PETRIE TERRACE STATE SCHOOL
SCHOOL ENROLMENT MANAGEMENT PLAN

Overview
Petrie Terrace 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.

Because of enrolment capacity and growth Petrie Terrace State School may be unable to meet this obligation in the future, unless action is taken now to manage enrolments. The Principal must restrict enrolment of out-of-catchment students to ensure in-catchment students can enrol at their local state school, without requiring additional facilities.

This School Enrolment Management Plan (School EMP) sets out the conditions under which students may be enrolled into Petrie Terrace State School, subject to any other requirements or limitations in:

- the Education (General Provisions) Act 2006

This School EMP is supported by:
- Enrolment in State Primary, Secondary and Special Schools procedure
- School Enrolment Management Plans (School EMP) procedure

Student Enrolment Capacity of School
Petrie Terrace State School has a maximum Student Enrolment Capacity of 238 students.

The number of students entering Prep in any given year is not to exceed 25 in 1 classroom, unless there are more than 25 students enrolling from within the catchment area.

Local Catchment Area
A school’s local catchment area is the geographical area from which the school is to have its core intake of students. A catchment map defines the catchment area for Petrie Terrace State School.

This school operates under an equidistant catchment area.

The school’s catchment map is available to be viewed at either the school’s administration building or online at http://www.qgso.qld.gov.au/maps/edmap/.

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:
The School EMP is internally reviewed each year, and if required, updated to reflect any changes to Student Enrolment Capacity and/or Programs of Excellence.

Endorsed by:

Eunice Webb, Principal

Date

01/09/2014

Approved by:

Mark Campling, Regional Director

Date

W 9/25/14