

Mount Cotton State School



ENROLMENT MANAGEMENT PLAN

(Information updated October 2019)

What is an Enrolment Management Plan?

An Enrolment Management Plan sets out the conditions under which students may be enrolled into Mount Cotton State School. The intent of the Plan is to ensure 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 years enrolments at Mount Cotton State School have grown rapidly. Our school has limited classroom capacity so we need a way of making sure that there is space for students who live in our local area.

How does it work?

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 also holds places for students who relocate to within the catchment boundary throughout the school year.

Parents who wish to enrol their child/ren at Mount Cotton State School need to demonstrate that the child/ren to be enrolled, reside within the catchment area. Parents need to complete an Application for Student Enrolment form and provide proof of residential address. This must include:

- ☞ One primary source - a current lease agreement, rates notice or unconditional sale agreement, **and**
- ☞ one secondary source - a utility bill, (e.g. electricity, gas) showing this same address

For enrolment into the Prep Year or for interstate / overseas enrolments, evidence of age (birth certificate / passport / visa) is also required.

** The local catchment area is based on equidistant boundaries with other schools. The catchment map defines the boundary area for which Mount Cotton State School is the closest school by vehicular 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.*

As Mount Cotton State School is in an area that is still being developed, or has the potential for re-development, the catchment boundary has the potential to change as new trafficable routes are established. This Plan will be updated if the catchment area changes with an operative date. During this transition phase students who live within the new proposed enrolment boundary will be allowed to enrol at the school.

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

Yes. Parents need to complete an “out of catchment” Enrolment Application Form.

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.
- Students who live outside the catchment area and are verified with a disability can enrol at the school to attend the specific 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.
- Any remaining students residing outside the catchment area.

Applications will be recorded in order of receipt.



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When can we apply to enrol at the school?

Applications for admission into Prep - 6 will be accepted any time during the year with enrolment to commence from the beginning of school year or at an earlier time if vacancies exist.

Applications remain current only for the year from the date of submission.

Who makes the decision?

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

The Principal will review written submissions and reply, in writing, within 14 days of submission.

What if we don't get in?

Parents wishing to have an unsuccessful enrolment application reviewed may provide a written submission to the Principal within 7 days providing evidence to substantiate a claim that the stated criteria have not been applied fairly and equitably.

What happens if we move out of the local area?

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

Please note:

Students who live outside of the enrolment boundary and who officially leave the school are not eligible for automatic re-enrolment. Their applications for readmission will be considered in accordance with the admissions criteria.

Who do I contact for more information?

Please contact the Enrolment Officer by telephoning the school office on:

07 3822 0444

Or via email at

admin@mtcottonss.eq.edu.au

*The latest local catchment area map
is available for viewing on the
school's website
www.mtcottonss.eq.edu.au*