



February 2017

Dear Parent/Carer

**Re Enrolment Management Plan for Centenary Heights State High School**

Following a certified process with Education Queensland [EQ] 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 EQ 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 outside our catchment area.

Thank you for your understanding.

Maryanne Walsh  
Principal

## WITHIN THE CATCHMENT BOUNDARY – PROOF OF RESIDENCY OPTIONS

Parents/Carers who wish to enrol their child/ren at Centenary Heights State High School under the Enrolment Management Plan are required to demonstrate that the child/ren to be enrolled reside permanently within the catchment area. All of the following original primary sources of documentation, showing the same address, are required as proof of residency.

- A current rates notice or signed unconditional house contract of sale** (if a home owner)
- A current rental agreement** (if a rental property)
- An original RTA bond receipt** (if a rental property)
- A current account for supply of domestic electricity**
- A current house contents / car insurance statement**
- A current statement for telephone / internet connection**
- Driver's licence**

*Applicants will be required to provide a properly sworn Statutory Declaration, which is attached to the Enrolment Form, from the enrolling parent or legal guardian attesting that the student's principal place of residence is the place nominated in the enrolment application.*

*Applicants should note that a false statement / assertion about the student's principal place of residence may amount to an offence and may be reported to police. The school Principal may repeal a decision to enrol a student in such circumstances.*

### ADDITIONAL ENROLMENT INFORMATION FROM APPLICANTS OUTSIDE THE CATCHMENT

#### Applicant information

Student's Family Name: \_\_\_\_\_ Student's First Name: \_\_\_\_\_

Student's Date of Birth: \_\_\_\_\_ Student's Current Year Level: \_\_\_\_\_

The Year Level for which you are Applying: \_\_\_\_\_

Previous School: \_\_\_\_\_

Does your child have a verified disability? Yes  No

Parent's/Carer's Name: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Australian Citizen:  Yes  No If No, please provide the student's VISA subclass: \_\_\_\_\_

#### From which category are you seeking enrolment? (please tick ✓)

- Students whose parent or legal carer is an employee of the school
- Siblings of students already currently at Centenary Heights State High School and who will be still enrolled at the time the sibling begins school at Centenary Heights State High School
- 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
- All other applicants (non-refundable deposit of \$50 applies. This goes towards covering the cost of processes involved in consideration).

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



## EXPRESSION OF INTEREST OUT OF CATCHMENT APPLICATION FOR ENROLMENT

|                        |  |
|------------------------|--|
| Receipt no:            |  |
| Received Date:         |  |
| Time:                  |  |
| <b>Office use only</b> |  |

### Overview

Centenary Heights State High 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 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 12 months, however your application will remain on our school database for consideration.***

### This 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 taking into account the school's projected future 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 at [www.centheighshs@eq.edu.au](http://www.centheighshs@eq.edu.au)*

### Application Fee

A Non-refundable application fee of \$50 will be charged with each Out-of-Catchment Application. This fee covers administration costs associated with our prospective enrolment processes.

***(If this fee is not paid this application will not progress onto the Expression of Interest list).***

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. This will not be a guarantee of automatic enrolment. The Principal is wholly responsible for all enrolment decisions.

You may pay either with a credit card (*American Express not accepted*) by phone or in person to our Textbook Office (4636 7576). If you require more information please do not hesitate to contact our office on 4636 7500.

### PROSPECTIVE STUDENT DETAILS

**Students Name:**

**Application for entry into:**

Year 7  Year 8  Year 9  Year 10  Year 11   
Year 12

**Parent/s Name/s:**

**Residential Street Address:**

**Contact Number:**

(Home)

(Work)

**School Currently Attending:**

**PLEASE ATTACH A CURRENT REPORT CARD AND LAST NAPLAN REPORT**

|                        |  |
|------------------------|--|
| <b>Office use only</b> |  |
| Interview date:        |  |
| Confirmed:             |  |