
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. The attached map defines the designated neighbourhood boundary area for Kensington Primary School. 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 apply for enrolment at the school will be referred to their closest neighbourhood government school.
- 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 with a minimum of 6 months, rates notice or unconditional sale agreement **and**
 - **Secondary source:** 2 utility bills (e.g. electricity or gas) showing the same address.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 1st April for enrolment to commence from the beginning of Term 1 the following year.
- Applications will remain current only for the year of submission.
- The school will offer places on acceptance of completed enrolment with valid requested documentation.
- 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.
- The Enrolment Policy of the school will take account of all the requirements of laws relating to discrimination equal opportunity, privacy and immunization.
- 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 will not be enrolled due to student number constraints
- Students must be currently residing within the 'designated school neighbourhood' before an enrolment will be confirmed.

EVALUATION

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

This Policy was updated January 2019.