

ENROLMENT AT KEW HIGH SCHOOL ***Years 8 - 12***

Kew High School is a State secondary school bound by the designated neighbourhood area policy (zone) as set out by the Department of Education and Training.

For all **Year 8 to 12** enrolments parents/guardians are required to complete the schools '**Expression of Interest**' form and return this to the school. Once received, contact will be made by the Registrar.

The following criteria will apply to enrolments:

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 a 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