

# Kelvin Grove State College

## Enrolment Management Plan

### Overview

Kelvin Grove State College (KGSC) is committed to the provision of educational service for students who genuinely reside within the school's local catchment area.

There has been significant growth in KGSC's student population over the past five years.

This aligns with the rising population in Brisbane's inner city and an increase in the number of families moving into the school's catchment area. The urban landscape of the catchment is changing, with more high density living, and increases in multi-dwelling properties.

Increasing demand on KGSC also recognises the school's outstanding educational reputation and achievements in music, the arts and sport. However, it necessitates that the school tightly control its enrolment processes to ensure genuine local catchment students are catered for.

Applications for enrolment at KGSC will be subject to the *Education (General Provisions) Act 2006* and this Enrolment Management Plan.

Parents considering enrolling their child at KGSC must understand that an application for enrolment does not guarantee confirmation of a place.

For all local catchment enrolment applications, the school requires the provision of documentary evidence to demonstrate that students

---

seeking to enrol genuinely reside in the catchment. The Executive Principal is responsible for determining whether a student is entitled to be enrolled at the school on the basis of the requirements outlined in the *Education (General Provisions) Act 2006* and this Enrolment Management Plan.

In addition, the entitlement of prospective out-of-catchment students, is dependent upon the enrolment capacity of the school. Enrolment of out-of-catchment students will be restricted to ensure local catchment students can enrol at the school.

This also assists the Department of Education to manage resources across the state schooling network so facilities can be prioritised to meet local catchment demand.

### **KGSC Local Catchment Area**

The KGSC local catchment area (the KGSC catchment) is the geographical area from which the school is to draw its core intake of students.

The KGSC catchment for Prep to Year 6 is defined by the map available online at: <http://www.qgso.qld.gov.au/maps/edmap/>

The KGSC catchment for Years 7 to 12 is negotiated and will evolve through the progressive roll out of Years of schooling delivered at the new Fortitude Valley State Secondary College (FVSSC). It is defined by the maps available online at EdMap.

---

The boundaries of the KGSC catchment area are subject to periodic review. While a principal place of residence may be in KGSC catchment at a particular point in time, 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.

### **FVSSC local catchment area**

The FVSSC local catchment area (the FVSSC catchment) is the geographical area from which that school will draw its core intake of students and can be accessed online at:

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

### **Enrolment Policy**

## **Local catchment enrolments**

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

The Executive Principal will consider the factors listed under the heading 'Determining Principal Place of Residence' when assessing whether a prospective student's principal place of residence is within the KGSC catchment.

The following groups of prospective students will be entitled to enrol at KGSC as if they are local catchment students, even though they may

---

reside outside the school's catchment area:

- a) a student 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) in consultation with the Executive Principal;
- b) a student who lives outside the catchment area and is verified with a disability and for whom KGSC's specialised disability program is the closest program to their home and meets their individualised needs;
- c) a student who has been excluded from another school, is not prohibited from enrolling in the KGSC under the conditions related to the exclusion, and who is approved for enrolment in the school by the Regional Director (or delegate) in consultation with the Executive Principal; and
- d) a student who has successfully met the standards required and been offered a place to join the Queensland Ballet Academy, after auditioning with Queensland Ballet and Kelvin Grove State College. Information relating to the audition process can be obtained at:

<https://www.queenslandballet.com.au/academy/senior-program>

### **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 demonstrate that the student's principal place of residence is within the KGSC catchment as at 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 will need to fully demonstrate that the student's principal place of residence has genuinely been within the FVSSC catchment from 3 May 2019 to the date of application for enrolment.

Factors that may be considered in determining a student's principal place of residence include:

- 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;
  - 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 home insurance for the building and/or contents has been taken out for the benefit of the student's family;
- whether 'landlord' insurance has been taken out for the benefit of the student's family or otherwise in relation to the subject property; and
- 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).

The issue of whether a residence is a student's principal place is to be decided by the Executive Principal.

The relevance and weight of evidence provided on behalf of a prospective student will be considered in light of the individual circumstances of each prospective student. However, 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 may include the following:

### **Owned property**

- a current certificate of title;
-

- unconditional sale agreement demonstrating fair market value;
- evidence that the property is the legitimate family residence (e.g. a statutory declaration by an applicant/parent for enrolment outlining the individuals who reside in the property and their relationship to the prospective student);
- the most recently issued rates notice;
- a minimum of three current bills and evidence of payment (e.g. electricity, gas, internet, telephone) that demonstrates reasonable levels of usage;
- a current home and contents insurance policy in relation to the property; and
- a current motor vehicle insurance policy, with the property being the nominated address.

### **Tenanted property**

- a current commercially drawn, arms-length, residential lease agreement (in accordance with agreements under the Residential Tenancies Authority) in the name of the parents or legal guardians (e.g. minimum 6 months from the student's commencement date— leases of greater length will be given greater weight in the enrolment process) — private rental lease agreements are not accepted without a current bond receipt lodged with the Residential Tenancies Authority for the stated residence;
  - current bills and evidence of payment for electricity, gas, internet, telephone (demonstrating reasonable levels of usage as
-

compared to other households);

- a current contents insurance policy in relation to the property;
- a current motor vehicle insurance policy, with the property being the nominated address; and
- 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 (for example, an opinion from a real estate agent who practices within catchment); and
- evidence that the property is the legitimate family residence (e.g. type, size and nature of the accommodation).

**Personal information documents, including:**

- driver's licence; and
- electoral roll.

**Other evidence that may be required:**

- a properly sworn Statutory Declaration from a legal representative demonstrating guardianship/parenting arrangements; and
  - 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 Executive Principal may request to sight original documentation and require copies of documents to be sworn or affirmed in front of the School's Commissioner for Declarations or Justice of the Peace (Qualified).

## **Out-of-catchment enrolments**

### **Out-of-catchment enrolment capacity**

KGSC's out-of-catchment enrolment capacity is up to 250 students, and is subject to the capacity available after sufficient enrolment capacity is reserved by the school's Executive Principal for:

- enrolments of students from the local catchment or students treated under this Enrolment Management Plan as if they are from the local catchment;
- students who move into the KGSC catchment during the school year; and
- the school's projected future enrolment growth.

This means out of catchment enrolment capacity can vary from year to year.

### **Categories of out-of-catchment students**

The following out-of-catchment students are able to enrol at KGSC, subject to the availability of places at the school in accordance with the out-of-catchment enrolment capacity of the school:

---

- a) priority out-of-catchment students;
- b) out-of-catchment students eligible for entry into a program of excellence offered by KGSC; and
- c) other out-of-catchment students entitled to enrol at the school in accordance with this Enrolment Management Plan.

### **Priority out-of-catchment students**

Priority out-of-catchment students are:

- a prospective student:
  - who on **3 May 2019** was enrolled in Year 5 or 6 and whose principal place of residence was in the FVSSC catchment; and
  - whose principal place of residence has remained in the FVSSC catchment from **3 May 2019** to the date of the application for enrolment at KGSC (priority category (A)).

#### **Process for enrolment of priority out-of-catchment students**

In relation to applications for enrolment of priority out-of-catchment students, the Executive 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 KGSC must be given priority over prospective out-of-catchment students eligible for entry into a program of excellence and other out-of-catchment enrolments.

---

## **KGSC Programs of Excellence**

Out-of-catchment applicants will only be considered for enrolment in a program of excellence subject to there being sufficient out-of-catchment enrolment capacity, determined by the Executive Principal in accordance with this Enrolment Management Plan.

## **Other out-of-catchment enrolments**

Other prospective out-of-catchment students will be considered for enrolment at KGSC subject to there being sufficient enrolment capacity determined by the Executive Principal in accordance with this Enrolment Management Plan.

Subject to available out-of-catchment enrolment capacity, the Executive Principal may also reserve places for:

- disadvantaged or vulnerable out-of-catchment students.
- overseas students enrolled in accordance with section 63 of the *Education (General Provisions) Regulation 2017*.

Prospective out-of-catchment students will be placed on a waiting list, with applications assessed in order of receipt.

Siblings of out-of-catchment students are not eligible for automatic enrolment at KGSC.

Siblings of former local catchment students who no longer reside in catchment are not eligible for automatic enrolment. That is, there is no automatic enrolment for siblings, who reside outside of the catchment area.

---

## Enrolment Decisions

The KGSC Executive Principal is responsible for determining whether a prospective student satisfies the requirements for eligibility to enrol. The Executive Principal may request any additional documentation or conduct other enquiries deemed necessary to be so satisfied.

Where the Executive Principal forms a preliminary view that an application does not satisfy the requirements for eligibility to enrol, 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 Executive Principal's preliminary view by making a submission to the Executive Principal, no later than seven days after receiving the preliminary view letter.

If no submission is received, the Executive Principal's preliminary view will be treated as the final decision and no further notice will be provided.

If a submission is received, the Executive 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.

A person aggrieved by an enrolment decision of the Executive Principal can find information about the available complaints processes at:

- the Department of Education Complaints Management Framework: <https://qed.qld.gov.au/contact/customer-compliments-complaints>; and
-

- Queensland Ombudsman: <https://www.ombudsman.qld.gov.au>.

### **False or misleading statements**

False or misleading statements or assertions about a student's principal place of residence amounts to an offence and may be reported to the police.

The Executive Principal may revoke 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 version of the School Enrolment Management Plan of KGSC was gazetted on 30 September 2022.

The School Enrolment Management Plan 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.

---