



# ENROLMENT POLICY



## Help for non-English speakers

If you need help to understand the information in this policy, please contact college to organise a translation of this document.

## 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.

Parent/s or legal guardian/s can find this information on <https://www.findmyschool.vic.gov.au/>

## **Determining permanent residence**

A student's permanent residence is the address at which they permanently reside at the time of seeking enrolment with their 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.

When assessing enrolment applications, we request that parent/s or legal guardian/s provide supporting documentation to assist them in verifying a student's permanent residence.

We will require original or certified copies of rental agreements, unconditional contracts of sale or other official documentation that demonstrates permanent residence. To support this request, we will ask parent/s or legal guardian/s to complete a 100-point residential address check.

Documents should show the same address and parent/s, or legal guardian/s name/s as recorded on the school enrolment application form.

Additionally, we may ask parent/s or legal guardian/s to complete a statutory declaration confirming they are living at the address and that the arrangement is genuine and intended to be permanent. It is a criminal offence to make a false statutory declaration and, if made on purpose, the person making the statutory declaration is liable to penalties of perjury. In the event a school receives a statutory declaration and is unsure about its validity, school staff should consult with the regional office.

**The 100-point residential address check will include, with the application, original copies of listed documents:**

<b>Rental agreements or unconditional contracts of sale (40 points)</b>
<b>Electoral roll statement (20 points)</b>
<b>Centrelink payment statement showing home address (20 points)</b>
<b>Electricity and Gas bills of home address* (15 points)</b>
<b>Telephone or internet bill of home address* (15 points)</b>
<b>Driver's licence or government issued ID showing current home address* (15 points)</b>
<b>Home and Contents Insurance showing home address* (15 points)</b>
<b>Motor vehicle registration and/or insurance policy showing home address* (15 points)</b>

**\*up to 3 months old (Documents must show the same address with parent or legal 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 which confirms the student is living in the address provided in the enrolment application and that the arrangement is intended to be **permanent**. The declaration must contain written acknowledgment by the declarant that it is true and correct. It is a criminal offence to make a false statutory declaration and, if made on purpose, the person making the statutory declaration is liable to penalties of perjury.

## **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, birth certificate that is translated, visa, or Immicard
- Names and addresses of the student and enrolling parent/s or legal guardian/s
- 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.

<b>Date Implemented</b>	21/11/2022
<b>Responsible for Review</b>	Aylin Gökmen, Assistant Principal
<b>Review Date</b>	21/11/2024
<b>Related Legislation</b>	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