



Rationale

The Department of Education and Training (DET) requires that all schools have a clear protocol to enrol eligible students.

Aims

To provide a transparent and efficient process of enrolment that meets the needs of prospective families and the College.

Definitions

“right of entry”

A student residing with a parent or legal guardian in the neighbourhood area has the right to attend that secondary college.

“residing” is defined as living in a home that is:

- Owned by the parent or legal guardian
- Under purchase by the parent or legal guardian
- Leased for at least 12 months by the parent or legal guardian

(evidence of the above may be required – for example driver’s licence, lease or rate’s notice)

“legal guardian” is defined as a person who has full legal responsibility for the student, not a person with whom the student is staying for a period of time.

“the neighbourhood area”, as defined by DET, is the DET secondary college that is nearest in a straight line from the student’s permanent residence. For the purpose of determining distances, the General Office will be considered a college’s base point for enrolments.

Implementation

Koonung Secondary College endeavours to offer a place to all students who select the College as their first preference for year 7. Whilst the College has a capped enrolment of 1200, current student numbers allow for students outside our neighbourhood to enrol at the College.

Priority of Enrolments

During the last term of each school year, students will be enrolled in classes for the following year according to the following guidelines:

1. Students who are already at Koonung Secondary College
2. Students who reside in the neighbourhood area
3. Students from outside the neighbourhood area
4. In exceptional circumstances, a student may be enrolled on compassionate grounds where there are significant family or individual circumstances.

Enrolment Process

Year 7: These are processed and take place through the Primary Schools which are responsible for monitoring the placement of each student in a secondary school.

Year 8-12: Parents/guardians are required to complete the "Expression of interest" form online.

Once received, contact will be made by the College Assistant Principal, usually within 5 days. If families do not have access to the internet, a hard copy of the enrolment form may be returned to the school by mail.

Enrolment Documentation Guidelines

The following documentation is required prior to completion of enrolment:

- Students enrolling for the first time in a Victorian school
 - Birth certificate or equivalent for Australian-born students; passport or travel document for non-Australian born students; and immunisation certificate
- Students transferring from another school
 - Transfer note; immunisation certificate (primary students); and in the case of non-Australian born students, passport or travel document

Compliance with privacy legislation

The College will keep copies of enrolment documentation securely and will ensure that the information remains confidential, in accordance with general privacy principles and the *Privacy Act 2000 (Victoria)* in particular.

Further Information

Year 7

The application process to enrol in Year 7 is initially handled by the primary schools.

Families residing overseas at the time of application should contact the College directly at the International Education Division.

The process for local residents is as follows:

1. Application forms for Year 7 are distributed to students in Year 6 by their primary school in late April.
2. Applications are returned to the primary school in mid June.
3. The primary school informs the secondary schools of applicants, including any international applications, which may be referred to the International Division.
4. Secondary schools notify each primary school of successful applicants.
5. Primary schools notify parents, in early August of the school that has offered a place to their child.

Neither the primary school nor the secondary school will disclose placements prior to the notification from primary school in early August. The school allocates places for Year 7 according to the enrolment priorities already stated in this policy.

Other Year Levels

Applicants for years 8-12 are invited to complete an online enrolment enquiry form via www.koonung.vic.edu.au or by contacting the College directly.

Ratification Dates:

Education Committee	2 May 2017	College Council	16 May 2017	Next Review	May 2020
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Communication Procedure:

Website	Compass	Newsletter	College enrolment packs
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