



Enrolment Policy

Rationale:

Kew Primary School is a government school. All children who are Australian citizens, permanent residents, hold an eligible visa and are under eighteen years are entitled to enrol 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 30th April. Students are not legally obliged to attend school until they turn 6. Kew Primary caters for students 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 demand where enrolments that exceeds capacity, the DET policy is fully implemented:

- All primary age students residing in the Neighbourhood Area whose 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.
- Parents or guardians who 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.

Where there are insufficient places for students from outside Kew Primary School's 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.

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

- An application for enrolment form must be completed for each child. These are available by post or from the school office.
- As all children must be aged 5 by April 30th in the year of entry. An original birth certificate or passport for 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.
- Parents or guardians must provide 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 August.

Overseas Enrolment

- Neighbourhood Area criteria 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 valid for at least 12 months or covers the duration of the school year prior to the school making an offer for enrolment.
- Families may need to prove permanent residency status. A copy of passport/residency certificate is required.
- International students who do not have the correct visa are referred to DET's 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, Kew Primary School will make an enquiry to the Collingwood or Blackburn English Language School may be necessary.

Information regarding the enrolment of overseas students can be obtained from www.study.vic.gov.au.

Children with disabilities

- Students with disabilities 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 Kew Primary School from a neighbouring school will be able to do so if:

- the Principal of the previous school is in agreement with the transfer;
- a change of address places the student closer to KPS than the previous school; and,
- 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 and/or an immunisation certificate; and,
- 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.

References:

DET School Policy Advisory Guide: Enrolment

Evaluation:

This policy will be reviewed as part of the school's three year review cycle.

This policy was ratified by School Council in XXXX