

PURPOSE

- To provide guidelines for student enrolment at Kew East Primary School so as to ensure all students residing in the school neighbourhood area are catered for, given the limited size of the school site.

POLICY GUIDELINES

- School is compulsory for children and young people aged from 6-17 years unless an exemption from enrolment has been granted by a Regional Director. Children, who are Australian citizens or permanent residents, are entitled to be enrolled in a government school. They are guaranteed a place in their neighbourhood school and may choose any other school in which space is available unless there is a restricted enrolment or designated zone;
- International students are enrolled, if they have a Visa subclass number which allows direct enrolment in a government school and if they reside in the neighbourhood zone. However, if they are deemed as fee paying students by the DET International Unit (IU), enrolment will be at the discretion of the principal, taking into account current student enrolments at that particular year level and resources required to support the student;
- Children may enter primary school at the beginning of the year that they turn 5 if their birthday falls before the 30th April. Students are not legally obliged to attend school until they turn 6;
- KEPS adheres to the Boroondara Network of Schools' enrolment protocols where Foundation students are informed of successful enrolment after the 31 August of the year prior to the commencement of their Foundation year of schooling;
- The KEPS enrolment policy reflects the *priority order of placement* clause in the DET *Priority Order of Placement Policy*:
 "Where there is insufficient accommodation at a school for all students who seek entry, students are enrolled in the following priority order:
 - students for whom the school is the designated neighbourhood government school;
 - students with a sibling at the same permanent residence who are attending the school at the same time;
 - students in order of closeness of their permanent residence to the school.
 In exceptional circumstances, and at the discretion of the principal, students may be enrolled on compassionate grounds";
- KEPS has a restricted enrolment policy endorsed by DET due to the limited size of the school grounds.
- All primary age students residing in the designated neighbourhood zone are guaranteed entry;
- Students with Disabilities and Impairments will be enrolled along with all other eligible children, in accordance with the KEPS enrolment policy;

Definitions

- **Designated neighbourhood school** is the government school that is nearest the student's permanent residence (measured in a straight line), unless the Regional Director:
 - needs to restrict new enrolments at a school due to pressure on enrolment capacity; and therefore has designated a neighbourhood zone for the school;
- **Designated neighbourhood zone** is the geographic area served by a government school after the Regional Director has approved a change to the enrolment boundary due to pressure on enrolment capacity;
- **Restricted enrolment** means preference is given to neighbourhood area families due to enrolment demands from within the neighbourhood area. Those living outside the area may only be admitted if the principal deems there is a place available after taking into consideration the demands from within the neighbourhood area;

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Definitions (Contd.)

- **Residing in the school neighbourhood area** is defined as owning and residing in or having a sole occupancy rental contract of at least twelve months duration and residing in a property within the school neighbourhood area which is also the student's permanent residential address.
- **Permanent residential address** will be deemed the primary property (owned/mortgaged) over a leased property within the KEPS neighbourhood area.
- Staying with a relative or friend does not qualify as 'permanent' residency;
- Proof of residency is to be produced when claiming an 'in neighbourhood place' and must be determined before the enrolment process can begin;
- Proof of residency documents include, contract of sale or a minimum leasing arrangement (both of which must be under the parent's name), of 12 months and must be through a REIV approved lease and must be concurrent to the year of enrolment, Boroondara City Council rate notice, water & energy accounts and a current driver's licence in the name of the resident residing at the given address in the neighbourhood area or zone;
 - A map showing the KEPS designated neighbourhood zone can be found on the 'Find Myschool' website at: <https://www.findmyschool.vic.gov.au/#school=1107501>
 - KEPS Enrolment Policy is on the school website
- School tours during the year (other than 3 organised Foundation tours) will be at the discretion of the school taking into account, the timing, circumstances of request and where the student lives.

Documents

- Education Act 1958 as amended
- Education and Training Reform Act 2006
- Education and Training Reform Regulations 2007 and 2013
- Public Health and Wellbeing Act 2008
- Public Health and Wellbeing Regulations 2009

IMPLEMENTATION

- Foundation student tours are advertised for May and June of the year preceding their enrolment year;
- An introductory letter and tour flier is distributed to all local kindergartens in May of the preceding year of schooling;
- Enrolment packs are distributed at tours, following the receipt of family details including name of Foundation student, address, phone number and kinder/day care attending. Enrolment packs include a prospectus, enrolment form, orientation dates for accepted students, Boroondara schools' enrolment protocols brochure and KEPS values;
- Parents must book a time with the office to have enrolment form and documents verified;
- Enrolment documents required to be verified include:
 - proof of age (an original birth certificate for Australian citizens and residents and a passport in the case of overseas students, for proof of date of birth) must be sighted and photocopied to show that the student turns 5 by the 30 April in the year of entry;
 - a school entry Immunisation Status Certificate obtained from Medicare office (or online or contact on 1800 653 809) or local municipal council or Australian Childhood Immunisation Register, must be provided regardless of whether a child is immunised or not; and
 - documentation as per the policy guidelines section, must demonstrate to the satisfaction of the school that the student is a permanent resident of the designated neighbourhood area.

IMPLEMENTATION (Contd)

- A principal may delay admission up to 5 days if documentation has not been provided or may conditionally enrol a student if documentation is provided in the next 5 days;
- The school maintains an enrolment data base of prospective Foundation students with confirmation of enrolment being made after 31 August;
- Enrolment forms and the sighting of documentation must be completed before acceptance letters are sent to parents;
- Families residing outside the designated neighbourhood area will only be offered places if they are available;
- Enrolment is not final until a letter of acceptance is received from the school;
- Following the confirmation of placement for Foundation students, contact details from completed enrolment forms will be entered into CASES21;
- Parents will be advised of dates for Orientation Sessions which occur between October and November;
- Where there are insufficient places, KEPS will follow the DET policy in relation to order of acceptance of Foundation student enrolments which is:
 - neighbourhood areas students;
 - siblings of students already enrolled at the school but who live outside the Neighbourhood area; and
 - students outside the neighbourhood area in ordered according to geographic closeness to the school.
- The Principal may decide to enrol a student on compassionate grounds where there are significant individual or family circumstances.

Overseas Enrolment

- Some overseas enrolments are completed by KEPS while others are completed by the International Unit (IU) and these are full fee paying students;
- Enrolment is dependent on the correct Visa subclass. Visa subclass numbers are checked that the visa is at least 12 months or covers the duration of the school year prior to any offer being made. The main visa number for direct entry to KEPS is 457 (Business Long Stay);
- Overseas residents must inform the school of their visa number for their children prior to any enrolment. If the visa number is deemed in the class of international students, parents will be referred to the DET IU for placement in a school;
- Entry criteria in terms of neighbourhood area, applies if a visa number allows direct enrolment with the school;
- Students must not be enrolled in any other school (proof may be required) and students are not accepted for holiday periods when visiting Australia;
- The year level at which the student is enrolled is the decision of the school in consultation with the parents;
- If families state permanent residency then this may need to be proven. A copy of passport/residency certificate is required;
- International students who do not have the correct visa are referred to the IU for placement. They will be subject to full fees which need to be confirmed with the IU and may not enrol directly into school;

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Overseas Enrolment (Contd.)

- An international student living in the KEPS neighbourhood area is only admitted following a request from the DET IU and at the discretion of the principal taking into account size of classes, timing or enrolment and resources required to support the student;
- If the child has no English the school may refer them to attend the Collingwood or Blackburn English Language School, for either one or two terms before commencing at KEPS; and
- Information regarding the enrolment of overseas students can be obtained from the International Unit (03) 9637 2202.

Transfers

- Where students seek transfer to KEPS beyond the initial Foundation intake, a place is guaranteed if they reside in the neighbourhood area. Where a student resides outside this area, a place will be offered if available. Such a request will be treated on a case by case basis;
- If a student is enrolled in another government school other than KEPS and lives in the KEPS neighbourhood area but wishes to change schools during a school year, they can only do so on the first day of Term 1 or 3 during a school year, which is in line with DET policy;
- If a student moves into the area from another government school during the year they will be enrolled if they can prove that there has been a change of address and that they now reside at the new address in the KEPS neighbourhood area. Proof will be required;
- Students will be allocated to classes according to a combination of class size and student need;
- If the student seeking an enrolment transfer during the year is from a non-government school, parents will need to meet with the Principal or Assistant Principal to:
 - discuss the circumstances of the transfer;
 - discuss any academic or behavioural matters; and
 - seek a transfer note from existing school.
- The Principal has the authority to defer admission for a reasonable period of time in order that enquiries of the previous school are carried out in the interests of the student.

Early Enrolment

- Parents that seek early entry for their child, who is not of minimum age, must obtain written approval from the Regional Director before they are able to enrol;
- A student who is less than the minimum age of entry for Victorian schools but has transferred from an interstate or overseas school (with applicable visa number), is eligible for enrolment provided:
 - they can prove that their child has been currently enrolled in a school and has attended full-time during that enrolment period; and
 - they show proof of birth and proof of residency of living in the neighbourhood area, prior to any enrolment.

EVALUATION

- This policy will be reviewed on a cyclical basis in accordance with the School Council policy review schedule or as required by school council.

Policy Area:
Management

Reviewed:
May 2021

Next Review: 2025