FOREST LAKE STATE HIGH SCHOOL
ENROLMENT MANAGEMENT PLAN

Rationale
Forest Lake State High School recognises as its prime obligation the provision of access to an appropriate educational service for students resident within this community as defined by its local catchment area.

Because of enrolment capacity and growth Forest Lake State High School may be unable to meet this obligation in future, unless action is taken now to manage enrolment.

This plan sets out the conditions under which students may be enrolled into Forest Lake State High School.

Enrolment capacity of school
The school currently has the capacity to enrol up to 1527 students in 72 classrooms.

Local catchment area
The school's enrolment capacity for students who live outside the local catchment is dependent upon:
- the school's enrolment capacity
- catering for in-catchment enrolments
- allowing for in-catchment growth during the year
- ensuring an even spread of students across all year levels while maintaining class size targets

The local catchment area is based on equidistance boundaries with other schools. The attached map defines the boundary area for which Forest Lake State High School is the closest school by vehicular trafficable route. Should this capacity change because of changes to road networks, this will be formally notified through the registration and gazetted of an amended plan including the operative date for the new catchment area.

Programs for students with disabilities are regional programs for students whose educational support needs are additional to, or different from other students. Students who live outside the catchment area and are verified with a disability can enrol in the school to attend the program if it is the closest program to their home and meets their individualised need.

Enrolment Policy
All students who reside within the local catchment area and are eligible for enrolment in the educational program offered by the school have a right to enrolment at the school. The Principal will hold places for students who relocate within the catchment boundary throughout the school year.

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 built capacity and where applicable will ensure there is an even spread of students across year levels or class groupings.

The school's enrolment management plan does not replace other departmental policy; for example Safe, Supportive and Disciplined School Environment, nor does it override subsequent determinations regarding built school capacity.

Enrolment Criteria
Students who reside outside the school's local catchment boundary who apply for enrolment at the school will be put on a waiting list in order of receipt of application. Where there is spare capacity, students will be enrolled from the waiting list based on the following criteria and order of priority:
- Siblings of students already enrolled.
- 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 Child Safety.
Enrolment Management Plan of Forest Lake State High School

- The school's Programs of Excellence are a Lighthouse Program for academically gifted and talented students and an Instrumental Music Excellence Program. Both are supported through the allocation of a defined number of places for that purpose. Places in the Programs of Excellence will only be available to out of catchment enrolments once the demand for in catchment enrolment has been met.
  - Currently Forest Lake State High School has the capacity to enrol 56 students in each of the Year 8 and 9 Lighthouse programs.
  - Currently Forest Lake SHS has the capacity to enrol ten (10) students per year level in the Instrumental Music excellence Program.

Should this capacity change because of the introduction of new programs and initiatives, this will be formally notified through the registration and gazettal of an amended plan.

- Students whose parent or legal guardian is employed by the school
- Students who reside outside the catchment area and who officially leave the school will be considered for re-admission in accordance with the enrolment criteria.
- Siblings of students who have left the school and reside outside of the local catchment boundary.
- Any remaining students residing outside the catchment area.

Proof of Residency
Parents who wish to enrol their child/ren at Forest Lake State High School under the Enrolment Management Plan will need to demonstrate that the child/ren to be enrolled, reside within the catchment area. Current proof of residency at the address indicated can be provided by way of one each of the following:

- One primary source – a current lease agreement, rates notice or driver's license, or unconditional sale agreement and
- One secondary source – a utility bill (e.g. electricity or gas) showing the same address.

If unable to provide this proof of residence, a Statutory Declaration confirming that an officer authorised to endorse statutory declarations has sighted sufficient evidence that in their opinion the student is a resident within the catchment area, must be provided.

Acceptance and notification processes
Applications for admission into Years 8-12 will be accepted each year from the beginning of Term 3 for enrolment to commence from the beginning of Term 1 the following year.

Applications will be recorded in order of receipt.

Applications will remain current only for the year of submission.

Review
All enrolment applications will be considered on merit in accordance with the enrolment criteria.

Parents wishing to have an unsuccessful enrolment application reviewed may seek clarification from the principal. Parents may provide a written submission seeking a review of an unsuccessful enrolment application. This submission should present evidence to substantiate a claim that the stated criteria have not been applied fairly and equitably.

The Enrolment Management Committee will review written submissions and the reply should be in writing within 14 days of submission.

Enrolment Management Committee
The enrolment management committee consists of the Principal (Chair), a P & C Representative, a Representative of Regional Director and a Staff Representative.

Further appeal should be directed to the Assistant Regional Director on behalf of the Regional Director whose decision will be final.

Review Date
The Forest Lake State High School Enrolment Management plan is reviewed in May each year.
Enrolment Management Plan of Forest Lake State High School

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16/11/2011 Dated

17/11/2011 Dated

25/11/2011 Dated

25/11/2011 Dated
Attachment A1: Program of Excellence

School Name: Forest Lake State High School
Year 8 and Year 9

1. A. Program of Excellence Name: Lighthouse Program
    B. Year level of entry into the program: Year 8 and 9
    C. Length of access to program: 12 months
    D. Number of student enrolment places: Maximum 56 per year level.
       Places in the FLHS Lighthouse Program at years 8 and 9 will only be available to out of catchment enrolments once the demand for in catchment enrolment has been met.

2. Brief outline of what the program of excellence “point of difference” entitles the student to through curriculum / non-curricular access at the school.
   
   • a gifted and talented program is incorporated into the Lighthouse curriculum
   • students enrolled in the Lighthouse program access the 1:1 student laptop program
   • as an integral component of the curriculum, students organise and lead cluster based transition activities eg Brain Day
   • students have access to and are actively encouraged to participate in non-curriculum activities including an after school program focussing on higher order thinking and Opti-Minds.

3. List the criteria used to determine entry to the program and enrolment into the school for out-of-catchment enrolments.
   
   • Criteria for entrance to the year 8 Lighthouse class is based on
     o a letter of application from the student (approximately 200 words)
     o achievement as per the student’s year 7 semester 1 school report.
     Eligible students must achieve:
        ▪ an A standard in at least 3 of the following 4 key curriculum areas: English, mathematics, science and study of society and the environment and a minimum B in the fourth curriculum area.
        ▪ a minimum B standard for effort in each of the curriculum areas listed; and
        ▪ a minimum B standard for behaviour in each of the curriculum areas listed.
     o a minimum score of 70 on the Middle Years Ability Test (MYAT). The MYAT will be administered by Forest Lake SHS staff if the student has not completed it in year 7 at their primary school.
     o a letter of recommendation from the primary school principal; and
     o other school based testing conducted in year 7 at the student’s primary school may be considered.
• Criteria for entrance to the year 9 Lighthouse class is based on
  o achievement as per the student’s year 8 semester 1 school report. Eligible students must achieve:
    ▪ an A standard in at least 3 of the following 4 key curriculum areas: English, mathematics, science and study of society and the environment and a minimum B in the fourth curriculum area.
    ▪ a minimum B standard for effort in each of the curriculum areas listed; and
    ▪ a minimum B standard for behaviour in each of the curriculum areas listed.
  o a recommendation from principal (or delegate) if the student has not completed year 8 at Forest Lake SHS.

Special consideration may be given to students of a non-English speaking background (NESB) who meet the majority of the criteria above if the primary principal, in his/her letter of recommendation, verifies that the student’s NESB background has impacted on the performance in the previous year’s semester 1 school report.
Attachment A-2:  Program of Excellence

School Name:  Forest Lake State High School
Year:  8-12

1. A.  Program of Excellence Name:  Instrumental music
      B.  Year level of entry into the program:  Years 8-12
      C.  Length of access to program:
          Minimum participation of 3 years
          Students accessing the Forest Lake SHS Instrumental Music Program of Excellence must continue to meet the high expectations and standard required of participation. This includes:
          - participation in one or more of the school bands (Concert Band, String Orchestra, Jazz Band, DrumLine, plus numerous small chamber ensembles)
          - attendance at weekly instrumental music lessons and band rehearsals
          - participation, as a member of a band, in Education Queensland and externally sponsored competition and events (Fanfare, Brisbane Schools Band Festival, EKKA competition)
          - participation, as a member of a band, in community events (School performances including Anzac Day, Education Week Arts Spectacular, local community events (on request, average 2-3 per annum), school assemblies and awards nights, music camp or music tour (alternating yearly))
      D.  Number of student enrolment places:
          Capacity as determined by available places in the school bands (Concert Band, String Orchestra, Jazz Band, DrumLine) once in-catchment places have been filled.

2. Brief outline of what the program of excellence “point of difference” entitles the student to through curriculum / non-curricular access at the school.

   - Integration between classroom and instrumental music, with students able to choose core or extension music from 9-12
   - Opportunities for peer mentoring and tutoring within the Forest Lake Community of Schools Cluster – joint events held between the primary schools and secondary school
   - Opportunities for students to participate in 4 award winning large ensembles (concert band, string orchestra, jazz band, drumline) and many other small ensembles
   - Opportunities for students to represent the school in community events and competitions, including The Arts Showcase for Education Week, Fanfare, camps and tours

3. List the criteria used to determine entry to the program and enrolment into the school for out-of-catchment enrolments.
• Criteria for entrance to the school's Instrumental Music Excellence Program is based on individual year 7 student's music ability and capacity to contribute to the school's instrumental music program.
• The assessment will be made by the Forest Lake SHS head of department (the arts) in conjunction with the respective primary school instrumental music teacher.
• If demand exceeds available places, auditions of eligible out-of-catchment students will be conducted, with recognition of students who study music privately and/or complete external exams (eg AMEB).