



APPLICATION FOR OUT OF ENROLMENT CATCHMENT AREA

Upper Coomera State College is a state school with an Enrolment Management Plan. The catchment area is divided into three boundaries – a Prep to Year 6, a Year 7 to Year 10 and a Year 11 and 12 catchment. This application for out of bounds enrolment will be considered for admission in accordance with the admissions criteria in the school’s enrolment management plan.

PROSPECTIVE STUDENT’S DETAILS	
Student name	
Parent/carer name	
Parent/carer contact number	

Please provide the following supporting documentation along with this form:

- Completed Application for enrolment
- Completed and signed Enrolment agreement
- Completed and signed Student Resource Scheme form
- Student’s birth certificate
- Passport/visa (if student is born overseas)
- Most recent academic report
- Any other relevant information pertaining to the above mentioned student (e.g. awards, certificates)

Please tick the relevant box indicating the reason for your request:

- A Year 7 to 12 student requesting enrolment in one of the Signature Programs
- Child/ren subject to child protection orders that grants guardianship or custody to the Chief Executive Officer of the Department of Child Safety
- A sibling of students already enrolled
- A student who resides outside the catchment area
- A student who has changed school due to change of residence and is requesting to return to Upper Coomera State College. NB. They have right of entry within a semester of their departure.
- Other (Please indicate in additional comments).

Please note: the enrolment management committee will review submissions and you will receive the reply in writing (post, email) within 14 days of submission.

Please list any additional comments for consideration:

- 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 online map (EdMap) available from the college website defines the boundary area for which Upper Coomera State College 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.
- Upper Coomera State College is a Prep-12 school, having three catchment areas, one for Years Prep-6, one for Years 7 to 10 and one for Years 11 and 12.

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.
- A Birth Certificate is required for the enrolment of each student to assist with appropriate placement, consistency and the wellbeing of students.
- Students whose parent or legal guardian is employed by the school shall have automatic right of entry once employment has been confirmed.
- Students who move outside of the boundary have guaranteed continuing enrolment.
- 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:

- Years 7 to 12 students requesting enrolment in one of the Signature Programs who demonstrate a high level academic, and/or cultural arts and/or sporting achievement through documentary evidence
- 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
- Siblings of students already enrolled
- Students who reside outside the catchment area and who officially leave the school have right of re-entry within one semester. After one semester readmission will be considered in accordance with the enrolment criteria.
- If students' change school due to change of residence and request to return to Upper Coomera State College, they have right of entry within a semester of their departure. If greater than a semester, parents can request enrolment and are subject to vacancy availability as determined by the Principal.
- Places for students living outside the defined enrolment boundary will be managed to ensure an even spread of students across year levels and to ensure the total enrolment does not exceed the school's accommodation capacity for students.
- Any remaining students residing outside the catchment area.
- Applications will be considered after the Principal has analysed the current and future availability of space in year levels across the school and in order of receipt.
- Students will be placed in classes at the discretion of the Principal.
- An offer of enrolment for a student who resides outside the catchment area for a particular year level is for that student only. Siblings will be considered for admission in accordance with the enrolment criteria subject to available space

Proof of Residency

Parents who wish to enrol their child/ren at Upper Coomera State College under the Enrolment Management Plan will need to demonstrate that the child/ren to be enrolled, reside within the catchment area. One of each of the following forms of documentation will be required by the principal at the time of enrolment:

Primary source

- Rental Agreement stamped and signed by real estate agency for a minimum of six months duration
- Rates notice
- Signed unconditional House Contract (subject to nil tenancies)

Secondary source

- Utility bill (e.g. electricity, gas) showing the same address and parent's/legal guardians name

Please note: All documents proving proof of residency must be current as at the actual start date of the student. 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. 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.