KAUNGAN STATE SCHOOL

SCHOOL ENROLMENT MANAGEMENT PLAN

Overview
Kawungan State School 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.

Because of enrolment capacity and growth Kawungan State School may be unable to meet this obligation in the future, unless action is taken now to manage enrolments. The Principal must restrict 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 Kawungan State School, subject to any other requirements or limitations in:

- the *Education (General Provisions) Act 2006*

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
Kawungan State School has a maximum Student Enrolment Capacity of 1139 students.

The number of students entering Prep in any given year is not to exceed 150 in 6 classrooms, unless there are more than 150 students enrolling from within the catchment area.

The school’s Program of Excellence in the Arts is supported through the allocation of a defined number of places. Places in the Program 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 Kawungan State School has the capacity to enrol:

- 385 students in the Program of Excellence – The Arts (it should be noted that some students may prove to be ineligible in more than one aspect of the program).

Local Catchment Area
A school’s local catchment area is the geographical area from which the school is to have its core intake of students. A catchment map defines the catchment area for Kawungan State School.

This school operates under an equidistant catchment area.

The school’s catchment map is available to be viewed at either the school’s administration building or online at [http://statistics.oesr.qld.gov.au/reverse-proxy/schools/catchment/catchmentmaps/](http://statistics.oesr.qld.gov.au/reverse-proxy/schools/catchment/catchmentmaps/).

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 school 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 way of one of each of the following:

- One primary source – a current lease agreement, or rates notice, or unconditional sale agreement, *and*
- One secondary source – a utility bill (e.g. electricity, gas) showing this same address and parent’s/legal guardian’s name

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 residence, such as an additional utility bill (e.g. water) showing the same address.

The 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.
Applicants should note that a false statement / assertion about the student’s principal place of residence may amount to an offence and may be reported to police. The school Principal may repeal a decision to enrol a student in such circumstances.

**Other students who are entitled to enrol as if in-catchment**

The following groups of students will be entitled to enrol, 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 at the school (excluding 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 individualised needs
- Students who have been excluded from another school, dependent upon the conditions related to the exclusion, subject to agreement of the Regional Director.

**Out-of-Catchment application**

Applications from any other person, not meeting the criteria outlined above, is an out-of-catchment application. 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. This school can only enrol out-of-catchment students:

I. if there is sufficient spare capacity after reserving places for students who move into the catchment during the year; and

II. after taking into account the school’s projected future enrolment growth.

Out-of-catchment students applying for enrolment at this school are placed on a waiting list, assessed in order of receipt and prioritised as follows:

**For schools with a Program 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 particular Program of Excellence 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 the Program of Excellence is available from the school).

**All other enrolment applications.**

**Fees**

Under the Department’s State Education Fees procedure, a 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.

**Acceptance and Assessment Process**

Out of catchment enrolment applications will be recorded in order of receipt, by date and time. These applications will remain current only for the school year in which they are applying to enrol.

**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, applicants will be notified in writing. Applicants 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.
Gazetted Date
This updated version of the School Enrolment Management Plan of Kawungan State School was gazetted on [To be completed by DETE]

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:

[Signature]

Simon Boss-Walker, Principal

12/08/14
Date

Approved by:

[Signature]

Tracy Corsbie, Regional Director, North Coast Region

16/08/14
Date
PROPOSAL TO DEVELOP A PROGRAM OF EXCELLENCE
NORTH COAST REGION

School name | Kawungan State School
Program of Excellence name | Program of Excellence in the Arts
Regional Director Approval | Date: 18/05/14

External partner/s
- Strong links to Urangan SHS ACE program (Music)
- Annual mentor visits by the Queensland Youth Orchestra over recent years
- All Sorts vocal ensemble liaison and support (MOU) – supporting documentation available re: provision of facilities over many years, Conductor of All Sorts choir conducts choir workshops with both choirs (Senior and Junior)
- Visiting conductor program
- Hervey Bay Musicians
- Hervey Bay Baptist Church (singing group)
- Signature Uniforms
- One class teacher is Regional Music Co-ordinator who has been involved in ACARA Music curriculum feedback (which then ensures our students are more advanced in regards to Music offerings which in turn places them in a very competitive position to gain eligibility to the USHS ACE Music program), conducting of choirs at Kidsing, Singfest an Ringbalin Children’s Choral Festival 2014
- Composer in residence program – children get to work in an ongoing manner with a composer in regards to his Music
- Music teachers are involved in provision of private tuition in aspects of Music – this results in our school attracting talented students to engage with our teachers on an ongoing basis

Goals of program
Kawungan State School has a long established tradition (over at least 10 years) and reputation for excellence in the Arts, and offers a wide range of co-curricular activities including Choral groups, String Ensembles, Chamber Ensembles and Bands. Instrumental and/or vocal tuition is available to students from a range of year levels within the school.
Goals include:
- development of a lifelong love of music
- learning how to work with others
- development of attention, memory, and spatial-temporal skills through an Arts focus which create a solid foundation that children transfer to other areas

Outcomes for students
- High level skill development in choral and/or instrumental Arts focus areas
- Increased self-discipline and self reliance
- A lifelong love for music
- A strong link with local High School in relation to their ACE Music program
- Annual awards night recognising students who have displayed excellence within the school’s Music program (including Choirs and Instrumental Music)
- Performance at parades, community events, Eisteddfod and concerts (in recent years KSS has taken out many placings in regional competitions)
- Results in school report cards and recognition of extra-curricular activities
- In Years 3 and 4 we offer 2 Music lessons per week to further develop Music appreciation that links to the development to the Instrumental Music program

Eligibility criteria (attach application/criteria sheet)
- Successful completion of an audition to demonstrate potential for the intended aspect/s of the

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program:

- Junior Choir
- Senior Choir
- Strings
- Woodwind / Brass / Percussion (as ascertained at enrolment meeting and/or audition)

- An interest in involvement in Kawungan State School musical groups
- An ability to work as part of a team
- Commitment to attendance at required rehearsals and performances

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Year = Year Level (P-12) | In = Number of In-catchment enrolments | Out = Number of Out-of-catchment enrolments

Impact on current facilities

- Programs can be conducted utilising existing facilities at Kawungan.