



Kororoit Creek Primary School
130 Tenterfield Dr, Burnside Heights, 3023

Principal: Bethany Riseley

Enrolment Policy

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

Families must be residing within the neighbourhood boundary and will need to provide 100 points of proof of address.

Documents must show the full name of the child's parent/carer and address	Points
1. One of the following 1.1 Council rates notice OR 1.2 Lease agreement through a registered real estate agent and rental board bond receipt OR 1.3 Exchanged contract of sale	40
2. Any of the following 2.1 Centrelink payment statement showing home address 2.2 Electoral roll statement	20
3. Any of the following documents 3.1 Electricity or Gas bill showing the service address* 3.2 Water bill showing the service address* 3.3 Telephone or internet bill showing the service address* 3.4 Driver's licence or government issued ID showing current home address 3.5 Motor vehicle registration or compulsory third-party insurance policy showing home address	15

**up to three months old*

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 in March 2026 and is due to be reviewed every 3-4 years.

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