



# Enrolment



## Policy

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Thank you for taking the time to investigate Kororoit Creek Primary School as a primary school option for your child/ren.

### Purpose

- To ensure Kororoit Creek Primary School provides enrolment access for students who reside within its community as defined by the Department's closest school boundary.
- To set out the conditions under which students may be enrolled into Kororoit Creek Primary School to avoid the school exceeding its capacity.

### Guidelines

#### Designated neighbourhood area

The school's capacity to enrol students is dependent upon the accommodation of its site calculated in accordance with the relevant Department Facilities Schedule.

The designated neighbourhood area is based on distance from other schools.

The boundary area for Kororoit Creek Primary School can be viewed on the Department's 'Find my School' website: <https://www.findmyschool.vic.gov.au/>

All students who reside within the designated neighbourhood area are eligible for enrolment at the school. Enrolment of students from outside the local catchment area will be managed to ensure that the total current and forecast enrolments do not exceed the school's current accommodation capacity.

### Implementation

#### Enrolment Criteria

When the number of enrolment applications exceeds the number of places available at a school student/s are enrolled in the following priority order:

1. Students for whom the school is the designated neighbourhood Government 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. In exceptional circumstances, students who can demonstrate compassionate grounds to the Department of Education and Training.

### **Proof of Residency**

To assist Kororoit Creek Primary School in assessing your child's eligibility for enrolment, please include with your enrolment application original or certified copies of:

1. Current council rates notices along with two current utility notices

**OR**

2. A copy of the following (current):
  - Rental agreements with RTBA bond receipt
  - Two current utility notice

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

Note: Enrolment applications may not be successful if the requested documentation is not provided.

When assessing enrolment applications, Kororoit Creek Primary School may make the following enquiries to verify the information provided about a 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.

After a placement offer is made to the student/family, 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 for the student, a school may only withdraw a placement offer in the following circumstances:

- The placement offer made to the student 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; and
- The new address is not within the designated neighbourhood area for the school.

### **Review cycle and evaluation**

This policy was last updated on 21<sup>st</sup> April 2021 and is due to be reviewed every 3-4 years.

*Kororoit Creek Primary School has a zero tolerance for any form of child abuse*