



Birkdale State School Enrolment Management Plan

(EMP snapshot please go to full transcript on school website link)

Birkdale State School has a long established, highly regarded reputation as a school which provides quality education and outstanding opportunities in the academic, music and sporting arenas. Birkdale State School holds high expectations for the successful learning and social interactions for all its students.

Our school motto; "Always Our Best", is integral to teaching and learning for each and every day.

Enrolment Policy

Students within catchment

Birkdale State School has an Enrolment Management Plan that guarantees enrolment to students within our designated catchment area. Parents from within our catchment area will need to provide the following upon enrolment:

- Evidence of age - birth certificate
- Proof of residential address : one primary source - a current lease agreement, rates notice or driver's licence with address, or unconditional sale agreement and
- one secondary source - a utility bill (e.g. electricity/ gas) showing this address

The Principal may also request a properly sworn Statutory Declaration from the enrolling parent or legal guardian attesting that the student's principal place of residence is the place nominated in the enrolment application.

Enrolment is also guaranteed to brothers and sisters of students who were enrolled at the school, prior to when the Enrolment Management Plan was implemented in August 2014, and are still attending the school.

The Enrolment Management Plan requires places to be held for students who relocate within the catchment boundary throughout the school year.

The local catchment area is defined by DET equidistant boundaries.

A map is displayed in the school office and on this website.

Some exceptions to outside of catchment enrolments

- Parents of students who wish to nominate an enrolment for acceptance into one or both of Birkdale State School's Music Programs of Excellence.
- Students whose parent or legal guardian is employed by the school

Out of Catchment Enrolments

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 capacity and, where applicable, will ensure there is an even spread of students across year levels or class groupings.

Students from outside the school's catchment area applying for enrolment at that school are placed on a waiting list in order of receipt of application.

Fees

Under the Department's **State Education Fees** procedure, a principal of a state school is able to charge a fee for recouping costs of enrolment processing by a State school with an approved School Enrolment Management Plan of a prospective student who lives outside the school's catchment area, where:

- the enrolment management plan permits the enrolment of a student living outside the catchment area based on cultural, sporting or academic merit, and
- the significant number of prospective students living outside the catchment area and applying to enrol results in abnormal administrative costs to the school, for example, enrolment examination supervision and marking.

Acceptance and Assessment Process

Out of catchment enrolment applications will be recorded in order of receipt, by date and time. These applications will remain current only for the school year in which they are applying to enrol.

Decisions on Enrolment

The Principal is responsible for all decisions on enrolments.

Where a Principal forms a preliminary view that an application will not succeed, parents will be notified in writing. Parents may respond to the Principal's preliminary view by making a submission to the Principal, no later than seven school days after receiving the preliminary view letter.

If no submission is received, the Principal's preliminary view will be treated as the final decision and no further notice will be provided.

If a submission is received, the Principal will consider the submission and make a final decision. A final decision notice will be provided to the applicant as soon as is practicable.

There is no internal review of the Principal's decision.

Gazetted Date

This updated version of the School Enrolment Management Plan of Birkdale State School was gazetted on 1 August 2014.

The School EMP is internally reviewed each year, and if required, updated to reflect any changes to enrolment capacity and/or Programs of Excellence.