

January 2025

Dear Parent/Carer

Re Enrolment Management Plan for Centenary Heights State High School

Following a certified process with Department of Education (DOE) I wish to advise you that our school is subject to an Enrolment Management Plan [EMP].

This means, due to the increased population within and around Toowoomba district, our school facilities are no longer able to sustain enrolment growth at our previous rate.

What does this mean for you as you enquire about enrolling your child at Centenary Heights SHS? It means that if you are within our DOE defined catchment boundary you are entitled to an interview for enrolment. Our Office staff will have advised you if you are within our catchment boundary and you will be required to provide, prior to progressing to interview, proof of residency via the options described overleaf. While an enrolment may go ahead please understand that your child's selection of classes may not be available as, depending on the timing of your interview, choices may be fully subscribed.

If you are outside our catchment boundary you are welcome to apply for consideration to enrol your child. This should be through:

- ticking one or more of the boxes overleaf which list areas of consideration
- providing additional information in writing as to why you wish to enrol at our school which is out of your catchment boundary
- submitting your application to our school office staff

Should your application for consideration be successful you will be invited to interview. If your application for consideration is not successful you will be placed on a waiting list. At the time of applying for consideration I strongly encourage you to apply for enrolment at the school within your catchment area as there is no guarantee of enrolment from outside our catchment area.

Thank you for your understanding.

Dan Lindenmayer
Principal



EXPRESSION OF INTEREST OUT OF CATCHMENT APPLICATION FOR ENROLMENT

Overview

Centenary Heights State High School recognizes 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 Centenary Heights State High School may be unable to meet this obligation in the future, unless action is taken now to manage enrolments. Centenary Heights State High School has limited ability to accept enrolments from outside the catchment area.

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

- The *Education (General Provisions) Act 2006 (Qld)*
- ***Please note within The Education (General Provisions) Act 2006 (Qld) the Expression of Interest is only valid for the current year you are applying for; if you wish to apply again the following year a new Out of Catchment application will be required to be completed***

The School EMP is supported by:

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

Local Catchment Area

A school's local catchment area is the geographical area from which the school is to have its core intake of students. Consideration will be given if there is sufficient spare capacity after reserving places for students who move into the catchment during the year and after considering the school's projected enrolment growth.

A catchment map defines the catchment area for Centenary Heights State High School. To view the School's Catchment Map (EdMap) and Enrolment Management Plan please go to our website www.centheighs.eq.edu.au

Application Fee

A non-refundable application fee of \$50.00 will be charged with each Out of Catchment Application. This fee covers administration costs associated with our prospective enrolment processes. You may pay either with a credit/debit card (*American Express not accepted*) by phone or in person to our Textbook Office (07 4636 7576)

Upon receipt of your non-refundable application fee of \$50, your application will then proceed to the next stage of the enrolment process which includes the addition of your name to our Out of Catchment Expression of Interest list and passed onto the Principal. This will not guarantee of automatic enrolment and the Principal is wholly responsible for all enrolment decisions. If you are unsuccessful with your Out of Catchment application, you will progress to our waiting list which is kept for the remainder of the year you are applying for, if you wish to apply for the following year a new Out of Catchment application will be required to be submitted.

If you require further information around our Out of Catchment process, please do not hesitate to contact our enrolments officer on 07 4636 7500.

Receipt no:	
Received date:	

**EXPRESSION OF INTEREST
OUT OF CATCHMENT APPLICATION FOR ENROLMENT**

Application information

Student's Family Name _____ Student's First Name _____

Student's Date of Birth: _____ Student's Current Year Level: _____

Year Level Applying for: _____ Previous School: _____

Does your child have a verified Disability: Yes No

If Yes please elaborate: _____

Is the child subject to child protection or custody orders: Yes (please supply) No

Parent/Carer's Name: _____ Contact No: _____

Residential Address: _____

Postal Address: _____

Email Address: _____

Australian Citizen: Yes No *(If No, please provide a copy of the student's Visa Subclass)*

From which category are you seeking enrolment (please tick)

Specialised Music Program Mandarin/Chinese Program of Excellence

Children and young people who are subject to child protection orders that grants guardianship or custody to the Chief Executive Office of the Department of Child Safety

All other applicants

Your Application should include a letter to the Principal detailing additional information as to the reason/s behind your request for out of catchment enrolment and your child's most recent report card and NAPLAN.

Letter to Principal Report cards NAPLAN (NAPLAN only required if coming from a Private School)

Parent/carers signature: _____ Date: _____

Office use only	
Interview date	
Confirmed	