

Local Catchment Area Enrolment - FAQs



How do I lodge an application?

Response:

Please refer to Submitting my application on the school website:

<https://brisbaneshs.eq.edu.au/enrolments/enrolling-at-our-school/local-catchment-area>

Brisbane SHS has an **online** Local Catchment Area (LCA) Application process. For ease of the online submission, please ensure you have prepared all the necessary supporting documents in preparation for uploading. Scan and save all enrolment application paperwork in original format together with the required supporting documentation as a PDF document.

Enrolment application submissions must include:

- [Local Catchment Area Online Application Form](#)
- [Statutory Declaration Form](#)
- [Local Catchment Area – Application Checklist](#)
- Relevant supporting documentation as per the checklist.

Refer to the information available on the school website, *Submitting Your Application* by [clicking here](#).

If you find that you have additional documents to include once the online application has been submitted, please send the PDF document/s via email to: bshsenrolments@brisbaneshs.eq.edu.au

What are the next steps after I have submitted my application?

Response:

Once the application is submitted via the online process, the Enrolments office will review the application and documents that have been submitted, and a pre-enrolment interview may be required.

Pre-enrolment interviews are available between 9:00am and 1:00pm on Mondays, Wednesdays, and Thursdays (excluding school holidays and public holidays) and are conducted in person.

If required, the Enrolments Office will contact you to arrange a pre-enrolment interview date and time.

Please be aware that the School will respond as quickly as the volume of applications and the completeness of applications will allow.

How long do I need to live in the catchment?

Response:

The expectation is that families are currently residing in the LCA as their principal place of residence and that this remains the case. It is normal to be attending the local primary school.



Does my child need to go to the local primary school?

Response:

There would be an expectation that families living in the local area and seeking entry to a local high school have their child attending a local catchment school.

What happens if I need to move from the Local Catchment Area?

Response:

The school offers enrolment in good faith on the basis that families will maintain residency in the local area until the student completes Year 12. There would be an expectation that if a family moves from the LCA, that the student would attend their new local school.

When families relocate early in a student's enrolment, it raises questions about the validity of local entry.

Does my child need to attend the pre-enrolment interview?

Response:

If you are required to attend a pre-enrolment interview, in most cases, students are not required. At least one local residential parent must be present for this process.

What if I do not have all the documents listed on the Local Catchment Area- Application Checklist?

Response:

Each application is considered on a 'case by case' basis. Depending on the information provided with your application, the school may contact you to request additional documents/information. The process is streamlined where all documents are presented and in order.

When do I have to submit my Local Catchment Area application?

Response:

Please submit the completed online application according to the Enrolment Timelines on the school website.

What if we move in to the LCA after the recommended closing date?

Response:

Local catchment enrolments are finalised in Term 2 and early Term 3 because the School holds transition events during Terms 3 and 4. For a solid start to high school and to enable the school to plan for its large numbers, these timelines are important.

All applications are processed in order of receipt of a **complete** application.

The timing of the receipt of the complete application may affect a student's eligibility to attend transition events. For example: Curricular and Extra-Curricular Showcase, subject selection and Orientation Day.



How long does it take before parents are notified of the outcome?

Response:

All applications will be processed in order of receipt of a complete application. Timelines are affected by volume of applications and the completeness of applications.

How will I be notified of the outcome of an application and what should I expect to receive from the school?

Response:

You will receive an email from the school advising you of the outcome of your application. If successful, you will receive an offer of enrolment and offer documents which must be completed and returned to the school to confirm your acceptance of the offer.

Is there a sibling policy?

Response:

We do not have an automatic sibling policy. You will need to provide all required documents for each application, regardless of whether you have previously applied for an older sibling.

An automatic sibling policy would have seen the school at unsustainable enrolment numbers years ago.

Extra-Curricular activities

Response:

All Year 6 students who have been offered a place for Year 7 will be given equal opportunity when it comes to [Extra-Curricular Activities](#). These activities are outlined on the school website. There are separate processes for the various activities such as, Sporting, Cultural and Other. These are communicated to families as part of the transition processes that occur later in the school year. Some Term 1 activities begin during the holidays, so we communicate about these in the current year. Remaining activities are advertised for participants or for trialling/auditioning prior to the season/activity.