

Introduction

Victorian government schools are not required to have local enrolment policies as they are required to follow the Department's [Enrolment and Admission](#) policy. 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.
- *Enrolment Criteria:* To be eligible for enrolment, a child must have had their fifth birthday by April 30 in the year in which they commence 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.
- Victorian government schools must refer to the Enrolment in a Victorian Government School Guidelines (refer to [Guidance tab](#) <https://www2.education.vic.gov.au/pal/enrolment/guidance>) , for details on:
 - age eligibility, including exceptions and exemptions from the maximum and minimum school age requirements and processes
 - determining designated neighbourhood school areas and zone
 - Department policy requirements relating to placement of students (Placement Policy) and enrolment management
 - enrolment appeal processes and requirements
 - determining permanent residence of students and families
 - required documentation and information when enrolling students
 - transfers between schools
 - enrolment in specialist schools
 - concurrent enrolment for students entering youth justice or secure welfare.

Determining permanent residence

Where demand for places exceeds supply at a Victorian government school due to the number of students who seek entry, department policy on placement of students requires schools to enrol students in accordance with a priority order of placement, subject to any enrolment criteria specified by the Minister or delegate. Please refer to the Placement policy section of these guidelines for further information on the priority order of placement.

When implementing the priority order of placement, staff may be required to implement measures to verify information provided about the students' permanent residence prior to accepting enrolment applications.

Meaning of 'permanent residence'

A student's permanent residence is the address at which they permanently reside at the time of seeking enrolment.

If a student resides at multiple addresses, their 'permanent residence' is the address at which they spend the majority of their weekdays.

If a child spends an equal amount of time at 2 addresses, both addresses will be considered their permanent address and the student will be entitled to enrol in the designated neighbourhood school for either address. The final choice of which school the student ultimately attends rests with the parents/carers or student if they are an adult or mature minor for the purpose of making enrolment decisions.

Evidence for demonstrating permanent residence

When assessing enrolment applications, schools may request that parents/carers provide supporting documentation to assist them in verifying a student's permanent residence.

Schools may request original or certified copies of rental agreements, unconditional contracts of sale or other official documentation that demonstrates permanent residence. To support this request, schools may ask parents/carers to complete a 100-point residential address check. Refer to Residential address check (PDF) included in the Enrolment Pack.

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

Additionally, schools may ask parents/carers to complete a statutory declaration confirming they are living at the address and that the arrangement is genuine and intended to be permanent. **It is a criminal offence to make a false statutory declaration and, if made on purpose, the person making the statutory declaration is liable to penalties of perjury (refer to Statutory declarations).** In the event a school receives a statutory declaration and is unsure about its validity, school staff should consult with the regional office.

Requests for additional supporting documentation may occur after the parent has submitted an enrolment application, if deemed necessary by the school. Information to parents/carers should clearly explain that the documentation is required to confirm the student's eligibility to enrol at the school. The school should also clearly communicate to parents/carers that the enrolment application may not be accepted if the requested documentation is not provided.

If it comes to light that the address provided on the application form was not the student's genuine permanent residence, a school may withdraw a placement offer under certain conditions (refer to Changes to the student's address after an enrolment offer has been made). The regional office should be informed before a placement offer is withdrawn.

To assist Kensington Primary School in assessing your child's eligibility for enrolment, please complete the attached Residential address check for the enrolment of students in Victorian government schools.

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

form.

Optional: On request, you may also be required to complete a statutory declaration. A statutory declaration should confirm the student is living in the address provided in the enrolment application and that the arrangement is intended to be permanent. The declaration must contain written acknowledgment by the declarant that it is true and correct.

Note:

Enrolment applications may not be successful if the requested documentation is not provided or found not to be genuine.

Duration of rental agreements

If a school has concerns about the duration of a rental agreement being provided as proof of permanent address, the school should consult with the family to ensure that reasonable consideration has been given to the family's living circumstances. For example, it is not acceptable to disregard a rental agreement that is shorter than 12 months from the time of submitting the enrolment application if this accurately reflects a family's residential circumstances.

If a rental agreement does not cover the first day of attendance, a school may seek further information closer to enrolment.

If the student's permanent residence changes after a placement offer is made, the offer may be withdrawn prior to the first day of attendance under certain conditions (refer to Changes to the student's address after an enrolment offer has been made).

Verification of permanent residence

Schools can make reasonable enquiries to verify permanent address information provided by parents/carers, such as:

- checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office
- checking with a real estate agent
- 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.

Schools should remember that multiple families may live together in one residence. School staff should be understanding of these arrangements when verifying permanent residence.

To satisfy privacy law requirements, schools should ensure parents/carers applying for enrolment are aware of the enquiries the school may make to verify the information provided about a student's permanent residence.

Note: The department does not consider home inspections or surveillance to be reasonable forms of enquiry and does not support these practices.

Non-acceptance of address provided on enrolment application form

If the principal does not accept that the address provided on the enrolment application form (and any subsequent supporting documentation) is the genuine permanent residence of the student, the school may reject the enrolment if the school is in a position where it is applying the priority order of placement due to demand for places exceeding supply.

The school should ensure reasons are provided to the parent/carer for not accepting the address and ensure the parent/carer is aware that they may appeal this decision (refer to Appealing enrolment decisions).

Changes to the student's address after an enrolment offer has been made

If, after a placement offer is made, the student's permanent residence changes or it comes to light that the address provided on the application form was **not the genuine** permanent residence of the student, a school may withdraw a placement offer in the following circumstances:

- where, after the priority order of placement is applied to the correct address, a place is not available for the student
- the new address is not within the school zone
- the placement offer and any subsequent material provided to the student and their parent/carer expressly states that the offer may be withdrawn prior to the first day of attendance if the student's permanent place of residence changes or the school becomes aware that the address provided on the application form was not the genuine permanent residence for the student.

Prior to withdrawing an offer of enrolment, school staff must consult with the regional office. School staff should also consider any safety or wellbeing issues related to the student.

Policy Review and approval

Policy last reviewed	May 2025
Endorsed by	Principal, Bridget McLaughlin
Next scheduled review date	May 2027