

# Mt Cotton State School



## ENROLMENT MANAGEMENT PLAN

(Updated February 2012)

### What is an Enrolment Management Plan?

An Enrolment Management Plan is a legal document that ensures students can attend their closest school. It also ensures that the best use can be made of available resources.

### Why do we need one?

Over the past few years enrolments at Mt Cotton State School have grown rapidly. Our school has limited space so we need a way of making sure that there is space for students who live in our local area.

### How does it work?

Students in Years Prep - 7 who live within our local catchment area\* can enrol at Mt Cotton State School. Parents need to provide:

- ✓ Evidence of age – birth certificate
- ✓ Proof of residential address: One primary source - a current lease agreement, rates notice or drivers license, or unconditional sale agreement, **and** one secondary source - a utility bill, (eg electricity, gas) showing this same address

Enrolment is also guaranteed to brothers and sisters of students who were enrolled at the school in 2010, prior to when the Enrolment Management Plan was implemented in 2011, and are still attending the school.

*\* The local catchment area is defined by Education Queensland equidistant boundaries. A map is displayed in the school office and on our school's web site.*

### Can students who live outside of the local catchment area apply to enrol?

Yes. Parents/carers need to complete an Enrolment Application Form for out-of-catchment.

The Enrolment Management Plan requires places to be held for students who relocate within the catchment boundary throughout the school year.

Where there is spare capacity, students from outside of the catchment area can be considered for enrolment 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 Community (Child Safety Services).
- ✚ 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.

### **Who decides?**

All enrolment applications are considered on merit in accordance with the admissions criteria (see previous section).

The Enrolment Management Committee will review written submissions and reply, in writing, within 14 days of submission. The committee includes:

- ♦ the principal (or delegate);
- ♦ president - Parents and Citizens' Association (or delegate); and
- ♦ Executive Director - Schools (or delegate).

### **When can we apply for enrolment if we live outside of the catchment area?**

Applications for admission into Prep - 7 will be accepted any time during the year, enrolment to commence from the beginning of Term 1 the following year or at an earlier time if vacancies exist. Applications remain current only for the year from the date of submission.

### **What if we don't get in?**

Parents can ask to have an unsuccessful enrolment application reviewed by the Enrolment Management Committee. Their submission should present evidence to show that the admissions criteria have not been applied fairly and equitably. Any further appeal goes to the Executive Director (Schools) who makes the final decision.

### **What happens if we move out of the local area?**

Students who lived in the local catchment area when they enrolled at the school then move outside the catchment boundary can continue to be enrolled. Brothers and sisters of these students will be considered for admission in accordance with the admissions criteria.

**Students who lived outside of the enrolment boundary and who officially leave the school will be considered for readmission in accordance with the admissions criteria.**

### **For more information and a school handbook ...**

Please phone the school office on **3822 0444** or contact the Student Enrolment Officer at [daspi7@eq.edu.au](mailto:daspi7@eq.edu.au)



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