



Rationale

The Department of Education and Training (DET) requires that all schools enrol students.

Aim

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

Definitions

Permanent residence

The student must live permanently with their parent(s) or legal guardian(s) at this residence. A permanent residence does not include:

- staying with a relative or friend
- owning a business in the area
- financial interest in a property in the area.

Implementation

Koonung Secondary College experiences high demand for places across all year levels. Every effort is made to consider all applications for enrolment and we are committed to providing a clear and transparent enrolment process. The catchment zone for Koonung Secondary College is the geographic area served by the school.

Your designated neighbourhood school is the government school nearest to the student's home (permanent residence), measured in a straight line, door-to-door from home to school.

To find out which school is closest to your home check the Department of Education school zone map at findmyschool.vic.gov.au. If you have questions, please contact our Enrolments Officer on 03 9890 9662.

Students applying for a place at Koonung Secondary College are enrolled in the following priority order, as per the [Department of Education and Training Placement Policy](#):

Priority of Enrolments

- Students for whom the school is the designated neighbourhood school.
- Students with a sibling at the same permanent residence who are attending the school at the same time.
- Where the Regional Director has restricted the enrolment, students who reside nearest the school.
- *(Note: this does not apply to Koonung Secondary College in 2021.)*
- Students seeking enrolment on specific curriculum grounds.
- All other students in order of closeness of their home to Koonung Secondary College.
- In exceptional circumstances, compassionate grounds.

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; and in the case of non-Australian born students, passport or travel document

Designated School Category:

All families applying under the designated neighbourhood school category (Placement Priority 1) are required to demonstrate permanent residency with the following evidence.

Original or certified copies of:

- Rental agreements or unconditional contracts of sale, and
- A copy of two of the following documents:
 - electoral enrolment confirmation
 - council rates notice
 - other official documentation that demonstrates permanent residency at the address, such as a driver licence or Health Care Card.

Documents must show the same address and parent's or carer's name as recorded on the enrolment application form.

We check the accuracy of all documentation and carry out due diligence to verify application information, in accordance with the Department of Education Permanent Address Guidelines.

Siblings

The school enrolls siblings in accordance with the placement priorities outlined above.

Curriculum grounds

There are sometimes a limited number of places available for students to apply for on curriculum grounds.

To apply, you are required to demonstrate that a specific curriculum program at Koonung Secondary College is not available at your closest government school, and why this is vital for the student's educational needs.

Placement appeals

The process and deadlines for appeals when applying to Year 7 are set out in the North-Eastern Victoria Region placement process. If your child doesn't receive an offer for a place at Koonung Secondary College, you can request a review of the decision in writing to:

Principal, Koonung Secondary College, 615 Elgar Road, Mont Albert North, 3129

The review will be conducted by the Koonung Secondary College Placement Committee. The review can only be considered on the grounds that the selection criteria, as above, were not appropriately applied, or that the evidence presented was not appropriately considered.

If the committee cannot resolve the appeal, it can be referred to the Regional Director (North-Eastern Victoria Region).

Privacy notice

Koonung Secondary College needs to collect your personal information to establish that you live within the school's zone. Your information will not be disclosed to any other organisation without your consent, or unless authorised or required by law. Copies of any documents you provide to establish your permanent residence are retained in your child's file. If you choose not to provide some or all of the information asked for, we may not be able to enrol your child at Koonung Secondary College.

Koonung Secondary College collects and manages personal information in accordance with the [DET Privacy Policy](#).

If you have any questions about enrolment, contact our Enrolments Officer on 03 9890 9662 or enrolments@koonung.vic.gov.au

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 or the International Education Division.

The process for local residents is as follows:

- Application forms for Year 7 are distributed to students in Year 6 by their primary school in late April.
- Applications are returned to the primary school in mid June.
- The primary school informs the secondary schools of applicants, including any international applications, which may be referred to the International Division.
- Secondary schools notify each primary school of successful applicants.
- 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.

Review Period

This policy was last updated October 2020 and is scheduled for review 2023.