



Inner City South State Secondary College

Proposed Inner City South State Secondary College Enrolment Management Plan

Overview

The Inner City South State Secondary College (ICSSSC) is an outstanding new secondary school in Dutton Park to support secondary school demand in this rapidly changing area.

The ICSSSC sits within 'Brisbane's knowledge corridor' alongside the University of Queensland, the Ecosciences Precinct, the PA Hospital and other leading institutions where learning and growth are developed through collaboration and partnerships with academia, industry and government.

Partnering with the University of Queensland, the ICSSSC provides students with access to innovative technologies, resources and expertise, enhanced learning opportunities and strong student pathways to further education, training and employment.

The school is located close to transport, including existing rail and bus networks and future Cross River Rail and Metro connections.

The school promotes agile learning, creative thinking and problem solving to deliver a contemporary, future focused education that prepares students for the opportunities of tomorrow.

Under the Education (General Provisions) Act 2006 (the Act), applications for enrolments for the ICSSSC will be subject to this Enrolment Management Plan.

The ICSSSC catchment is defined by an equidistant boundary between it and surrounding state secondary schools using the shortest trafficable route, as defined by the Government Statistician.

The school primarily exists to provide state secondary education to students who reside within the ICSSSC local catchment. However, subject to the ICSSSC's enrolment capacity, out-of-catchment students will also be able to apply to enrol at the school, subject to the requirements of this Enrolment Management Plan.

Out-of-catchment students may be drawn from:

- a) priority out-of-catchment students, including children living in the newly defined neighbouring BSHS local catchment; and
- b) students eligible for selective entry under the selective entry process outlined in this Enrolment Management Plan;

Parents and guardians may be asked to sign statutory declarations under the

Inner City South State Secondary College

Oaths Act 1867 as providing legally sworn evidence to satisfy requirements of enrolment as determined by the Principal.

As with all state school enrolment management plans, the ICSSSC local catchment area 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.

The Principal is responsible for determining whether a student is entitled to enrol at the school on the basis of the requirements outlined under this Enrolment Management Plan.

Student Enrolment Capacity

The ICSSSC has the following maximum Student Enrolment Capacity:

Year	Capacity	Years of schooling offered
2021	250	7
2022	500	7, 8
2023	750	7, 8, 9
2024	1000	7, 8, 9, 10
2025	1250	7, 8, 9, 10, 11
2026 onwards	Over 1600	7, 8, 9, 10, 11, 12

ICSSSC has capacity to accommodate the following out-of-catchment enrolments under its Selective Entry Program. Additional select entry enrolments are permitted if the enrolment capacity is not met by local catchment enrolments or priority out-of-catchment enrolments.

Inner City South State Secondary College

Year	Selective Entry Capacity
2021	50
2022	100
2023	150
2024	200
2025	250
2026 onwards	300

The school operates a Selective Entry Program [*the select entry program will be set by the principal and settled for the final EMP*]. Selective Entry places are available to 'out-of-catchment' enrolments only after the demand for 'local catchment' and priority out-of-catchment students have been met and sufficient student enrolment capacity has been reserved for future local catchment growth. Selective Entry capacity may be subject to change.

Enrolment of other out-of-catchment students may be considered if there is sufficient enrolment capacity after enrolment of local catchment, priority out-of-catchment and select entry students and sufficient student enrolment capacity has been reserved for future local catchment growth.

ICSSSC Local Catchment Area

The ICSSSC local catchment area (the ICSSSC catchment) is the geographical area from which the school is to draw its core intake of students, defined by the map available [online](#).

The boundaries of the ICSSSC catchment area are subject to periodic review and may be subject to change. While a principal place of residence may currently be in the local catchment, there is no guarantee that this will satisfy future enrolment requirements. At the time of making application for enrolment, please check the school's catchment to determine whether your residence is located within the catchment area.

Brisbane state high school local catchment area

The BSHS local catchment area (the BSHS catchment) is the area applicable to Brisbane State High School defined by the map available to be [online](#). [*This refers to the proposed BSHS catchment after the gazettal of the ICSSSC catchment*]

Inner City South State Secondary College

Enrolment Policy

Local catchment enrolments

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

The Principal will consider the factors listed under the heading 'Determining Principal Place of Residence' when assessing whether an applicant's principal place of residence is within the ICSSSC catchment.

Out-of-Catchment enrolments

Subject to the availability of places at the school in accordance with the school's enrolment capacity, the following out-of-catchment students are able to apply for enrolment at ICSSSC:

- priority out-of-catchment students; and
- students eligible for selective entry under the selective entry process.

Priority out-of-catchment students

Priority out-of-catchment students are:

- A. a child:
 - who on *[insert date of gazettal of the ICSSSC EMP]*, was enrolled in Prep to Year 6 and whose principal place of residence was in the BSHS catchment; and
 - whose principal place of residence has remained in the BSHS catchment from *[insert date of gazettal of the ICSSSC EMP]* to the date of the application for enrolment at ICSSSC the (priority category (A)).
- B. any current or future sibling of a child mentioned in priority category (A) or enrolled at BSHS on *[insert date of gazettal of the ICSSSC EMP]*, and at the date of the application for enrolment at the school, the child's principal place of residence is in the BSHS catchment (priority category (B)).

Inner City South State Secondary College

- C. a child who is 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);
- D. a child who lives outside the catchment area and is 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; and
- E. a child who has been excluded from another school, dependent upon the conditions related to the exclusion.

Process for enrolment of priority out-of-catchment students

In relation to applications for enrolment of students under priority category (A) or (B), the Principal will consider the factors listed under the heading 'Determining Principal Place of Residence' when assessing the applicant's principal place of residence.

Priority out-of-catchment students who are entitled to be enrolled at ICSSSC must be given priority over selective entry students.

Selective entry program

Students will be considered for select entry to ICSSSC in accordance with the selective entry process determined and managed by the Principal.

The Principal is responsible for all decisions on selective entry enrolment and the decision will be final.

Siblings of selective entry students are not eligible for automatic enrolment.

Fees for selective entry applications

Under the Department's State Education Fees procedure, a Principal of a state school with an approved School EMP is able to charge a fee for recouping costs of enrolment processing where:

- the enrolment management plan permits the enrolment of a student living outside the catchment area based on selective entry criteria [*to be determined*], and
- the significant number of prospective students living outside the catchment area and applying to enrol results in abnormal



Inner City South State Secondary College

administrative costs to the school, for example, enrolment examination supervision and marking.

To participate in the ICSSSC selective entry program, applicants are required to pay the application fee. Participating in the selective entry program selection process is no guarantee of successful enrolment at ICSSSC and any fees paid are non-refundable.

The Principal reserves the right to grant exemption for this fee payment in genuine circumstances of financial hardship.

Determining principal place of residence

Parents or legal guardians who seek to enrol their child at the school as a local catchment enrolment will need to fully demonstrate that the student's principal place of residence is genuinely within the catchment area on the date of the application for enrolment.

Parents or legal guardians who seek to enrol their child at the school as a priority out-of-catchment enrolment under priority category (A) or (B) above will need to fully demonstrate that the student's principal place of residence has genuinely been within the BSHS catchment from *[insert date of gazettal of the ICSSSC EMP]* to the date of application for enrolment.

Factors that will be considered in determining a student's principal place of residence may include 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 immediate family, especially a parent, carer, 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 such as telephone, internet, subscription services (for example Foxtel), gas and electricity under the name of the student or their parent;
- whether the amount of electricity and/or gas used is consistent with the student and/or the student's immediate family occupying the residence as a home;

Inner City South State Secondary College

- whether the student and/or their immediate family have moved their furniture and personal effects into the residence;
- whether the residence is used as the student's, or the student's immediate family members, 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;
- whether the student or the student's immediate family members entertain friends and other family at that residence;
- the length of time of residence;
- whether home insurance for the building and/or contents, has been taken out in the student's family name 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; and
- 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 a residence is a student's principal place of residence will be 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

- unconditional 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)



Inner City South State Secondary College

- a current rates notice/s
- a minimum of three current bills and evidence of payment (e.g. electricity, gas, internet, telephone) that demonstrates 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

Tenanted property

- a current commercially drawn, arms-length, residential tenancy agreement in the name of the legal parents or guardians (e.g. minimum of 3 months prior to the date of application and 12 months of the student's commencement date - tenancies of greater length will be given greater weight in the enrolment process)
- 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
- other evidence as requested by the Principal
- evidence of currently paid up rent at the amount outlined in the tenancy agreement

For lease holders the school may also assess:

- 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 licence



Inner City South State Secondary College

- electoral roll

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 documentation provided by an applicant demonstrates adequately that the address stated is the student's principal place of residence, the Principal may decide that the student is not entitled to be enrolled at ICSSSC.

Enrolment Decisions

The Principal is responsible for all decisions on enrolments and may request any additional documentation or conduct other enquiries deemed necessary to satisfy the requirements for enrolment.

Where the Principal forms a preliminary view that an application does not satisfy the requirements for enrolment, or contains false or misleading statements or assertions about the student's principal place of residence, 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 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.



Inner City South State Secondary College

False or misleading statements

False or misleading statements or assertions about a student's principal place of residence amount to an offence.

The Principal will cancel the enrolment of an existing student, where enrolment has been obtained through false or misleading statements about the student's principal place of residence.

Gazettal Date

This updated version of the School Enrolment Management Plan of the Inner City South State Secondary College was gazetted on xxxxx.

The School EMP is reviewed periodically, and if required, updated in accordance with the processes set out in the Education (General Provisions) Act 2006 to reflect any changes.

DRAFT