



## Out of Catchment Expression of Interest Enrolment

This form is an expression of interest only. Completion of this form **does not** guarantee enrolment into the school. All out of catchment applications are placed on a waiting list and places will only be available should capacity exist in accordance with the criteria outlined in the School Enrolment Management Plan (EMP).

An EMP is in place for Caloundra State High School, with corresponding boundary catchment map. Both of these can be located on the school website – [www.caloundrashs.eq.edu.au](http://www.caloundrashs.eq.edu.au)

### Documents required:

- Copy of Birth Certificate
- Copy of latest school report
- Students enrolling in Years 8, 9 and 10 to supply NAPLAN results
- Proof of identity – Parent/Guardian
- Current proof of residency – 2 sources required (1 primary source eg. current lease or rates notice; 1 secondary source eg. utility bills)
- If applicable, applications for Program of Excellence to be submitted
- And payment of a non-refundable administration fee of \$25 per application is to be paid.

### Expression of Interest details

Student Name:..... Date of Birth:..... Current year level:.....

Current school:..... Year level applying for ...../20.....

Previous schools and years attended: .....

.....

Attached to a Special Education program at current school

### Lodged by:

Contact Parent/Guardian Name: .....

Address: .....

Phone: .....

Email: .....

Signature: ..... Date: .....

Submit this form to the administration office, along with the non-refundable administration fee of \$25 per application. Our enrolment officer will make contact with you about your application via e-mail and keep you up to date with your expression of interest to enrol.

<b>Office Use only:</b>	Waiting List Receipt #: .....
Date EOI received: .....	Receiving Officer Name:.....

------(Office staff detach here)----- ✂ -----

## Out of Catchment Expression of Interest Enrolment Form Receipt

Date received:..... Time:.....am/pm CSHS Staff Name.....

Enquiries: [principal@caloundrashs.eq.edu.au](mailto:principal@caloundrashs.eq.edu.au)



Detailed reasons for enrolment into Caloundra State High School, whilst living outside of the catchment area must be provided for consideration.

- Sibling (N/A if accepted into a Program of Excellence – see below)
- Scholarship recipient (only applicable to Year 6 students)
- Program of Excellence - HORIZONS Academic Excellence (only applicable to Year 6 students and a Program of Excellence application must be submitted)
- Program of Excellence (please indicate below. A Program of Excellence application must be submitted and students must be selected into the POE to be a reason for enrolment.):
  - Rugby League
  - Volleyball
  - Surfing
- Other (please explain)

## Additional Information

### Other students who are entitled to enrol as if in-catchment (out-of-catchment fee still applies):

The following groups of students will be deemed as **eligible for enrolment**, even though they may reside outside the school's catchment area:

- 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 (ie. current student **must be** enrolled at the school in the year the applicant is applying for). **Excludes siblings of Program of Excellence 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 specialised disability program if it is the closest program to their home and meets their individual 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.

### Out of Catchment Enrolments:

Enrolment of students from outside the local catchment area will be managed to ensure that the total current and forecast enrolments do not exceed the school's current capacity and, where applicable, will ensure there is an even spread of students across year levels or class groupings.

Students from outside the school's catchment area applying for enrolment at the school are placed on a **waiting list** and will be reviewed according to the Enrolment Management Plan.

-----**(Office staff detach here)**-----✂-----

## Decisions on Enrolments

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.