



## ENROLMENT PROCEDURE



### Help for non-English speakers

If you need help to understand the information in this policy please contact IKPS Reception (56 741 253)

### Scope

This policy operates within the Department of Education's Enrolment and Placement policies and the Department of Education's Preschool to School Transition Timeline. Any information collected is done so within the scope of the Department of Education's Enrolment and Privacy policies. ([HERE](#))

### Purpose

To provide parents/carers information in regards to enrolling at Inverloch-Kongwak Primary Schools

### Definition

#### School zones

School zones are available on [findmyschool.vic.gov.au](http://findmyschool.vic.gov.au) which hosts the most up-to-date information about Victorian school zones.

Students residing in their school zone are guaranteed a place at their Designated Neighbourhood Zone school, which is determined on the basis of your permanent residential address. School may also has additional capacity available to welcome students who are outside Designated Neighbourhood Zone zone (depending on annual enrolment numbers).

- visit [School zones](#) for answers to frequently asked questions
- call the Victorian School Building Authority (VSBA) on [1800 896 950](tel:1800896950)
- email the VSBA at [vsba@education.vic.gov.au](mailto:vsba@education.vic.gov.au)

### Implementation

Enrolment at Inverloch-Kongwak Primary Schools' varies according to families' circumstances and the two different schools which have their own Designated Neighbourhood Zone. (<https://www.findmyschool.vic.gov.au/>)

The procedure is adapted according to the following situations and determined at the start of each enrolment inquiry

Student Services Officer determines the type of enrolment

- A. Moving to or currently living in the schools' Designated Neighbourhood Zones
- B. Residing outside the schools' Designated Neighbourhood Zones and attending a South Gippsland Network Government Primary School

- C. Moving into another school's Designated Neighbourhood Zone and wishing to enrol at Inverloch PS or Kongwak PS
- D. Transfer from non Government school
- E. Enrolling a preschool child for Prep in the following year

#### **A. Moving to or currently living in the schools' Designated Neighbourhood Zones**

1. Contact the school in person, phone (56 741 253) or through the IKPS webpage <http://inverlochps.vic.edu.au/contact-us/>
2. Student Services Officer records basic contact and enrolment information on the Enrolment Inquiry slip:
  - a. Expected time of attendance
  - b. contact name and number
  - c. students first names and year level
  - d. intentions (deciding, definite)
  - e. enrolment requests (school tour, speak to Principal)
3. Once enrolment is confirmed,
  - a. the Principal conducts a pre enrolment meeting which can be in person or phone. the pre enrolment is to support students' transition to school by being aware of needs, supports and circumstances that could affect schooling, learning or wellbeing.
  - b. the Student Services Officer contacts the current school for an electronic data transfer.
4. The Principal may elect to make contact with the current school and this will be done in accordance to the Department's Privacy policy ([HERE](#)).
5. The Principal consults the Team Coordinator/s for class placement
6. The Team Coordinator consults team with the Pre enrolment information. Class size is a consideration with the pre enrolment information being considered.
7. Once class placement is determined, the Principal will make contact with the family.
8. Parent Payment contributions are adjusted according to enrolment date.

#### **B. Residing outside the schools' Designated Neighbour Zones and attending a South Gippsland Network Government Primary School**

(This is a South Gippsland Network Government School enrolment protocol)

1. Contact the school in person, phone (56 741 253) or through the IKPS webpage <http://inverlochps.vic.edu.au/contact-us/>
2. Student Services Officer refers the parents/carers back to their South Gippsland Network Government primary school to ensure discussions have been made with the current school's Principal.
3. If such discussions are confirmed by the current school's Principal and a transfer is supported, then enrolment procedure A is followed.

#### **C. Moving into another school's Designated Neighbourhood Zone and wishing to enrol at Inverloch PS or Kongwak PS**

1. Contact the school in person, phone (56 741 253) or through the IKPS webpage <http://inverlochps.vic.edu.au/contact-us/>
2. Student Services Officer relays the family's Designated Neighbourhood Zone and they are encouraged to make contact to ensure they are away of their schooling options.
3. If after that, a decision made to attend Inverloch PS or Kongwak PS then enrolment procedure A is followed.

**D. Students residing in the requested school's Designated Neighbourhood Zone, attending a non-government school and wishing to enrol at Inverloch PS or Kongwak PS**

1. Student Services Officer follows procedure A.
2. The Principal may elect to contact the current non government school and this will be done in accordance to the Department's Privacy policy ([HERE](#)).

**E. Enrolling a preschool child for Prep in the following year**

Starting school is an exciting time for children, parents and carers. We want to help make the enrolment process as easy as possible for you. Each year, the department releases the Foundation (Prep) Enrolment Information Pack for Parents/Carers, with information packs available from the beginning of Term 2 for students commencing foundation/prep the following year. These information packs, and other important information, can be found on the [Enrolling in Foundation \(Prep\)](#) page of the Victorian Government website.

The school follows the new Preschool to Prep timeline and includes school based activities

1. Timelines distributed to families and preschools and child care centres [Enrolling in Foundation \(Prep\)](#) page of the Victorian Government website.
2. Educational Choices Evening
3. DET Applications open
4. School Tours offered
5. DET Applications due
6. Applications vetted for Designated Neighbourhood Schools\*
7. Enrolments offered
8. Information Evening for intended IKPS parents only
9. Preschool visits to the schools ( For legal reasons, non Preschool and new to the area students need to be fully enrolled)
10. Orientation sessions when parents/carers leave their children for a specified time (for legal reasons, students need to be fully enrolled)

\*All out of Designated Neighbourhood Zone applications will be considered subject to available space, and prioritised according to:

- I. students with a sibling at the same permanent address who are attending the school at the same time
- II. all other students in order of closeness of their home to the school.

## Required documents

Required documentation includes:

- Completed application form
- Completed enrolment
- Proof of residence
- Evidence of identity and date of birth (for example, a [birth certificate](#) or passport)
- [Immunisation Status Certificate](#)

You will also be required to provide information about:

- your contact details
- emergency contact details
- health information about your child (such as allergies or illnesses they need to manage)
- other legal orders relating to your child and their welfare (if any)

## Parent payments

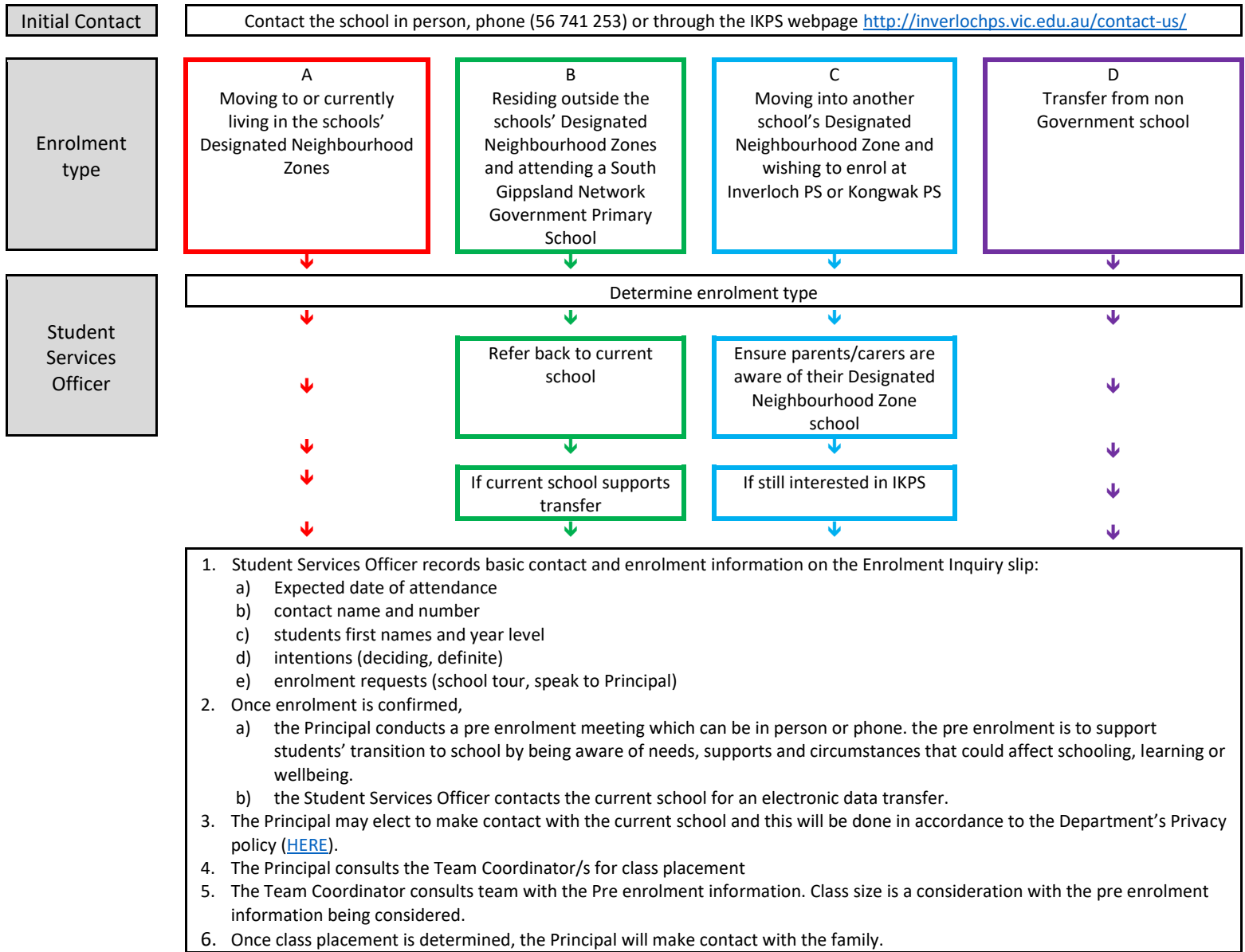
Under the Department of Education and Training's [Parent Payments Policy](#), Victorian government schools are required to provide transparent information to their school community on voluntary parent/carer contributions.

The following documents outline the voluntary parent/carer contributions at our school:

- Parent Payments ( [inverlochps.vic.edu.au](http://inverlochps.vic.edu.au))

## Procedure Review

Policy last approved	<i>July 2023</i>
Review Cycle:	<i>1</i>
Next review and approval:	<i>2024</i>



**E**  
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