

WOODLINKS STATE SCHOOL
SCHOOL ENROLMENT MANAGEMENT PLAN

Overview

WoodLinks 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 WoodLinks State School may be unable to meet this obligation in the future, unless action is taken to manage enrolments. The Principal must restrict the enrolment of out-of-catchment students to ensure in-catchment students can enrol at their local state school, without requiring additional facilities.

This School Enrolment Management Plan (School EMP) sets out the conditions under which students may be enrolled into WoodLinks State School, subject to any other requirements or limitations in:

- the *Education (General Provisions) Act 2006* (the Act)

This School EMP is supported by:

- Enrolment in State Primary, Secondary and Special Schools procedure
- School Enrolment Management Plans (School EMP) procedure

Student Enrolment Capacity of School

WoodLinks State School has a maximum Student Enrolment Capacity of 784 students.

The number of students entering Prep in any given year must not exceed 100 in 4 classrooms, unless there are more than 100 students enrolling from within the catchment area.

Local Catchment Area

A school's local catchment area is the defined geographical area from which the school is to have its core intake of students.

WoodLinks State School operates under an negotiated catchment area.

The school's catchment map is available to be viewed at either the school's administration building or online at <http://www.qgso.qld.gov.au/maps/edmap/>.

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*) entitled to enrol at the school. The school Principal will reserve places for students who move into 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 rental/lease agreement, or rates notice, or unconditional sale agreement; **and**
- One secondary source – a utility bill (e.g. electricity, gas) 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 residency. Examples may include (but are not limited to):

- 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 area (e.g. proof of sale or termination of lease for the previous principal place of residence in a different catchment).
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- 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 on a waiting list 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, 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.

Gazettal Date

This updated version of the School Enrolment Management Plan for WoodLinks State School was gazetted on [To be completed by DET].

The School EMP is internally reviewed each year, and if required, updated to reflect any changes to Student Enrolment Capacity and/or Programs of Excellence.

Endorsed by:



Vicki Caldwell, Principal

26/5/16
Date

Approved by:



Mark Campbell, Regional Director
Metropolitan Region

26.5.16
Date