



ENROLMENT POLICY

RATIONALE

To ensure that Kurunjang Secondary College makes decisions relating to enrolments which are guided by processes that are consistent, fair, and in-line with the Designated Neighbourhood School arrangement for all government schools.

PURPOSE

This policy explains how Kurunjang Secondary College manages admission to and enrolment at Kurunjang Secondary College.

SCOPE

This policy applies to all students seeking enrolment at Kurunjang Secondary College. Under the Education and Training Reform Act 2006, schooling is compulsory for students aged between 6 and 17 years unless an exemption from attendance has been granted.

POLICY

Kurunjang Secondary College understands the importance of providing helpful and timely responses to enrolment enquiries from parents and carers.

The eligibility of a student to enrol at Kurunjang Secondary College is determined by the student's age, course of study, and residential status. Students who have Australian Permanent Residency or are deemed equivalent to Australian residents are eligible for enrolment in Victorian Government Schools.

Kurunjang Secondary College is a Designated Neighbourhood School, meaning that enrolments will only be considered for those who reside within the allocated boundaries. Parents and carers can find this information on <https://www.findmyschool.vic.gov.au/>

Residential address is the address at which the student permanently resides with parent/s or legal guardian/s.

In the case of current Grade 6 students this will be the address on their current primary school's records and must be the residential address at the start of Year 7. Documentary evidence to support claims of residential address inside the designated neighbourhood area will be required.

This will include, with the application, original or certified copies of at least **three (3)** of:

- **Rental agreements or unconditional contracts of sale**
- **Electoral enrolment confirmation**

- **Official documentation that demonstrates permanent residency at the address such as Centrelink, Medicare, and Bank correspondence, Healthcare Cards, Electricity and Gas accounts.**

(Documents must show the same address with parent or guardian names as recorded on the school enrolment application form)

PARENTS, LEGAL GUARDIANSHIP, CARERS AND CONSENT

In the enrolment process, the application form requires signatory consent by parents.

The word parent is used in this policy as **parent** defined in the Family Law Act 1975.

Note: In the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility.

Both parents, and for parents who are separated, must sign the enrolment form or a copy of the court order with any impact on the relationship between the family and the school must be provided.

Those who have been granted legal guardianship of a student must provide original or certified copies of all relevant documents.

An informal carer must provide a statutory declaration, signed by a Justice of the Peace, indicating the nature of the informal arrangement which has the student living in their care.

Note: Statutory declarations apply for 12 months only and must be renewed if the arrangement continues, and the wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer.

FURTHER REQUIREMENTS

The following student identification documents are required for an enrolment to proceed:

- Students born in Australia – a birth certificate or its equivalent
- Students born in other countries – A passport, visa, or Immicard
- Names and addresses of the student and enrolling parent or carer
- Details of medical and other conditions that may require special consideration
- Emergency telephone numbers, including a nominated doctor
- An Immunisation History Statement from the Australian Immunisation Register

INCOMPLETE STUDENT INFORMATION

Kurunjang Secondary College advises parents and carers that they are legally responsible for ensuring a child of school age attends school and must ensure that all relevant documentation is provided to facilitate an enrolment.

The principal or their nominee may defer an enrolment if the required documentation is not provided.

Evaluation

This policy will also be reviewed as part of the college's regular policy review process.

Date Implemented	03/03/2020
Author	Aylin Gökmen, Assistant Principal
Responsible for Review	Aylin Gökmen, Assistant Principal
Review Date	March 2021
Related Legislation	Education and Training Reform Act 2006 Education and Training Reform Regulations 2017 Family Law Act 1975 Public Health and Wellbeing Act 2008 Public Health and Wellbeing Regulations 2009