

Kew High School

Year 7 School transfer enrolment process

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

Students residing in our school zone are guaranteed a place at our school, which is determined on the basis of your permanent residential address.

Our school zone is available on findmyschool.vic.gov.au which hosts the most up-to-date information about Victorian school zones.

For all Year 7 school transfer enrolments, parents/carers are required to complete the school's Year 7 School transfer enrolment application form and return this to the school. Once received, contact will be made by the Registrar.

The following criteria will apply to enrolments:

- The family must reside permanently (residential address, not a business address) within the designated neighbourhood area. Verification of residency within the neighbourhood area requires a minimum of the following documentation:
 - Sale/lease agreement for the residential property
 - Lease agreements must be with a registered Estate Agent, for a minimum period of 12 months and must be concurrent to the year of entry.
 - Property/lease documents must be in the parents'/carers' names (parent/carer identification required e.g. Medicare card etc.)
 - Three utilities bills (e.g. rates, electricity, gas) and/or bank statement.
- It is the responsibility of the applicant/family to be able to verify, to the satisfaction of the school, that the address provided is their permanent residential address. Proof of residency must be determined before the enrolment process can begin.
- A prospective student must reside with his/her parents/carers. Staying with a relative/friend does not qualify as being 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 Circuit Court.

The following priority order will apply to all enrolments:

1. Students for whom Kew High School is the designated neighbourhood school for their place of residence
2. Students who have a sibling who resides at the same permanent address and is currently enrolled at the school, and who will continue to be enrolled at the school
3. Students who seek enrolment based on specific curriculum grounds
4. All other students in order of proximity of their home to the school.