All necessary amendments to this plan will be notified through the registration and gazettal of a new plan. Except in the case of a change of catchment area, the provisions of the new plan will come into force as of the date of gazettal.

MARSHALL ROAD STATE SCHOOL
ENROLMENT MANAGEMENT PLAN

Background
Marshall Road State School is an inner city suburban school catering for students drawn from varying socio-economic levels and suburban locations. Less than half of the students attending the school are resident in the school’s official catchment area. The enrolment of Marshall Road State School has increased over the last 15 years placing ever-increasing demands on the facilities of the school. The marked increase of enrolments for 2006 has brought this demand to capacity level.

Rationale
Marshall Road 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 Marshall Road 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 Marshall Road State School.

Enrolment capacity of school
The school currently has the capacity to enrol up to 527 students in 23 classrooms.

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 Marshall Road State School is the closest school by 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.
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.
➢ Students whose family has a historical connection with the school.
➢ Any remaining students residing outside the catchment area.

Proof of Residency
School will select which documentation is required to be produced:
Parents who wish to enrol their child/ren at Marshall Road State School under the Enrolment Management Plan will need to demonstrate that the child/ren to be enrolled, reside within the catchment area. The following documentation may be required if requested by the principal:

➢ Rates notice, Electricity account
➢ Signed unconditional House Contract
➢ Rental Agreement stamped and signed by real estate agency for a minimum of six months duration
➢ Rental Bond receipt
➢ Registration on a State or Federal Electoral Roll
➢ Australian Citizenship, Permanent Residence status or eligibility under a Visa category
➢ Statutory declaration

Acceptance and notification processes
Applications for admission into Years Prep-7 will be accepted each year from the beginning of Term 1 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.

Applicants who submit their enrolment application prior to June in the year preceding the child’s start at school will be notified after June 30 of the success of their application.
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 may 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 or School Council Representative/Representative of Executive Director (Schools)/Staff Representative.

Further appeal should be directed to the Executive Director (Schools) whose decision will be final.

Review Date
May 2010

The Marshall Road State School Enrolment Management Plan is operational from October 2006.

 Ian Blacklock  
Principal, Marshall Road State School

 Narelle Mason  
President, Marshall Road State School Parents & Citizens’ Association
Marshall Road State School Enrolment Management Plan Exemption Application

DATE OF APPLICATION:…………………………… OFFICE………………………………

CHILD
Last Name: ........................................ Date of Birth .................................
First Name: ........................................ Year Level .................................
Residential Address: ..........................................................

MOTHER:
Last Name: ........................................ Telephone (H) ............................
First Name: ........................................ Telephone (W) ............................
Telephone (M)............................

FATHER:
Last Name: ........................................ Telephone (H) ............................
First Name: ........................................ Telephone (W) ............................
Telephone (M)............................

Admissions Criteria

Please indicate which criteria relates to your exemption application

Where there is a spare capacity, students will be enrolled based on the following criteria:

☐ 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.
☐ Students whose family has a historical connection with the school.
☐ Any remaining students residing outside the catchment area.

Supporting Information: (If more space is required please attach. No more than 1 A4 page.)

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Signature: ........................................ Date:........................................

Normal school and Departmental policy will be considered in all applications for exemption from the Enrolment Management Plan. This application may be reviewed by the Enrolment Management Plan Committee and referred to the Executive Director (Schools) for consideration.