



Enrolment Policy

Students within catchment:

Any student, whose principal place of residence is within the school's catchment area/s, is (subject to the *Education (General Provisions) Act 2006*) entitled to enrol at the school. The school Principal will reserve places for students who move into the catchment area throughout the school year.

Parents or legal guardians who wish to enrol their child at the school will need to demonstrate that the student's principal place of residence is 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, or rates notice, or unconditional sale agreement, **and**
- **One secondary source** – a utility bill (e.g. electricity, gas) showing this same address and parent's/legal guardian's name

If the Principal is not satisfied that the documentation provided by an applicant demonstrates adequately that the address stated is the student's principal place of residence, then the Principal may request further sources of proof of residence, such as an additional utility bill (e.g. water) showing the same 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.

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.

Other students who are entitled to enrol as if in-catchment:

The following groups of students will be entitled to enrol, even though they may reside outside the school's catchment area:

- 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 Communities, Child Safety and Disability Services (Child Safety Services)
- Siblings of current students at the school (excluding siblings of Program of Excellence students). Where a school has both a primary and secondary campus, siblings are only entitled to enrol in the same campus as the currently enrolled student
- Students whose parent or legal guardian is employed by the school
- Students who live outside the catchment area and are verified with a disability can enrol in the school to attend the specialised disability program if it is the closest program to their home and meets their individualised needs
- Students who have been excluded from another school, dependent upon the conditions related to the exclusion, subject to agreement of the Regional Director.



Enrolment to Musgrave Hill State School

Proof of Address

Parents who wish to enrol their child/ren at *Musgrave Hill State School*, under our Enrolment Management Plan, will need to demonstrate that the child/ren to be enrolled, **permanently** reside within our catchment area.

Please provide the **most recent** documents listed below:

- **One primary source** – a current lease agreement, or rates notice, or unconditional sale agreement, **and**
- **One secondary source** – a utility bill (e.g. electricity, gas) showing this same address and parent's/legal guardian's name

Address Details	Current Permanent Address	Documentary Evidence Provided <i>(Office Use Only)</i>	Initial Sighted <i>(Office Use Only)</i>
	Street Name and Number:		
Suburb:			
Postcode:			

Parent/ Guardian Signature: _____

Date: _____

NB: If this is the first time the child/ren will be enrolling in a Queensland State School an original birth certificate will need to be sighted upon completion of the official enrolment forms. Enrolment forms will **NOT** be accepted by the school until a birth certificate or other acceptable document ie passport can be provided.



Students Out-of-Catchment:

Applications from any other person, not meeting the criteria outlined above, is an out-of-catchment application. Enrolment of students from outside the local catchment area is restricted to ensure that the total current and forecast enrolments do not exceed the Student Enrolment Capacity. This school can only enrol out-of-catchment students:

- I. if there is sufficient spare capacity after reserving places for students who move into the catchment during the year; and
- II. after taking into account the school's projected future enrolment growth.

Out-of-catchment students applying for enrolment at this school are placed on a waiting list in order of receipt and then assessed by the Principal.

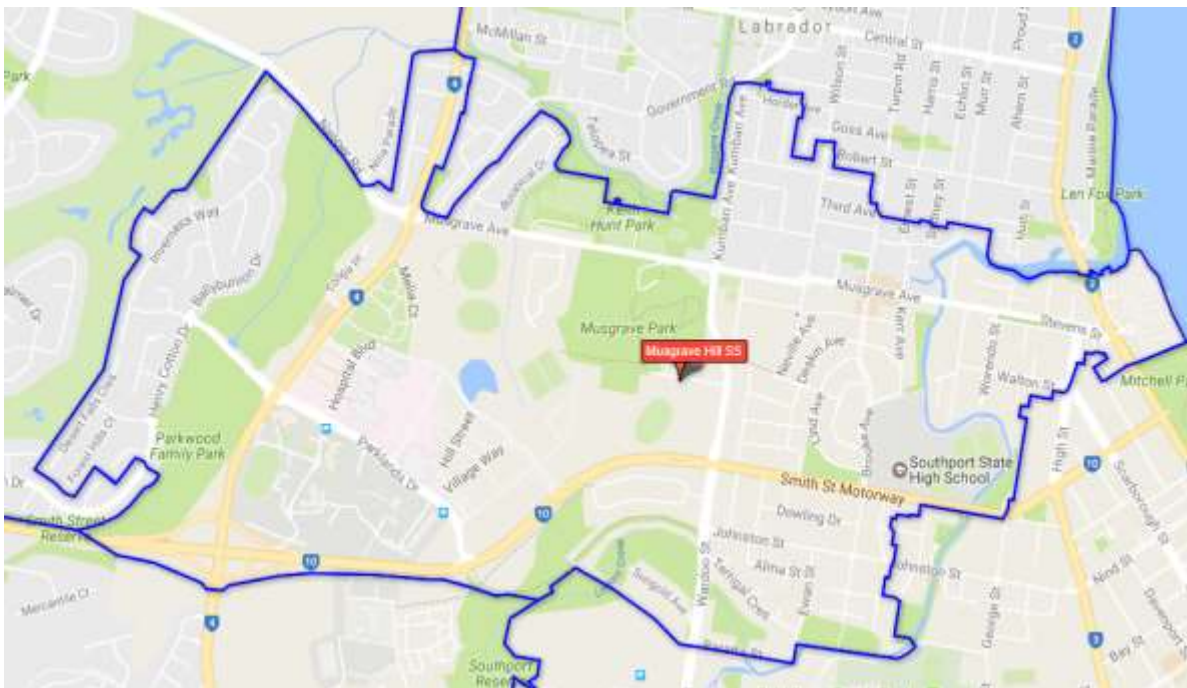
Decisions on Enrolment

The Principal is responsible for all decisions on enrolments.

Where a Principal forms a preliminary view that an application will not succeed, applicants will be notified in writing. Applicants 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.





Out of Catchment Application

Please outline your reasons below for your application to Musgrave Hill State School. Please attach any supporting documentation.

Child's Name _____

Date of Birth _____

Address _____

Parent Name _____

Contact # _____

Year Level Entry _____

Current School and Year Level _____

Reasons for application for enrolment at Musgrave Hill State School:

Signature _____

Date _____

NB: The Principal will review written submissions and you will receive the reply in writing (post, email) or phone call within 14 days of submission.

