

## INTRODUCTION

Victorian government schools are not required to have local enrolment policies as they are required to follow the Department's [Enrolment](#), [Placement](#) and [Admission](#) policies. Children of school age have the right to be admitted to their designated neighbourhood government school at the beginning of the school year (or when relevant) unless an approved alternative placement has been arranged.

## PURPOSE

To ensure Kensington Primary School provides enrolment access for students who reside within its designated neighbourhood as defined by the Department boundaries and to set out the conditions under which students may be enrolled.

## GUIDELINES

- *Boundaries:* The designated neighbourhood boundary area is determined by the Department and based on distance from other schools. All children who reside within the designated boundary area are eligible for enrolment at the school. Where the boundary may go through a section of the same street the school will seek clarification from the Department if the house is located in the designated zone.
- *Enrolment Criteria:* To be eligible for enrolment, a child must have had his/her fifth birthday by April 30 in the year in which he/she commences school.

## IMPLEMENTATION

- All people making enquiries regarding enrolment will be provided a copy of this policy.
- Where there are insufficient places at a school for all students who seek entry, students are enrolled in the following priority order:
  1. Children for whom the school is the designated neighbourhood school.
  2. Children with a sibling at the same permanent address who are attending the school at the same time.
  3. Where the regional director has restricted the enrolment, children who reside nearest the school.
  4. In exceptional circumstances, compassionate grounds.
- Children who reside outside the school's designated neighbourhood boundary who enquire at the school will be referred to their closest neighbourhood government school.

## EVIDENCE OF PERMANENT RESIDENCE

- Parents who wish to enrol their child/children at Kensington Primary School need to demonstrate that the child/children to be enrolled reside within the designated neighbourhood boundary area. Current proof of residency at the address indicated must be provided by way of the following:
  - **Primary source:** a current lease agreement which extends until August 2020, rates notice or unconditional sale agreement **and**
  - **Secondary source:** 2 utility bills (e.g. electricity or gas) showing the same address for 3 consecutive months. Addresses provided may be checked on the electoral roll. A Statutory of Declaration may form part of this documentation.
- Enrolment applications for admission into Foundation will be accepted each year from the 1<sup>st</sup> of May for enrolment to commence from the beginning of Term 1 the following year. Please submit the enrolment form by 31<sup>st</sup> August 2019 for 2020 entry. Families will be advised at the end of October 2019, on the status of their enrolment application.

- Applications will remain current only for the year of submission.
- Students and family members or care givers maybe interviewed prior to enrolment to ascertain an appropriate year level and learning program.
- All enrolment applications will be considered on merit in accordance with the enrolment criteria.
- Siblings of students currently enrolled at Kensington Primary School who live outside the designated neighbourhood zone will not be enrolled while the demand for places exceeds the spaces available. These children will be placed on a waiting list.
- The Enrolment Policy of the school will take account of all the requirements of laws relating to discrimination equal opportunity, privacy and immunisation.
- KPS is an inclusive school and it will provide programs for all students. A Disability and Impairment program will cater for students who have special learning needs.
- Parents wishing to have an unsuccessful enrolment application reviewed may seek clarification from the principal. A written submission seeking a review of an unsuccessful enrolment application should present evidence to substantiate a claim that the stated criteria have not been applied fairly and equitably.
- The principal will review written submissions and the reply should be in writing within 14 days of submission.
- International students may not be enrolled due to student number constraints.
- Students must be currently residing within the 'designated school neighbourhood' before an enrolment will be confirmed.

The school reminds parents/carers that a person who makes a false declaration is liable to the penalties of perjury.

Documents should show the same address and parent's/carer's name as recorded on the school enrolment application form.

When the student's permanent place of residence is a key enrolment eligibility criterion, the school may be required to make reasonable enquiries to verify permanent address information provided by parents/carers.

#### **ENQUIRIES TO VERIFY PERMANENT RESIDENCE THAT CAN BE MADE**

When assessing enrolment applications, Kensington Primary School may make the following enquiries to verify the information provided about a student's permanent residence:

- Checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office
- Checking with a real estate agent
- Checking whether the contact landline phone number provided is registered to the residence provided on the enrolment form
- For a rental property which is a studio apartment or a one bedroom unit, checking whether there are any regulations/codes limiting the occupancy of these apartments to one person per apartment.

Note: If, after reasonable enquiries, the Principal does not accept that the address provided on the enrolment application form is the genuine permanent residence of the student, the enrolment application may not be successful.

#### **EVALUATION**

This Policy will be reviewed as part of the annual review cycle.

**This Policy was updated February 2019.**