into Bundaberg State High School*

PROCESS for ENROLLING into a STATE SCHOOL



Prospective Students who are 18 or over at time of enrolling in a State School (other than a school of distance education or special school):

- Make an application for enrolment in accordance with Mature Age Student provisions.
- Must conform to the requirements of the Enrolment Management Plan.

Compulsory Schooling: Parental Obligations

“Each parent of a child who is of compulsory school age must –
 (a) ensure the child is enrolled at a State school or a non-state school; **and**
 (b) ensure the child attends the State school or non-state school, on every school day, for the educational program in which the child is enrolled; unless the parent has a reasonable excuse.”

Enforcement of compulsory schooling and compulsory participating provisions

Compulsory participation phase starts when the young person stops being of compulsory school age (ie turns 16 or completes Year 10, whichever comes first) and ends when the person –

- Gains a Senior Certificate, Certificate III or IV; **or**
- Has participated in eligible options for 2 years after the person stopped being of compulsory school age; **or**
- Turns 17



Bundaberg State High School Enrolment procedures for 2011

Dear Parents / Carers

As you may be aware, the enrolments at Bundaberg State High School have been increasing in recent years and in November 2006 it became necessary for Education Queensland to implement an Enrolment Management Plan for Bundaberg State High School. This Enrolment Management Plan remains in force again for students intending to enrol for 2011.

In short, the Enrolment Management Plan states that all students who reside within the local catchment area, and who are eligible for enrolment in the educational program offered by the school, have a right to enrolment at the school.

A map of Bundaberg showing the catchment area is provided for your information. Given our reduced enrolment capacity, students who reside outside the catchment area defined by this map will not be eligible for enrolment at Bundaberg State High School. If you live outside the catchment area but already have a student enrolled at the school, you will need to make application for an exemption according to the process outlined in the Enrolment Management Plan.

If you live outside the catchment area for Bundaberg State High School you may seek enrolment at either Bundaberg North State High School or Kepnock State High School.

Prior to enrolling children at a State school, certain information is provided to parents. At the Enrolment Interview, A number of forms will need to be signed by the parent/carer. These include an Enrolment Agreement to be signed by parents and the Principal. The Bundaberg State High School enrolment agreement sets out the rights, responsibilities and expectations that each party brings to the education relationship at this school, and includes documents on a range of school policies, including information on programs and services for students with disabilities.

Relevant Legislation and Policies

- Education (General Provisions) Act 2006 – Chapter 8 Parts 1-3
 - Education (General Provisions) Regulation 2006
- Queensland Anti-Discrimination Act 1991 – Division 3 Subdivisions 1-2
- Commonwealth Disability Discrimination Act (1992) - Part 2 Division 2 Section 22
 - Commonwealth Disability Standards for Education 2005 – Part 4
- The Schools Assistance (Learning Together–Achievement through Choice & Opportunity) Act 2004



ENROLMENT MANAGEMENT PLAN

All necessary amendments to this plan will be notified through the registration and gazettal of a new plan. Except in the case of a change of catchment area, the provisions of the new plan will come into force as of the date of gazettal.

Rationale

Bundaberg State High 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 Bundaberg State High 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 Bundaberg State High School.

Enrolment capacity of school

The school currently has the capacity to enrol up to 1567 students in 75 classrooms.

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 equidistant boundaries with other schools. The attached map defines the boundary area for which Bundaberg State High 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.

Programs for students with disabilities are regional programs for students whose educational support needs are additional to, or different from, other students. Students who live outside the catchment area and are verified or likely to be verified with a disability can enrol in the school to attend the program if it is the closest program to their home and meets their individualised need.

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 over-ride 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.
- The school offers a number of **Programs of Excellence**. Places in any of these Programs of Excellence will only be available to out of catchment enrolments once the demand for 'in catchment' enrolment has been met.
- Students whose parent or legal guardian is employed by the school.
- Siblings of students who have left the school and reside outside of the local catchment boundary.
- 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.
- Any remaining students residing outside the catchment area.

Proof of Residency

Parents who wish to enrol their child/ren at Bundaberg State High School under the Enrolment Management Plan will need to demonstrate that the child/ren to be enrolled, reside within the catchment area. The following items are samples of the documentation 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 8-12 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.

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:

- School Principal (Chair)
- P&C Representative
- Representative of Executive Director (Schools)
- Staff Representative.

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

Review Date

Reviewed annually - Last reviewed March 2010

The Bundaberg State High School Enrolment Management Plan is operational from November 2006.

Please contact THE PRINCIPAL - BUNDABERG STATE HIGH SCHOOL - (07) 4154 5333 if you require any further assistance with the enrolment.

PROOF OF RESIDENCY

Please ensure you are able to produce the following documents with your enrolment form at the enrolment interview.....

NOTE: The enrolment interview cannot proceed without these documents...

If you live in your established owner occupied home

The following two items must be provided:

- A current rates notice
- Photo identification (driver's licence or passport)

Any of the following items may be requested:

- Electoral Office Correspondence
- Australian Taxation Office Correspondence
- Telstra
- Centrelink
- Ergon
- Optus

If you are established in the home you rent

Please provide all of the following three items:

- A current lease agreement (12 month)
- A current rent receipt
- Photo identification (driver's licence or passport)

Any of the following items may be requested:

- Electoral Office Correspondence
- Australian Taxation Office Correspondence
- Telstra
- Centrelink
- Ergon
- Optus

If you are currently purchasing a house

Please provide all of the following:

- The Contract of Sale
- A purchasing deposit receipt
- A letter from your conveying solicitor
- Photo identification (driver's licence or passport)

If you have just secured a rental property

Please provide all of the following:

- The long-term lease agreement
- A bond receipt or rent receipt
- A letter of confirmation of tenant acceptance from the real estate agency
- Photo identification (driver's licence or passport)

Other

- As negotiated with and approved by the Principal

Please conceal financial transaction sections of the correspondence if you wish

ENROLMENT CHECKLIST for Parents/Carers



Parents / Carers who wish to enrol a student into Bundaberg State High School must provide detailed documentation to verify their residential address as detailed in the Enrolment Management Plan.

Year 8 Parents / Carers enrolling students for Year 8 in 2011 who do not have all necessary documentation for the enrolment interview on July 27th, must re-schedule an ENROLMENT INTERVIEW with a delegate of the Principal as soon as possible after this date. Please phone the **Enrolments Officer** on 4154 5333 to arrange an interview time.

Enrolment Interviews for students in Years 9 – 12 can be organised by phoning the Enrolments Officer.

PLEASE NOTE – Enrolment Interviews will NOT proceed unless ALL documents as detailed below are provided.

Please ensure you have the following documents with you when you present for the Enrolment Interview

PROOF OF RESIDENCY (ie <i>RATES NOTICE</i> or <i>RENTAL AGREEMENT</i>) documents.....	
Student PROOF OF IDENTITY (ie <i>BIRTH CERTIFICATE</i> or <i>EXTRACT</i> or <i>PASSPORT</i>).....	
<i>If the student is from Overseas – Passport and current Visa must be provided - (An appointment MUST be made with Guidance Officer).....</i>	
ENROLMENT FORM Completed.....	
SUBJECT SELECTION FORM (For students in Years 9 – 12 only.....you may wish to wait until the enrolment interview before filling in this document)	

The following attachments should be read and signed by both the student enrolling and the parent / carer and brought to the Enrolment Interview

ATTACHMENT 'A' ENROLMENT AGREEMENT	
ATTACHMENT 'B' CATEGORY 'B' EXCURSION FORM	
ATTACHMENT 'C' STUDENT PHOTO/VISION AGREEMENT FORM	
ATTACHMENT 'D' INTERNET ACCESS AGREEMENT FORM	

PLEASE NOTE:

The RESOURCE HIRE SCHEME FORM (for 2011) – (Attachment E) will only be available from late October.

ENROLMENT CHECKLIST for Parents/Carers



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ENROLMENT INTERVIEWS with a delegate of the Principal can be organised by phoning the **Enrolments Officer** on 4154 5333 to arrange an interview time.

Please ensure you have the following documents with you when you present for the Enrolment Interview

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