

Enrolment at Grand Avenue State School

School Enrolment

Grand Avenue State School is a preferred school of choice in Forest Lake, west of Brisbane. This is due to the outstanding academic, sporting and cultural reputation it holds. The school continues to have unprecedented growth in its school population. To be eligible to enrol, students must meet the eligibility criteria outlined below.

Local Catchment Area

A school's local catchment area is the defined geographical area from which the school is to accept its core intake of students.

The boundaries of the catchment area are subject to periodic review and may be subject to change at any time. While a principal place of residence may currently be in catchment, there is no guarantee that this will satisfy future enrolment eligibility. Please check the school's catchment in the year prior to the proposed commencement date to determine which residences are located within the [catchment area](#).

Enrolment Policy

Any student, whose principal place of residence (where the child predominantly sleeps and eats) is within the school's catchment area is entitled to enrol at the school. The Principal will also reserve places for students who move into the catchment area throughout the school year.

Parents or legal guardians who seek to enrol their child at the school will need to fully demonstrate that the student's principal place of residence is within the catchment area. Current proof of residency at the address indicated must be provided. The school reserves the right to confirm a student's entitlement to enrol prior to the student commencing at the school. Parents **must** notify the school of any change of address within 14 days of any change. This includes updating **all** emergency contacts and details.

The issue of whether a residence is a student's principal place of residence will be determined at the Principal's discretion. Each application will be considered based on evidence provided and individual circumstances.

What to include in an Enrolment Application

An in-catchment enrolment must include the following:

- Fully completed Application for Student Enrolment form and associated forms.
- Evidence of birth date (i.e. birth certificate). Students born overseas are required to present their passport as evidence.
- Three (3) acceptable proofs of residency -
 - Primary source (1) - a current real estate agent signed Tenancy Agreement (minimum 6 months lease), Brisbane City Council Rates Notice or unconditional Contract of Sale **as well as**
 - Two (2) secondary sources - a utility bill (gas, electric, water) **and** current Driver's Licence showing the same postal address and parent's/legal guardian's name. (A bank statement may be submitted in lieu of a Driver's Licence.)

Note: If you are not the owner or the listed tenant of the property noted as the child's principal place of residence, you are required to provide a [Statutory Declaration](#) completed by the property's owner or tenant and witnessed and stamped by a Justice of the Peace. The declaration must state that this is you and your child's principal place of residence and will be for a period of at least 6 months from the date your child commences at the school.

A current copy of the owner/tenant's Brisbane City Council Rates Notice or Tenancy Agreement must be attached along with 2 secondary sources of evidence from the enrolling parents/guardians.

In addition, you, as the applicant must provide a [Statutory Declaration](#) stating that you and your child are residing at the property and it will be your principal place of residence for a period of at least 6 months from the date your child commences at the school.

Parents/Guardians are reminded that a Statutory Declaration is a legal document. The school reserves the right to assess and validate applications for enrolment and will refer false or misleading declarations to the Queensland Police Service. A person wilfully making a false statement could face a penalty of \$2,000 or imprisonment for 12 months under the Oaths Act 1867.

Please note that it is at the Principal's discretion to request further evidence of your principal place of residence.

In addition, International Students must also provide -

- copy of their visa grant notice
- the date of arrival in Australia
- copy of their passport photo page
- confirmation of enrolment letter from Education Queensland International confirming fees have been paid (for applicable visas).

Once a complete application has been received and verified by an administration team member, an enrolment interview will be arranged.

Policy endorsed by the P&C on Tuesday 21ST May 2019

Policy reviewed 13 August 2020.