



## **ENROLMENT POLICY**

### **Rationale**

Kew Primary School is a government school. All children who are Australian citizens or permanent residents, and who are under eighteen years, 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.

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 and many parents delay the entry of children so that they commence school in their 7th year. Kew Primary caters for students for 7 years, from Prep to Year 6.

### **Aims**

- To provide an efficient process of enrolment that satisfies the needs of both students and the school.
- To provide a fair and equitable opportunity to attend Kew Primary School.

### **Implementation**

As Kew Primary School may from time to time face a demand for Prep (and other grade level) enrolments that often exceeds capacity, the Department of Education and Early Childhood Development policy is fully implemented.

- All primary age students residing in the Neighbourhood Area, (permanent residence is closer to Kew Primary school than any other government school except where the student's residential address meets the defined boundaries of another government school), are guaranteed entry.
- Students will be allocated to classes according to a combination of class size and student need.
- Students who then move outside of this Neighbourhood Area after they have been successfully enrolled are able to maintain their enrolment status at Kew Primary.

**Where there are insufficient places for students from outside this Neighbourhood Area students will be enrolled in the following priority order:**

- Siblings of students already enrolled at the school but who live outside the Neighbourhood area.
- Students seeking enrolment on specific curriculum grounds.
- All other students in order of closeness of their home to the school.

The Principal may decide to enrol a student on compassionate grounds where there are significant individual or family circumstances.

**Where there are sufficient places for students at Kew Primary School the following guidelines are employed:**

- As all children must be aged 5 by April 30th in the year of entry, proof of age is required.
- An application for enrolment form must be completed for each child. These are available by post or by calling in to the school office.
- An original birth certificate or passport as proof of date of birth must be sighted and the school will make a photocopy.
- Parents or guardians must provide an immunisation status certificate to the school regardless of whether the child is or is not immunised. Note: Homeopathic immunisation is not a recognised form of immunisation, and therefore cannot be listed on an immunisation status certificate.
- Documentation to demonstrate to the satisfaction of the school that the student is a permanent resident of the neighbourhood area. This could include proof of purchase or a utilities bill.
- Offers for placement commence after the 31st August.

**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 child who is less than the minimum age of entry for Victorian schools but has transferred from an interstate school is eligible for enrolment. Evidence of age and full-time enrolment at the interstate school must be provided.

**Overseas Enrolment**

- Entry criteria in terms of neighbourhood area apply.
- Students must not be enrolled in any other school (proof may be required).
- The year level at which the student is enrolled is the decision of the school.
- 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 is made. The main visa number for direct entry is 457 (Business Long Stay)
- If families state permanent residency then this may need to be proven. A copy of passport/residency certificate is required.
- New Zealand entrants may enrol directly but will be identified on CASES 21.
- International students who do not have the correct visa are referred to the International Unit for placement. They will be subject to full fees which need to be confirmed with IU and may not enrol directly into school.
- If the child has no English an enquiry to the Collingwood or Blackburn English Language School may be necessary.
- Information regarding the enrolment of overseas students can be obtained from the International Studies Unit (03) 9637 2202.

**Children With Disabilities**

- Students with Disabilities and Impairments will be enrolled along with all other eligible children.

- Concerns relating to resources are insufficient grounds for a delayed admission. Delayed admissions can only be authorised by the Regional Director.

### **Transfers**

Students wishing to enrol at our school from a neighbouring school will be able to do so if:

- the Principal of the previous school is in agreement with the transfer,
- there has been a change of address that places the student closer to our school than the previous school,
- if the student seeking enrolment is from a non-government school.

Principals of previous schools of all students seeking transfers will be contacted to:

- discuss the circumstances of the transfer,
- seek a transfer note or an immunisation certificate,
- discuss any academic or behavioural matters.

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.

### **Evaluation**

Evaluation of this policy will be in June 2017. All changes will be ratified by the School Council.