

## Kelvin Grove State College

### SCHOOL ENROLMENT MANAGEMENT PLAN

#### Overview

Kelvin Grove State College 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.

The school has experienced unprecedented growth in its school population and the increase in numbers has been particularly exacerbated by the number of families moving into the catchment area, as well as influenced by proposed future development in the catchment area.

Due to enrolment capacity and growth, Kelvin Grove State College may be unable to meet this obligation in the future unless action is taken to manage enrolments. The Executive Principal must restrict the 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 Kelvin Grove State College, subject to any other requirements or limitations in the [Education \(General Provisions\) Act 2006](#) (the Act).

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

Kelvin Grove State College has a maximum Student Enrolment Capacity of 3,550 students (across Prep to Year 12).

The school's Programs of Excellence are supported through the allocation of a defined number of places. Places in the Programs of Excellence will only be available to out-of-catchment enrolments once the demand for in-catchment enrolment has been met and sufficient *Student Enrolment Capacity* has been reserved for future in-catchment growth. Currently Kelvin Grove State College has the capacity to enrol:

- 200 students in the Programs of Excellence (note that numbers vary year to year and are subject to change)

#### Local Catchment Area

A school's local catchment area is the defined geographical area from which the school is to have its core intake of students. Kelvin Grove State College operates under a negotiated catchment area.

The school's catchment map is available to be viewed online at <http://www.qgso.qld.gov.au/maps/edmap/>. The negotiated catchment area for the school 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.

#### 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 Executive 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 the following:

- One primary source – a current commercially drawn residential rental/lease agreement, or rates notice, or unconditional contract of sale; and
- One secondary source – a utility bill (e.g. electricity, gas) showing this same address and parent's/legal guardian's name.
- One third source – An RTA Bond Receipt, Driver's Licence (showing current address details), and an additional bill.

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, stepparent, 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 according to 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.
- a current motor vehicle insurance policy, with the property being the nominated address.

### **Tenanted property**

- a current commercially drawn, 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)
- private rental lease agreements are not accepted without an RTA issued bond receipt 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.
- evidence of currently paid 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; and
- evidence that the property is the legitimate family residence (e.g. type, size, and nature of the accommodation).

If the Executive 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 Executive Principal may request further sources of proof of residency. Examples may include (but are not limited to):

- Additional utility bills (e.g. an internet bill) or a series of bills at for the same address over a sequential period to demonstrate continued/ongoing residency.
- Electoral Roll verification letter
- Mobile phone statement (with current address details)
- Statutory Declaration
- Driver's Licence (showing current address details)
- Bank statement (showing current address details; financial details are not required)
- Tax Assessment Notice (financial details are not required)

- Documents demonstrating recent change of address / re-location to within the school's catchment area (e.g. proof of sale or termination of lease for the previous principal place of residence in a different catchment).

The Executive 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.

In addition to the documents listed above, students living with a relative/other person within catchment must provide the following:

- Properly sworn Statutory Declaration from the student's parent/legal guardian; and
- Properly sworn Statutory Declaration from the person/s the student will be residing with in-catchment.

The Executive Principal may also request additional pieces of proof of residency and interview/s with all parties to discuss the living arrangement.

### **False or misleading statements**

The Executive Principal reserves the right to undertake an audit or conduct an investigation at any time to ensure compliance with the requirements under this Enrolment Management Plan and an entitlement to enrol. If false or misleading information has been used to obtain enrolment, a student's enrolment may cease. The school reserves the right to independently assess, validate or investigate applications for enrolment and will refer false or misleading applications to the Queensland Police Service.

### **Out-of-Catchment application**

#### **Programs of Excellence:**

- Subject to available Student Enrolment Capacity, places will only be available to out-of-catchment enrolments if they satisfy the school's criteria for placement in that Program/s and the defined number of places has not yet been filled by enrolments from within the catchment. Sufficient Student Enrolment Capacity must be reserved for future in-catchment growth. (Please note: The enrolment criteria for Programs of Excellence are available on the school website).
- The Programs are heavily oversubscribed each year, and the application fee covers the cost of the assessment process. There is no guarantee of receiving an offer of enrolment under these Programs and entry is entirely at the discretion of the Executive Principal.
- The demand for enrolment at Kelvin Grove State College far exceeds the positions available in each year level.
- The out of catchment application fee is non-refundable.

#### ***Other students who may be entitled to enrol:***

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

- 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 Families, Seniors, Disability Services and Child Safety.
- Students who have been excluded from another school, dependent upon the conditions related to the exclusion, subject to agreement of the Executive Principal and Regional Director.
- Students whose principal place of residence is further than 55km to their nearest state school are entitled to enrol at any neighbouring school.
- Students in remote/regional locations who access a School Transport Assistance Scheme (STAS) bus service, provided by the Department of Transport and Main Roads (DTMR), to travel to their closest school, as determined by the DTMR bus route.
- Siblings\*\* of current students at the school (excluding siblings of students who were placed at the school as a result of exclusion from another school).

\*\*To be considered under the sibling provision, the:

- i. applicant must meet the definition of sibling in the School EMP procedure.
- ii. intended enrolment commencement and/or attendance of the sibling must be concurrent with the attendance of current student for the application to be valid. For example, if the applicant will be commencing in 2026, but the current enrolled sibling finishes school in 2025, then the application will not be considered under the sibling provision.

- iii. 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.

## Fees

Under the Department's [User charging procedure](#), an Executive Principal of a state school with an approved School EMP is able to charge a fee for recouping costs of enrolment processing (subject to consultation with the Parents and Citizens' Association) where:

- the enrolment management plan permits the enrolment of a student living outside the catchment area based on cultural, sporting, or academic merit, and
- the significant number of prospective students living outside the catchment area and applying to enrol results in abnormal administrative costs to the school, for example, enrolment examination supervision and marking.

## Decisions on Enrolment

The Executive Principal is responsible for all decisions on enrolments.

The 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 satisfied.

Where an Executive Principal forms a preliminary view that an application will not succeed, 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 (7) school 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. There is no internal review of the Executive Principal's decision.

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](#)
- [Queensland Ombudsman](#)

## Gazettal Date

This updated version of the School Enrolment Management Plan for Kelvin Grove State College was gazetted on 9 June 2026.

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:



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John Thornberry  
9 June 2026