



St Kilda Primary School

Enrolment Policy

PURPOSE/RATIONALE

St Kilda Primary School is a diverse and inviting place that reflects and celebrates the community that we serve. We are the neighbourhood school for many students in a part of Melbourne that is growing rapidly, which means demand for a place at St Kilda Primary School has also grown quickly over recent years.

In response to this increasing demand, the Department of Education has imposed a Neighbourhood Enrolment Boundary on the school. To check if you reside within the school's current enrolment boundary, please contact the school's office on (03) 9534 3993.

This enrolment policy complements the established boundary and describes St Kilda Primary School's approach to ensuring student admission is fair and equitable.

IMPLEMENTATION/ PROCESS

Children in Victoria may enter primary school at the beginning of the year that they turn 5 if their birthday falls before the 30th April. Students are not legally obliged to attend school until they turn 6 and many parents delay the entry of children so that they commence school in their 7th year.

A student of school age whose primary, registered residential address falls within the designated Neighbourhood Enrolment Boundary has a legal entitlement to be enrolled at St Kilda Primary School.

Enrolments are subject to living within our designated Neighbourhood Boundary and must be accompanied by the following:

- child's birth certificate
- immunisation certificate
- current utility bill (either power or gas account)

DE&T Enrolment Management Policy entails a specific order of priority for enrolments

- Students residing within the designated neighbourhood area as defined on the school's neighbourhood boundary map.
- Students residing at the same address as an older sibling who is attending the school

If additional places are available – the following criteria applies:

- Other students from outside the designated area, in order of closeness of the home to the school.
- In exceptional circumstances, students may be enrolled where there are significant extenuating family or individual circumstances.

The Principal has discretion to enrol or retain enrolment of a student on compassionate or welfare grounds where there are significant individual or family circumstances.

DOCUMENTATION

- As all children must be aged 5 by April 30th in the year of entry, proof of age is required. An original birth certificate or passport as proof of date of birth must be sighted and the school will make a photocopy.
- Documentation to demonstrate to the satisfaction of the school that the student is a permanent resident of the neighbourhood area. This could include proof of purchase or a 12 month lease agreement and MUST include a current utility bill (either power or gas account).
- An application for enrolment form must be completed for each child. These are available online or by calling into the school office.
- It is preferable if immunisation is current before children commence school. The pre-school booster is administered at approximately four and a half years of age. Once this is complete all immunisation documentation should be taken to your local council offices where a school entry immunisation certificate will be issued. This immunisation certificate is required as part of the enrolment documentation. If children are not immunised a certificate must still be obtained which states 'Immunisation Incomplete'. If you are a new resident to Australia, immunisation information needs to be transcribed by Medicare/Centrelink prior to enrolment.

OVERSEAS ENROLMENT

- Entry criteria in terms of Neighbourhood Enrolment Boundary area apply.
- The year level at which the student is enrolled is the decision of the school.
- Enrolment is dependent on the correct Visa subclass. Visa subclass numbers are checked to ensure the visa is at least 12 months or covers the duration of the stay prior to any offer being made. The main visa number for direct entry is 457 (Business Long Stay)
- If families state permanent residency then this needs to be proven. A copy of passport/residency certificate is required.
- New Zealand entrants may enrol directly but will be identified on CASES 21.
- Short term International students who have alternate visas are referred to the International Unit (IU) for placement. They will be subject to full fees, which need to be confirmed with IU and cannot enrol directly into school.
- If the child has no English an enquiry to the Noble Park English Language School (Glen Eira campus) may be necessary.

CHILDREN WITH DISABILITIES

- Students with Disabilities and Impairments will be enrolled along with all other eligible children.

Supporting Documents/ appendices

- Department policy
<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx>
- Information on enrolling overseas students can be obtained from the International Students Unit (03) 9637 2202.

REVIEW CYCLE

This policy was last updated and ratified on 20 October 2018 and is scheduled for review in October 2021