



## SPECIAL CONSIDERATION FOR OUT OF CATCHMENT ENROLMENT

<b>Student Name:</b>		<b>Year Level:</b>
<b>Parent Name:</b>		<b>Contact Number:</b>
<b>Current Residential Address:</b>		

In order for a student to be enrolled at Hervey Bay State High School, students need to be residing within our enrolment catchment area. Specific details on our school's enrolment please visit:

<https://education.qld.gov.au/parents-and-carers/enrolment/management-plans/hervey-bay-state-high-school>

Please check your address using the official Education Queensland Catchment Map, which can be found here:

<https://www.qgso.qld.gov.au/maps/edmap/>

Enrolment of students from outside the local catchment area is restricted to ensure that the total current and forecast enrolments do not exceed the Student Enrolment Capacity. The Principal is responsible for all decisions on enrolments and decides whether or not a student is entitled to enrolment at the school in accordance with ss 155, 156, 171 and 172 of the Education (General Provisions) Act 2006 (EGPA) and in accordance with the eligibility criteria outlined in the school enrolment management plan (EMP) which is a legislative instrument under the EGPA.

This school can only enrol out-of-catchment students:

1. If there is sufficient spare capacity after reserving places for students who move into the catchment during the year; and
2. After taking into account the school's projected future enrolment growth.

The obligation and onus is on the Parent/Carer to provide satisfactory evidence that the applicant is eligible to apply for enrolment (s155(1)(c)(i) of the EGPA) and any other documents, identified in the form, the Principal reasonably requires to decide the application.

The Parent/Carer needs to supply factual information identifying that the residence is a person's principal place of residence. If an applicant makes/provides a false statement/assertion about the student's principal place of residence, this may amount to an offence and may be reported to police.

## Application Process

1. Complete the **Expression of Interest to Enrol** and this form on both sides.
2. Supply the following documents along with these forms:
  - **Students Birth Certificate**
  - **Students Medicare Card**
3. Parents, Carers 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 rental/lease agreement, or rates notice, or unconditional contract of sale
  - One secondary source – a utility bill (electricity, gas, water) showing this same address and parent's/legal guardian's name
  - NOTE: 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 residency.
4. Return all documents to Hervey Bay State High School Office or email to [enrolment@herveybayshs.eq.edu.au](mailto:enrolment@herveybayshs.eq.edu.au)
5. Applications are processed by the Principal
6. A response to your application will be forwarded to you once a decision has been made by the Principal.

### ***I have read and understood the conditions of this application and have provided the required documents:***

- Application submission decisions will be made on what information and documentation is provided.
- Applications will be automatically declined when there is no supporting documentation provided.
- Applications cannot be resubmitted if you have been declined due to insufficient information, documentation or evidence to support your reason for application.
- Birth certificate
- Medicare Card
- Documents supporting my reason for consideration (one **primary** source and one **secondary** source as detailed in this form)
- A statement detailing your reason/s for applying for Out-of-catchment application. Please be specific and give as much information as possible for the Principal to make an informed decision on enrolment

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

#### Office Use Only

Date Received: _____	Principal's Decision: YES / NO
Decision Date: _____	Notes: