

ENROLMENT AT KEW HIGH SCHOOL

Kew High School is a high demand school that has had to set very clear guidelines to manage the enrolment of students ensuring it does not exceed capacity. New enrolments are taken each year and the following guidelines set the parameters of the schools policy to protect the long-term sustainability of the school.

Kew High School is a State secondary school bound by the designated neighbourhood area policy as set out by the Department of Education and Early Childhood Development.

The guiding principles for all enrolments are as follows:

- To provide each child with the right to a place in a designated neighbourhood school
- Wherever practical to provide parents/guardians with the opportunity to enrol their child at the same school as that being attended by an **older** sister or brother who resides permanently at the same address.
- To contain enrolments in each school within the limits of available resources.

Process

- Year 7 enrolments are processed and take place through the primary schools, which are responsible for monitoring the placement of each student in a secondary school.
- For all other enrolments (Year 8 to 12) parents/guardians are required to complete the schools '**Expression of Interest**' form and return this to the school with current copies of **school reports**. Once received, contact will be made by the Registrar.

The following criteria will apply to enrolments at Kew High School:

1. The family must reside permanently (residential address not a business address) within the designated neighbourhood area. New enrolments **may** be accepted where proof of residency within the neighbourhood area is established and places within the relevant year level are available.

Verification of residency within the neighbourhood area requires **a minimum** of the following documentation:

- a. Sale/lease agreement for the residential property
- b. Lease agreements must be for a **minimum** of 12 months through a Registered Estate Agent and must be **concurrent** to the year of entry.
- c. Property/lease documents must be in the **parents** name (Parent identification required eg. Medicare card etc)
- d. Three utilities bills eg., telephone, rates, electricity

It is the **responsibility** of the prospective applicant/family to be able to verify to the **satisfaction** of the school, that the address provided is in fact their permanent residential address.

2. Proof of residency must be determined before the enrolment process can begin.
3. A prospective student must reside with his/her parents. Staying with a relative/friend **does not** qualify as permanent resident within the neighbourhood area.

Guardianship or relationship by marriage is not a criterion for enrolment unless supported by an endorsed order of the Family Court of Australia or Federal Magistrates Court.

4. Enrolment applications to transfer into Kew High School because it is the neighbourhood school, on residential grounds **will not** be considered where there has been no change to the residential address.
5. The requirement of permanent residency within the Kew High School neighbourhood area will be actively monitored and enforced. Where a family moves out of the area there is no guarantee that a sibling can be enrolled. If accommodation pressures become severe, a student who moves out of the neighbourhood area may be asked to leave and enrol in another school at the completion of the school year.
6. The following **priority** order will apply to all enrolments:
 - students for whom Kew High School is the designated neighbourhood school to their place of residence
 - Students who have a sibling claim (**older** brother or sister) to the school (siblings must reside permanently at the same address and be **concurrently** enrolled)
 - In a limited number of cases, enrolment on specific curriculum grounds or compassionate grounds, where spaces within a particular year level are available

Natalie Kotaidis
Registrar