

### All 'in catchment' Enrolment Applications

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 genuinely 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 under this Enrolment Management Plan immediately prior to the student's commencement at the school. Where a student about to commence at the school no longer resides within the catchment, the Executive Principal reserves the right to review the eligibility of the student to commence at the school. Any failure to notify the school of a change in address of the student's principal place of residence will be considered in determining eligibility.

Factors that will be considered in determining whether a student's residence is their principal place of residence and is within the school's catchment include but are not limited to the following:

- where the student sleeps
- where the student eats meals
- whether the student also resides in other premises and if so, the reasons for doing so and the extent of time spent there
- the place of residence of the student's immediate family, especially a parent, carer, step-parent or sibling
- whether there are other occupants of the residence, and their rights to, and control over, the property
- the connection of utilities such as telephone, internet, subscription services (for example Foxtel), gas and electricity under the name of the student or their parent
- whether the amount of electricity and/or gas used is consistent with the student and/or the student's immediate family occupying the residence as a home
- whether the student and/or their immediate family have moved their furniture and personal effects into the residence
- whether the residence is used as the student's, or the student's immediate family members, mailing address or address for other purposes such as the electoral roll, driver's licence and vehicle registration. If another residence is used, the reasons for using that other residence
- whether the student or the student's immediate family members entertain friends and other family at that residence
- the length of time of residence
- whether home insurance for the building and/or contents, has been taken out in the student's family name and whether the insurance is a 'landlord' or 'owner occupier' policy
- the type of finance acquired by the student's family for the residence. For example, obtaining finance as an owner/occupier or under an investment loan
- whether the applicant's purpose for occupying the residence is other than to make it their principal place of residence. For example, the purpose forms part of a scheme to evade limitations on, or requirements affecting, entitlement to enrolment under this Enrolment Management Plan.

The issue of whether a residence is a student's principal place of residence will be determined at the Executive Principal's discretion. The relevance and weight of each factor will depend on the individual circumstances of each case.

Examples of proof of residency documents under the relevant category that are required to be provided with the enrolment application to confirm the student's principal place of residence include but are not limited to the following:

#### Owned property

- unconditional sale agreement demonstrating fair market value, settlement notice or title deed
- evidence that the property is the legitimate family residence (e.g. type, size and nature of the accommodation)
- a current rates notice/s

- a minimum of three current bills and evidence of payment (e.g. electricity, gas, internet, telephone) that demonstrate reasonable levels of usage
- a current paid up home and contents insurance policy
- a current paid up motor vehicle insurance policy
- other evidence as requested by the Executive Principal.

#### Leased property

- a current commercially drawn, arms-length, residential lease agreement in the name of the legal parents or guardians (e.g. minimum of 3 months prior to the date of application and 12 months of the student's commencement date — leases of greater length will be given greater weight in the enrolment process) — private rental lease agreements are not accepted
- a current bond receipt lodged with the Residential Tenancies Authority for the stated residence
- a minimum of three current bills and evidence of payment for electricity, gas, internet, telephone (demonstrating reasonable levels of usage as compared to other households)
- a current paid up contents insurance policy
- a current paid up motor vehicle insurance policy
- other evidence as requested by the Executive Principal
- evidence of currently paid up rent at the amount outlined in the lease agreement

For lease holders, the school may also assess:

- evidence of payment of effective market value rent
- evidence that the property is the legitimate family residence (e.g. type, size and nature of the accommodation).

#### Compulsory personal information documents

- driver's license
- electoral roll.

#### Other evidence that may be required

- a properly sworn statutory declaration from a legal representative demonstrating guardianship/parenting arrangements
- a properly sworn statutory declaration from the enrolling parent or legal guardian attesting that the student's principal place of residence is the place nominated in the enrolment application.

The Executive Principal may request to sight original documentation and require copies of documents to be sworn or affirmed in front of the school's nominated legal officer, Commissioner for Declarations or Justice of the Peace (Qualified).

If the Executive Principal is not satisfied that the documentation provided by an applicant demonstrates adequately that the address stated is the student's principal place of residence, then the Executive Principal may decide that the student is not entitled to be enrolled at Benowa State High School.

**False or misleading statements or assertions about the student's principal place of residence amount to an offence and will be reported to police.**

**The Executive Principal will cease processing an application for enrolment of a future student or cease the enrolment of an existing student where entitlement to enrolment has been obtained through false or misleading statements about the student's principal place of residence.**



Mark Rickard  
Executive Principal