



ENROLLING UNDER OUR ENROLMENT MANAGEMENT PLAN

Frequently Asked Questions

Why is the school implementing an Enrolment Management Plan?

A School Enrolment Management Plan (EMP) is implemented as an Education Queensland process in a state school which is nearing its student enrolment capacity in order to maximise the use of facilities provided for enrolled in-catchment students, and restrict the enrolment of out-of-catchment students. Shailer Park State High School's enrolments have been increasing, quite rapidly, over the last three years and this means the school is reaching its capacity. With new housing developments in the area being planned for the future and with growing numbers in our catchment feeder schools, we need to ensure sufficient capacity is reserved to accommodate in-catchment students, taking into account projected enrolment growth and the offering of Programs of Excellence to our students.

How can I find out if I am in the catchment for Shailer Park State High School?

Visit the Queensland Government's website at <http://www.qgso.qld.gov.au/maps/edmap/> and then click on Secondary Catchments. Use the search functions to determine which schools service your area of residence.

What is a Catchment Area and how is it Determined?

A catchment area is the geographical area from which a state school is to have its core intake of students. Catchment area boundaries are reviewed annually by GS EdMap.

Will students living in the catchment area receive automatic enrolment?

All students whose principal place of residence is within the school's catchment area are eligible to enrol at Shailer Park State High School.

What if I reside out of the catchment area and want my child to attend Shailer Park State High School?

Parents can make an out-of-catchment application for their child. Out-of-catchment applications are assessed in order of their receipt (date and time stamped). The application must be complete and the fee paid before it will be considered. The EMP outlines the conditions and requirements for applying out-of-catchment as well as the school's obligations. Our school's letter to families, found in the enrolment application pack, includes a helpful summary of the EMP.

Are there any other methods by which students residing out-of-catchment can enrol and be accepted at Shailer Park State High School?

The EMP makes provision for students to enrol for a place in the school's Programs of Excellence (POEs). Applicants must satisfy certain criteria to be accepted in these reserved positions.

My family lives outside of outside the catchment area and we currently have students enrolled at Shailer Park State High School. Are their siblings able to attend, too?

Siblings of current students will be eligible to enrol as long as the student currently attending the school is not enrolled in a POE. Both students must be attending the school simultaneously, that is, there must be an overlap in the period during which they attend the school.

Are we able to apply outside of the catchment area if our child is applying for a place in one of the Programs of Excellence (Academies)?

Students living outside of the catchment area are encourage to apply for a place in our Academy Programs. Our website provides all of the information you need, including application forms and the relevant Code of Conduct, to complete the application. Our current Academies offering Programs of Excellence are: The STING Sports Academy (Volleyball and Futsal/Soccer); NEXUS and ALTUM Academic Excellence Academies and IGNITE Dance Academy.

My child currently attends one of the primary schools in the catchment area. Does this mean that the EMP doesn't apply to my application?

The EMP applies in full regardless of the child's current primary school's location. It is the residential address that determines eligibility, not the primary school's location.



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Do any other situations exist whereby students who reside outside of the catchment area are able to enrol at Shailer Park State High School?

There are particular categories of students whose parents/guardians can make an application for enrolment, as per the EMP:

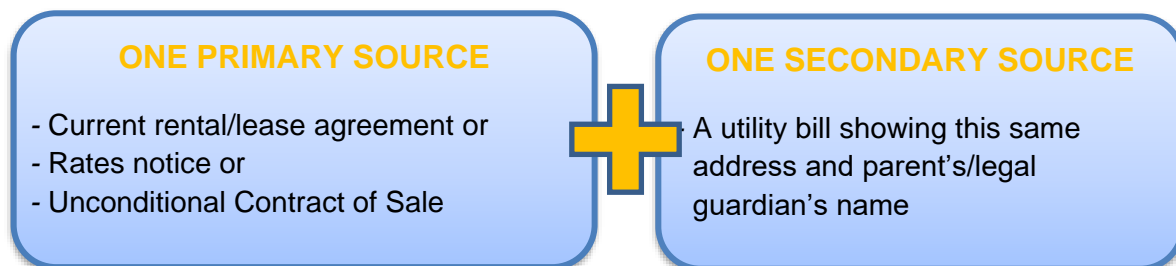
- Children and young people who are subject to child protection orders that grant guardianship or custody to the Chief Executive Officer of the Department of Communities, Child Safety and Disability Services (Child Safety Services)
- Siblings of current students at the school (excluding siblings of Programs of Excellence students). Where a school has both a primary and secondary campus, siblings are only entitled 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 another school, dependent upon the conditions related to the exclusion, subject to agreement of the Regional Director.

How are out-of-catchment applications managed?

Applications will be date and time stamped to ensure that they are assessed in order of receipt, if there is capacity to enrol students not living in the catchment area. It is always best to also apply at your local high school, too. An application for a position in one of the Academies will be assessed based on the criteria and entry requirements of those POEs.

Are there any other requirements when applying for enrolment under the EMP?

The Letter included in the application package outlines which documents are required to support your application. These apply to both in- and out-of-catchment applications. The most important documents relate to proof of residency:



The Principal may request other documentation. Examples include:

- Additional utility bills (e.g. water bill) or a series of bills at for the same address over a sequential period to demonstrate continued/ongoing residency
- Electoral Roll verification letter
- Mobile phone statement (with current address details)
- Statutory Declaration
- Driver's Licence (with current address details)
- Bank statement (showing current address details; financial details are not required)
- Tax Assessment Notice (financial details are not required)
- Documents demonstrating recent change of address/re-location to within the school's catchment (e.g. proof of sale or termination of lease for the previous principal place of residence in different catchment)
- Court Orders for students in share care arrangements with parents



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Are there any costs associated with applying out-of-catchment?

A fee of \$20.00 is payable when lodging an application for out-of-catchment enrolment.

What documentation do I need to provide if I am the relative or other person with whom the student lives in the catchment area?

In addition to the documents listed above, students living with a relative/other person within catchment **must** provide the following:

- properly sworn Statutory Declaration from the student's parent/legal guardian; and
- properly sworn Statutory Declaration from the person/s the student will be residing with in-catchment.

Who makes the final decision about an application for enrolment and what rights do I have if I am not satisfied with the decision?

The Principal is responsible for all decisions on enrolments.

Where a Principal forms a preliminary view that an application will not succeed, applicants will be notified in writing. Applicants may respond to the Principal's preliminary view by making a submission to the Principal, no later than seven (7) 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.

Isn't the school concerned that it will miss out on accepting outstanding students as a result of the implementation of the EMP?

Our obligation is to the students living in our catchment area. The school did not choose or apply to be an Enrolment Managed School. Education Queensland applies a process across Queensland when it becomes evident that the school's growth needs to be supported by an EMP. Students are welcome to submit an Expression of Interest for Enrolment, whether or not they are interested in our Excellence Programs.

When can I apply for my child to be enrolled for the following year?

Enrolments will open at the beginning of Term 2 for the following year. An application package can be obtained from Administration and returned for submission upon completion. An Expression of Interest can be submitted for enrolment in 2 years or beyond. For Year 7 2020, enrolment applications are due to be submitted in full, according to the requirements, by Friday 26 July 2019. Families will be notified of their eligibility for an interview by mid-August.

What are the important dates for Year 7 2020?

Applications for Enrolment, including POEs Due
Enrolment Interviews
Trials and Auditions for POEs

Information Night
Orientation Days

Friday 26 July 2019
From August to September
Round 1: 3-14 June 2019
Round 2: 29 July-2 August 2019
Term 4 – Date to be advised
5 and 6 December

Where can I get more information?

You can visit the school's website or contact the enrolments team with any questions you may have:
enrolment@shailerparkshs.eq.edu.au