



Robertson State School ENROLMENT MANAGEMENT PLAN

Rationale

Robertson State 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 Robertson State 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 Robertson State School.

Enrolment capacity of school

The school currently has the capacity to enrol up to 710 students in 30 classrooms. The number of students entering the Prep year in any given year is not to exceed 75 students in 3 classrooms unless there are more than 75 students enrolling from within the catchment area.

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 equidistance boundaries with other schools. The attached map defines the boundary area for which Robertson 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.

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 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 override 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.
- 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 Robertson State School under the Enrolment Management Plan will need to demonstrate that the child/ren to be enrolled, reside 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 lease agreement, rates notice or driver's license, or unconditional sale agreement and
- One secondary source – a utility bill (e.g. electricity or gas) showing the same address.

If unable to provide this proof of residence, a Statutory Declaration confirming that an officer authorised to endorse statutory declarations has sighted sufficient evidence that in their opinion the student is a resident within the catchment area, must be provided.

Acceptance and notification processes

Applications for admission into Years Prep – Year 7 will be accepted each year from the beginning of Term 3 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 should 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 Principal (Chair), P&C Representative, Representative of Regional Director and a Staff Representative.

Further appeal should be directed to the Assistant Regional Director on behalf of the Regional Director whose decision will be final.

Review Date

This plan is reviewed annually in October.

The Robertson State School Enrolment Management Plan was gazetted on 6 December and 2011