

# Local Catchment Area Enrolment - FAQs



BRISBANE STATE HIGH SCHOOL

## 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>

### Online – as per the PowerPoint presentation

Brisbane SHS has implemented a new **online** Local Catchment Area (LCA) application process. For ease of the online submission process, 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 \(PDF, 190, KB\)](#)
- [Application Checklist - Local Catchment Area \(PDF, 220 KB\)](#)
- Relevant supporting documentation as per the checklist.

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

Thank you to those families who have already submitted their application.

If you find that you have additional documents to include once the online application is submitted, please send the PDF document/s via email to [bshsenrolments@brisbaneshs.eq.edu.au](mailto:bshsenrolments@brisbaneshs.eq.edu.au).

## What is the next process after I have submitted my application?

### Response:

Once the application is submitted via the online process, the Enrolments office will contact you to book a pre-enrolment interview with an Enrolments Officer.

Pre-enrolment interviews are required for all LCA enrolments. These interviews are conducted to determine eligibility via the Local Catchment Area in adherence to the [BSHS Enrolment Management Plan \(EMP\)](#) gazetted by Queensland Department of Education.

Interviews will be available between 9:00am and 1:00pm on Mondays, Wednesdays and Thursdays (excluding school holidays and public holidays) and may be conducted via telephone or face-to-face.

Please be aware that we 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 LCA 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 the time at high school, it raises questions about the validity of local entry.

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

#### Response:

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 checklist?

#### Response:

Each application is considered on a 'case by case' basis. The pre-enrolment interview will determine these circumstances and advise accordingly. The process is streamlined where all documents are presented and in order.

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

#### Response:

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

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

#### Response:

We finalise local entry enrolments in Term 2 because we have a staged transition process 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 will be 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: Transition interview, 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.

### 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 if you have previously provided for an older sibling.

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

### Subject selection (Aspire)

#### Response:

All Year 6 students who have been offered a place for Year 7 will be given equal opportunity when it comes to subject selections and the Aspire application process (closing dates apply). How a student enrolled has no bearing on access to programs.

### 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. This is communicated to families as part of the transition process 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.