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APPROVED/NOT APPROVED

DATE / /

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.



WINDSOR STATE SCHOOL ENROLMENT MANAGEMENT PLAN

Background

Windsor State School was established in 1865. The school has been an important educational institution for the inner northern suburbs of Brisbane for many years. It is also of major cultural, social and historical value to the local area.

The school enrolment is experiencing substantial growth resulting from social and economic changes to the surrounding suburbs and the school's excellent reputation. This growth is placing strain on the historically significant school campus and buildings.

Management of the school's enrolment trends is crucial to maintenance of the heritage listed buildings and the school ethos and community spirit.

Rationale

Windsor 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 Windsor 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 Windsor State School.

Enrolment Capacity of School

The school currently has the capacity to enrol up to 496 students in 21 classrooms. The school's enrolment capacity and future growth will be reviewed at the end of the master planning process being undertaken by Education Queensland and the school's Parents' and Citizens' Association.

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 Windsor 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.

Programs for students with disabilities are regional programs for students whose educational support needs are additional to, or different from, other students. Students who live outside the catchment area and are verified with a disability can enrol in the school to attend the program if it is the closest program to their home and meets their individualised need.

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 living in Gordon Park or Lutwyche on the western side of Lutwyche Road, and whose route to a local school maybe affected by the Northern Busway or Airport Link, maybe considered for enrolment.
- 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.

Proof of Residency

Parents who wish to enrol their child/ren at Windsor 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 contract for the purchase of a house within catchment area
- 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 enrolment into all year levels, to commence at the beginning of a school year, will be accepted from the beginning term one of the previous year.

Applications will be recorded in order of receipt.

Applications will remain current only for the year of submission.

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), President of the Windsor State School P&C or his / her Representative a Staff Representative and a representative of Executive Director (Schools) – Brisbane Central and West District.

Further appeal should be directed to the Executive Director (Schools), Brisbane Central and West District, whose decision will be final.

Review Date

Reviewed Annually

The Windsor State School Enrolment Management Plan is operational from January, 2009

Stephen O’Kane
Principal, Windsor State School

Dated

President, Windsor State School Parents & Citizens’ Association

Dated

David Curran
Executive Director (Schools) Brisbane Central & West District

Dated

PLEASE CONTACT THE PRINCIPAL AT WINDSOR STATE SCHOOL Ph 3866 4333 SHOULD YOU WISH TO DISCUSS, OR NEED FURTHER ASSISTANCE WITH ENROLMENTS.