



# Yarrilee State School



*An Independent Public School*

## ENROLMENT MANAGEMENT INFORMATION

Yarrilee State School recognises as its prime obligation - the provision of access to an appropriate educational service for students resident within this community as defined by its local catchment area. Due to the enrolment capacity and growth at Yarrilee State School, we may not be able to meet this obligation in the future unless action is taken now to manage our enrolment. The school's current student enrolment capacity is 807.



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## LOCAL CATCHMENT AREA

A map outlining the details of our local catchment area can be obtained from the school or viewed on the school website. It is based on equidistance boundaries with other schools. Enrolment for students outside our local catchment area is dependent upon:

- The school's enrolment capacity
- Catering for in-catchment enrolments
- Allowing for in-catchment growth
- Ensuring an even spread of students across all year levels

Programs for students with special needs are linked to regional programs. Students who live outside our catchment area and are verified with a special need can enrol in the school if it is the closest program to their home.

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## ENROLMENT POLICY

All students who reside in our local catchment area and are eligible to attend the educational program offered have a right to enrolment at our school. Enrolment applications from outside our catchment area will be managed according to the above criteria to ensure that the total and forecast enrolments do not exceed the school's current enrolment capacity. Where possible we will also seek to ensure there is an even spread of students across all year levels.

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## ENROLMENT CRITERIA

Students who reside outside our catchment area and apply for enrolment will be put on a waiting list in order of receipt of application. Where there is spare capacity, students will be enrolled based on the following criteria:

- 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)
- Siblings of current students at the school (excluding siblings of Program of Excellence and Scholarship students)



- Students whose parent or legal guardian is employed by the school
- Students who live outside the catchment area and are verified with a disability can enrol in the school to attend the specific disability program if it is the closest program to their home and meets their individualised needs
- Students who have been excluded from a school other than this school, dependent upon the conditions related to the exclusion, as determined by the Regional Director

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## PROOF OF RESIDENCY

Parents/Guardians will need to demonstrate that the student to be enrolled resides within our 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 driver's licence, or unconditional sale agreement, and
- One secondary source - a utility bill (e.g. electricity, gas), or rates notice showing this same address and parent's/legal guardian's name.



## ACCEPTANCE AND NOTIFICATION

Applications for enrolment into Years P-6 will be accepted each year during Term 2, for the start of the following year. They will remain current only for the year of application.

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## DECISIONS ON ENROLMENT

The Principal is responsible for all decisions on enrolments. Where a Principal forms a preliminary view that an application will not succeed, parents will be notified in writing. Parents 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.

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