

Ironside State School

SCHOOL ENROLMENT MANAGEMENT PLAN

Overview

Ironside State School is a high demand school located in St Lucia with an outstanding academic heritage. Ironside State 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.

The school has experienced exceptional, unabated growth in its school population. The increase in numbers has been particularly exacerbated by the number of families moving into the catchment area and also influenced by the increase in the number of multi-dwelling properties in the catchment. This sustained residential growth is driven in part by the University of Queensland located in the catchment. The university has over 35,000 students and in excess of 5,000 employees with plans for expansion. Many of its employees and students live within the catchment area and have children who attend Ironside State School.

Parents considering enrolling their child at Ironside State School must understand that an application for enrolment does not guarantee confirmation of a place.

The Principal is responsible for determining whether a student is entitled to be enrolled at the school on the basis of the requirements outlined under this Enrolment Management Plan and within the enrolment capacity of the school.

The school provides state primary education to students who genuinely reside within the school's catchment. The requirement for a student's principal place of residence (as required under the *Education (General Provisions) Act 2006*) to fall within the school's catchment will be actively monitored and enforced. Parents must notify the school of any change of address within 14 days of any change.



For all local catchment enrolment applications, the school requires the provision of comprehensive documentary evidence to demonstrate that students seeking to enrol genuinely reside in the catchment.

Ironside State School will require parents and guardians to sign statutory declarations under the *Oaths Act 1867* as providing legally sworn evidence of enrolment eligibility. This is essential to ensure that only genuine local students enrol in the school.

The Principal reserves the right to undertake an audit or conduct investigations at any time to ensure compliance with the requirements under this Enrolment Management Plan to confirm entitlement to enrol.

If false or misleading information has been used in the enrolment application process, a student's enrolment will cease. The school reserves the right to independently assess, validate or investigate applications for enrolment and will refer false or misleading applications to the Queensland Police Service.

The catchment area for the school may be subject to change and a residential address within the current catchment should not be relied upon as a guarantee of a future entitlement to enrol.

This School Enrolment Management Plan sets out the conditions under which students may be enrolled into Ironside State School, subject to any other requirements or limitations in the *Education (General Provisions) Act 2006*  

This School Enrolment Management Plan is supported by:

- Enrolment in State Primary, Secondary and Special Schools procedure [🔗](#)
- School Enrolment Management Plans (School Enrolment Management Plan) procedure [🔗](#)

Student Enrolment Capacity of School

Ironside State School has a maximum Student Enrolment Capacity of 1179 students.

The number of students entering Prep in any given year is not to exceed 150 in 6 classrooms.

While the in-catchment enrolment demand matches the built capacity of the school, no out-of-catchment enrolments will be considered.

Local Catchment Area

A school's local catchment area is the geographical area from which the school is to have its intake of students. A catchment map defines the catchment area for Ironside State School.

This school operates under an equidistant catchment area.

The school's catchment map is available to be viewed at the school's administration building or can be [viewed online](#) [🔗](#).

Enrolment Policy

Students within catchment

Any student, whose principal place of residence is within the school's catchment area, 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 must be provided.

The school reserves the right to confirm a student's entitlement to enrol under this Enrolment Management Plan immediately prior to the student's commencement at the school. Where a student about to commence at the school no longer resides within the catchment, the Principal reserves the right to review the eligibility of the student to commence at the school. Any failure to notify the school of a change in address of the student's principal place of residence will be considered in determining eligibility for ongoing enrolment.

Factors that will be considered in determining whether a student's residence is their principal place of residence and is within the schools catchment include but are not limited to the following:

- where the student sleeps
- where the student eats meals
- whether the student also resides in other premises and if so, the reasons for doing so and the extent of time spent there
- the place of residence of the student's parent/legal guardian, step-parent or sibling
- whether there are other occupants of the residence, and their rights to, and control over, the property
- the connection of utilities or other services such as gas, electricity, telephone, internet, subscription services, in the name of the student or their parent or legal guardian
- whether the student and/or their parent/legal guardian have moved their furniture and personal effects into the residence
- whether the residence is used as the student's, or the student's parent's/legal guardian's, mailing address or address for other purposes such as the electoral roll, driver's licence and vehicle registration. If another residence is used, the reasons for using that other residence must be provided
- the length of time of residence
- whether home insurance for the building and/or contents has been taken out in the name of the student's parent/guardian and whether the insurance is a 'landlord' or 'owner occupier' policy
- the type of finance acquired by the student's family for the residence. For example, obtaining finance as an owner/occupier or under an investment loan
- whether the applicant's purpose for occupying the residence is other than to make it their principal place of residence. For example, the purpose forms part of a scheme to evade limitations on, or requirements affecting, entitlement to enrolment under this Enrolment Management Plan.

The issue of whether evidence presented satisfies the Enrolment Management Plan criteria that a residence is indeed a student's principal place of residence will be assessed and determined at the Principal's discretion. The relevance and weight of each factor will depend on the individual circumstances of each case.

Examples of proof of residency documents under the relevant category that are required to be provided with the enrolment application to confirm the student's principal place of residence include but are not limited to the following:

Owned property

- completed sale agreement demonstrating fair market value, settlement notice or title deed
- evidence that the property is the legitimate family residence (e.g. type, size and nature of the accommodation)
- a current rates notice/s
- a minimum of three current bills and evidence of payment (e.g. electricity, gas, internet, telephone) that demonstrate reasonable levels of usage
- a current paid up home and contents insurance policy
- a current paid up motor vehicle insurance policy
- other evidence as requested by the Principal.

Leased / Rented properties

- a current commercially drawn, arms-length, residential lease agreement (in accordance with agreements under the Residential Tenancies Authority) in the name of the parents or legal guardians (e.g. minimum 12 months from the student's commencement date - leases of greater length will be given greater weight in the enrolment process) - private rental lease agreements are not accepted
- a current bond receipt lodged with the Residential Tenancies Authority for the stated residence
- a minimum of three current bills and evidence of payment for electricity, gas, internet, telephone (demonstrating reasonable levels of usage as compared to other households)
- a current paid up contents insurance policy
- a current paid up motor vehicle insurance policy
- evidence of currently paid up rent at the amount outlined in the lease agreement

other evidence as requested by the Principal, including:

- evidence of payment of effective market value rent
- evidence that the property is the legitimate family residence (e.g. type, size and nature of the accommodation)

Compulsory personal information documents

- driver's license
- evidence of electoral enrolment

Or similar documents as determined by the Principal

Other evidence that may be required

- a properly sworn Statutory Declaration from a legal representative demonstrating guardianship/parenting arrangements
- 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.

The Principal may request to sight original documentation and require copies of documents to be sworn or affirmed in front of the School's nominated legal officer, Commissioner for Declarations or Justice of the Peace (Qualified).

If the Principal is not satisfied that the address stated is the student's principal place of residence, then the Principal may decide that the student is not entitled to be enrolled at Ironside State School.

False or misleading statements or assertions about the student's principal place of residence amount to an offence and will be reported to police.

The Principal will refuse an application for enrolment of a prospective student or cease the enrolment of an existing student where entitlement to enrolment has been obtained through false or misleading statements about the student's principal place of residence.

Siblings

Siblings of current students are not eligible for automatic enrolment if the sibling's principal place of residence is not within the school's catchment area.

The school's previous Enrolment Management Plan provided for the automatic enrolment of siblings. To assist with transition to the new requirements and to acknowledge that enrolment decisions for current students have been based on the previous Plan, the automatic enrolment entitlement will continue to apply to siblings of students who are enrolled at the school as at the gazettal date of this Enrolment Management Plan and who remain continuously enrolled up to the proposed date of enrolment of the sibling.

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)
- 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.

Out-of-Catchment application

While the in-catchment enrolment demand matches the built capacity of the school, no out-of-catchment enrolments will be considered.

Decisions on Enrolment

The Principal is responsible for all decisions on enrolments. The Principal may require the applicant to provide additional documents or information to support the application.

Where the 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.

Gazettal Date

This updated version of the School Enrolment Management Plan of Ironside State School was gazetted on 30 June 2017.

The School Enrolment Management Plan is subject to periodic review.