



CAIRNS

State High

The best we can be.



Year 7, 2022

In/Outside Catchment

March 04, 2022

ONLINE

Enrolment Process

- Normal Enrolments
 - Any time of year: 2021 or 2022
 - Enrolment Management Plan
 - Two types
 - In Catchment Application
 - Out of Catchment Application



Inside Catchment

- If you live in the catchment, you are entitled to enrol at Cairns State High School.
- Applicants must supply documentary evidence which satisfies the Executive Principal that the address provided is the main place of residence, has been and is likely to remain so.
- You cannot just rent somewhere in catchment for 6 months and claim it as your main residence.



Inside Catchment

- A completed enrolment application form (see 'Enrolment Links')
- Proof of residence at the in catchment address certified by a JP:
 - 1 x Primary source document: Current lease agreement or most recent Rates Notice (or Settlement Statement if newly purchased)
 - 1 x Secondary source document: Recent electricity invoice (or printed copy of Ergon account welcome email if recently moved)
- Signed and JP certified Local Area Statutory declaration (see link)
- Copy of Birth Certificate
- Semester 2, 2020 report card



Inside Catchment

- Copy of Australian Citizenship certificate (if applicable)
- Copy of Visa Grant Notice and Passport (if residing under visa conditions)
- Court Orders (if applicable)
- Due to Covid-19, NAPLAN results are not required for 2021 or 2022 applicants
- Please hand in the enrolment application form and relevant supporting documents to the main office in hardcopy/printed off.
- There is no fee with this category of application.



Inside Catchment Verification

Cairns State High School is governed by an **Enrolment Management Plan**

- Refer to EdMap <http://www.qgso.qld.gov.au/maps/edmap/>
- Link on the enrolment website

- Subject to Home Visit by Principal



Inside Catchment Verification

- RP Data is used to verify information.
This is a database of all home ownership and leases in the country.
It assists with verification that families are living in catchment.
- Common practice for enrolment managed schools.
- This is all publically available data.



Outside Catchment Order of entry

- Students who live outside the areas included in the catchment map are unfortunately not able to be automatically offered enrolment in the school. We are keen to accept students wishing to come to Cairns State High however we are restricted by the Enrolment Management Plan.
- Should there be sufficient capacity to bring in additional students, they are offered placement based on the order of their application to the school. Parents/Carers will be contacted should a position arise.



Outside Catchment

To apply, please complete and submit the following to the Principal for consideration:

- The enrolment application form
- Copy of Birth Certificate
- Semester 2, 2020 report card

A written statement by the student outlining information or special circumstances which should be considered by the Executive Principal, Cairns State High School (max. 200 words)



Outside Catchment

- Copy of Visa Grant Notice and Passport (if residing under visa conditions)
- Copy of Court Orders (if applicable)
- Due to Covid-19, NAPLAN results are not required for 2021 or 2022 applicants
- Please hand in the enrolment application form and relevant supporting documents to the main office in hardcopy/printed off.





Outside Catchment

- There is no fee with this category of application.
- If you think there are reasons why the Executive Principal should consider your enrolment application, please submit a written statement with the requested documentation.



Outside Catchment

- Acceptance of Application based on the school's capacity **AFTER** In Catchment Enrolments and Out of Catchment Enrolments in Programs of Excellence have been filled for the year.



Notification of outcome

- Parent/carer 1 of **successful applicants** will be contacted by phone and an enrolment interview with the Deputy Principal organised to set up the student's commencement at Cairns State High School.
- Parent/carer 1 of **unsuccessful applicants** will be advised via email advising the application will be placed on a waiting list for the entirety of the year applied for. Should there be sufficient capacity to bring in additional students, they are offered placement based on the order of their application to the school. Parents/carer 1 will be contacted should a position arise.



Appealing a decision

- 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 (7) 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.



Appealing a decision

- 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.
- Please direct your submission appealing the enrolment decision to the Executive Principal, Mr Zilm by email:
- Address: czilm1@eq.edu.au
Subject line: Appeal of enrolment decision - student name and year level

