



## Enrolment

### Rationale:

All children enrolling at our Kambrya College deserve a smooth transition that enables them to become part of our College with a minimum of disruption and maximum support.

### Aims:

- To provide an efficient process of enrolment that satisfies the needs of both students and the College.
- To ensure that eligible children have the right to be placed in their designated neighbourhood school.

### Designated neighbourhood school

The designated '*neighbourhood school*' is generally the school that is nearest the student's permanent residence as determined by the school zone, unless the regional director:

- Needs to restrict new enrolments at a school
- Has designated the neighbourhood boundaries for the school.

This table defines the measure of the nearest school-

If the student resides in	Then the nearest school is measured by
<ul style="list-style-type: none"> <li>• The metropolitan region</li> <li>• Ballarat</li> <li>• Bendigo or</li> <li>• Geelong</li> </ul>	A straight line from the student's residence.
Any other area	The shortest practicable route.

The [www.findmyschool.vic.gov.au](http://www.findmyschool.vic.gov.au) website is used to identify the designated neighbourhood secondary school for students based on the student's permanent residential address.

### Permanent residence guidelines

The Permanent Residence guidelines for schools (provided by DET) provides fair and consistent information for schools to assist in the verification of a student's permanent address and their enrolment.

Kambrya College requires the following documentation from all families when applying to enrol their child into the college. The following documentation is required to confirm that the student is eligible to enrol at the college on the basis that their permanent residence is within our school's zone. The enrolment application may not be accepted if the requested information/documentation is not provided:

- **Proof of Residency: - owned or rented properties inside the Designated Neighbourhood Boundary (DNB)/School Zone.**

Proof of residency must be determined before the enrolment process can begin. Families who own or are renting a property inside the DNB/School Zone are required to present documentation that proves they are living in the property. Suitable documentation permitted are:

### **Compulsory:**

- A certified copy of rental agreement through a Registered Real Estate Agent **OR** an unconditional sale of property - must be in enrolling parent's name. **Note: Private lease arrangements will only be accepted with Statutory Declarations as follows:**
  - STATUTORY DECLARATIONS: required if you are renting privately one each from the Landlord and yourself. These Statutory Declarations should state the relationship between the family and

the owners, as well as confirming the student is living in the address provided in the enrolment application and that the arrangement is genuine and intended to be permanent.

- Valid Driver's Licence – with enrolling parent's name indicating the same residential address as per Rental Agreement or Unconditional Sale of Property.

**Plus, two current utility bills (no more than 3 months old):**

- Gas, Electricity, Phone, etc. (i.e. 1 Gas and 1 Electricity bill, or other services such as Phone, Rates Notice – if property is owned by enrolling parent)

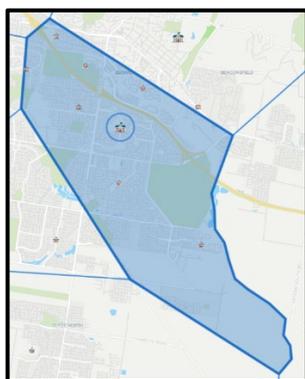
**Other documentation to be attached to enrolment application:**

- Copy of your child's Birth Certificate
- If your child was born **OVERSEAS** (including New Zealand), please provide a copy of their passport. This passport must indicate Visa Sub Class and whether your child is a Permanent Resident or Temporary Resident.
- A copy of all the family's Visa documentation – parents and students (if applicable)
- In the event that there are any current court orders on file relating to your child, you are required to provide the school with a copy as per the DET enrolment form.

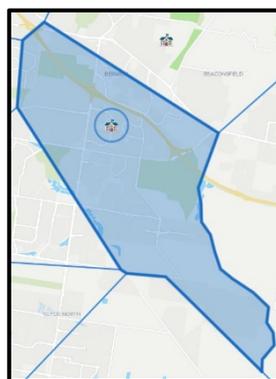
A new school zone is in effect from 2020, and proof of residency within our school zone will be strictly enforced. Please see map below. Note that the College has the right to withdraw a child's enrolment if the family moves out of the Designated Neighbourhood Boundary/School Zone after a placement has been offered. Also, please note that a person who makes a false declaration is liable to the penalties of perjury.

**Kambrya School Zone (subject to change at DET's discretion)**

**2021**



**2022**



**Priority order of placement**

Where there are insufficient places at a school for all students who seek entry, students are enrolled in the following priority order:

1. Students for whom the school is the designated neighbourhood school.
2. Students 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, students who reside nearest the school.
4. Students seeking enrolment on specific curriculum grounds.
5. All of the other students in order of closeness of their permanent residence to the school.

In exceptional circumstances, a student may be enrolled in a school based on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement. Schools are permitted to assess and make a determination for exceptional circumstances applications on a case-by-case basis.

Assessing Enrolment Applications Kambrya College may make the following enquiries to verify the information provided about the student's permanent residence:

- Checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office
- Checking with a real estate agent
- Checking whether the contact landline phone number provided is registered to the residence provided on the enrolment form
- 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.

Note: If, after reasonable enquiries, the principal does not accept that the address provided on the enrolment application form is the genuine permanent residence of the student, the enrolment application may not be successful.

### **Implementation:**

- Kambrya College possesses a DNB/School Zone. All children who live within this DNB/School Zone are eligible to attend our College automatically. Parents with children who live outside the College enrolment DNB/School Zone may apply as a CAT 4 or exceptional circumstances enrolment, which the Principal will determine the merits on a case by case basis.
- Information regarding the enrolment of overseas students can be obtained from the International Studies Unit of South Eastern Region (DET).
- Information regarding the enrolment of a student with English as their second language can be obtained from South Eastern Region (DET)- EAL branch.
- Where applicable, parent(s) and guardian(s) need to sign the 'Confidential File Transfer Form' that will allow the confidential welfare documentation to be released from the previous school to our College.
- An enrolment enquiry form needs to be completed by the parent.
- Our enrolment coordinator will contact leaders of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note or an immunisation certificate (if enrolling), and to discuss any academic or behavioural matters. The Principal has the authority to defer admission for one school day in order that enquiries of the previous school are carried out in the interests of the student.
- Our enrolment coordinator will contact the enrolling student's family or guardian regarding their enquiry after gaining the necessary information from previous school.
- The enrolment pack will contain Confidential Student Information Enrolment Form and any relevant policies, procedures and information needed to provide an efficient process of enrolment that satisfies the needs of both students and the College.
- All enrolments will require the completion of the Department's 'Confidential Student Information Enrolment Form', with details entered immediately on CASES.
- Proof of permanent residence to be provided for student's file.
- Exit Papers are to be filled in before student leaves or transfers from their current school.
- Students will be allocated to classes according to a combination of class size, timetable requirements, Health and Physical Education requirements and student needs.
- The enrolling student and their family or guardian(s) will attend a meeting/s before enrolling, which will cover enrolment documents, processes and information about curriculum. Other meetings may be organised at the request of the Principal, Welfare co-ordinator or Parent(s) / Guardian(s).

- On commencement at the College, students will be required to be in Kambrya College uniform as listed in the Uniform Policy and possess the appropriate textbooks as listed in the College book list.
- Students will be informed of allocated Form Group and Sub-School on enrolment. Students will be provided with a locker, timetable and any other appropriate information on enrolment date.

**Evaluation:**

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

<b>Author</b>	Keith Perry- College Principal
<b>Approved by Kambrya College School Council</b>	May 2021
<b>Responsible for Review</b>	Assistant Principal
<b>Next Review Date</b>	May 2024