

# Enrolment Policy

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**Purpose:**

To make visible the criteria on which offers of enrolments are determined to ensure a good match between parents, students and the school.

To conduct enrolments in a fair and transparent manner which complies with all relevant state and federal laws and VRQA Minimum Standards and Requirements for School Registration.

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**Scope:**

To provide information to parents who want to enrol a child at Koonwarra Village School

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**Implemented by:**

School Principal

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**Approved by:**

KVS Board

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**Reviewed:**

Every three years or as legislative changes arise or improvements are identified.

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**Communicated via:**

KVS Website, Policy Folder, Parent Handbook, Enrolment Packs provided to prospective families

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Koonwarra Village School (KVS) offers a carefully crafted approach to schooling for children from Foundation to Grade 6. The school delivers the Victorian Curriculum in a creative and integrated way, including a special focus on the core principles of attaining self-actualisation, connection with nature and people, and autonomy and shared decision-making. At KVS we feel when families appreciate and support these principles that the foundation is created for a good match between their children and the school. It is important that prospective parents are aware of these principles as they are expressed in our School Philosophy and Guiding Principles documents.

KVS is intended to be a small school with a maximum enrolment of 66 students with 8 students in both Foundation and Level 1 and students per year level increases up to 10 between Levels 2 and 6. Enrolment at the school will only be offered after careful consideration of the likelihood of a successful match between the school's unique environment and approach to learning and the student and family's values and beliefs, the needs of the student and the ability of the school to meet those needs.

## Roles & Responsibilities

- The Board is responsible for:
  - authorising the enrolment policy and for approving the criteria for admission.
  - approving the terms and conditions contained within the enrolment agreement.
- The Principal is responsible for:
  - ensuring the implementation of the enrolment policy is fair, transparent and compliant with relevant regulations and legislation
  - Meeting and balancing the needs of the whole school and the existing student cohort with the needs of incoming students
  - ensuring enrolment agreements are publicly available and that they are administered and recorded accurately.
  - ensuring the enrolment register is accurately maintained.
  - ensuring this policy and the enrolment agreement are implemented
  - communicating the school's decision to offer a place or not

## Enrolment Eligibility Criteria

In order to be considered for enrolment at Koonwarra Village School, the following conditions must be present:

- Family and students must actively participate in the enrolment process outlined below with honesty and transparency.
- Family and students must match with the philosophy and program of the school as determined through the enrolment process outlined below.
- The School must be able to meet the needs of the individual student, along with meeting the needs of the School and existing student cohort.
- Students must live in the below school catchment areas

Catchment Area A: Koonwarra, Leongatha/Korumburra to the east, Inverloch/Cape Paterson/Wonthaggi to the south

Catchment Area B: Meeniyan/Buffalo/Fish Creek to the west, Venus Bay to the south, Mirboo North to the north

- Student and family must be residents of Australia.

In circumstances where the number of students applying for enrolment to KVS exceeds the places available, priority enrolment will be offered to applicants who meet one or more of the criteria listed below, in addition to all of the above.

- Siblings or relations currently or previously enrolled at the school
- Children of current staff
- Siblings or relations currently or previously enrolled at Koonwarra Village School
- Students who live in Catchment Area A
- Families that have regular attendance at KVS playgroup

The final decision regarding acceptance / non-acceptance of each enrolment application is with the School Principal. Each applicant will receive, in writing, confirmation from the Principal confirming successful enrolment, or otherwise.

By submitting an enrolment application, applicants agree to the terms of this policy. Should an applicant not be offered a place at Koonwarra Village School, and they consider the reasons for refusal to be in breach of this policy, the applicant may request for the Principal's decision to be reviewed. A review of the Principal's decision will be handled in accordance with the School's Concerns and Complaints Policy. In such circumstances, the Board will investigate the matter and provide a written response to the applicant.

## Enrolment Process

### Step 1

Interested Parents/Carers/Guardians are requested to review the information on the KVS website about the school's philosophy and approach to teaching and learning.

### Step 2

Based on current vacancies and expected upcoming vacancies, school tours and information sessions are held up to four times a year. Interested parents/carers/guardians and students are required to attend one of these sessions prior to progressing in the enrolment process. Families should use the Book a Tour form on the website to arrange to attend one of these sessions.

### Step 3

After reviewing information on the KVS website and visiting the school for a tour and information session, families/carers/guardians seeking a place in Levels 1-6 are invited to complete an Enrolment Application. Enrolment Application forms will be provided during the information sessions.

For Foundation entry, families are encouraged to attend an information session leading up to the anticipated year of entry, however, a tailored information session will be run in March of each year, for those interested in enrolment the following year. During this session families will receive further information on the KVS teaching and learning style, the foundation school program, and expectations of students and families. The

enrolment process and key dates will be outlined including transition program, and families will be invited to complete an Enrolment Application form.

KVS does not have a waitlist, and applications will be assessed based on the Factors Determining the Offer of a Place below.

As part of the application, KVS requests contact details of someone who has been involved in the student's education so that they can be contacted to request they complete a short questionnaire about the student. In many cases this will be a current or former teacher. For prospective Foundation enrolments this will be completed by the kindergarten or other early childhood education provider. If the child is not currently attending care or school, then it can be completed by another person (not a parent) who knows the child well.

Responses in this questionnaire will be used by the school to assess school readiness and/or compatibility between the student and the school's philosophy and approach to teaching and learning.

#### Step 4

For Level 1-6 shortlisted applicants are invited for an interview where they are able to provide information that will assist the school to get to know the student and demonstrate any skills and attributes they have that makes them a good match with the KVS approach. Information and demonstrated skills provided or shown during the interview will be used by the school to assess compatibility between the student and the school.

#### Step 5

For Levels 1-6, applicants who proceed beyond the interview stage will be invited to attend a trial. This is an opportunity for the student to get a sense of whether the teaching and learning approach will suit them and for the school to observe the student to determine if there is a match in attitude and ability and that the school can meet the needs of the student.

#### Step 6

For Levels 1-6, offers of enrolment (or otherwise) will be communicated after completion of a trial.

## Factors Determining the Offering of a Place in Foundation level

- Parents' willingness to accept the philosophy and guiding principles of the school
- Demonstration of School Readiness in the areas of:
  - Self-control, coping and problem solving
  - Confidence
  - Empathy, communication and sharing
  - Concentration
- Whether the KVS approach will match the child's learning style and that the school can meet the needs of the student, which will be assessed during the enrolment process
- Participation in the KVS Transition Program and a positive assessment of school readiness
- Age

## Factors Determining the Offering of a Place in Levels 1-6

- Parents' willingness to accept the philosophy and guiding principles of the school
- Whether the KVS approach will match the child's learning style and that the school can meet the needs of the student, which will be assessed during the enrolment process
- Successful trial period (minimum 2 weeks)

## Enrolment Timeline for Foundation Enrolment

March	Attendance at Foundation specific information session is required in the year prior to expected entry. Enrolment Applications will be invited from interested families after this session.
March	Application Forms are required to be returned.
1st June	Last day that applications will be accepted for enrolment in the Foundation class of the following year. Enrolment applications will be considered after this date at the discretion of the School Principal and based on the number of vacancies.
August	Invitations will be sent for the KVS Foundation Student Transition Program.
September-October	KVS Foundation Student Transition Program sessions.
Mid October	Families receive confirmation (or otherwise) of child's place in Foundation for the coming year. (This will be based on the child receiving a positive assessment for school readiness and match with the KVS approach, which will be made during the first stage of the school's Transition Program.).
Mid November	Enrolment Agreement & Enrolment deposit must be received to hold any places offered

## Other Enrolment Guidelines

As an independent primary school, KVS relies on a combination of government funding and tuition fees paid by parents in order to cover its operating expenses. Our current School Fee Policy does not include discounts for multiple children enrolled from a single family or personal financial hardship.

KVS students do not currently access the public school bus network, although through the school, eligible families receive the Student Travel Conveyance Allowance each term. There are limited places on the school's own private mini-bus service and there is often the opportunity for carpooling between families, however, Parents/Carers/Guardians are asked to carefully consider their transport needs and potential impact that regular to-and-from school travel will have on their families prior to commencing the enrolment application process.

A deposit of \$250 per child is due within two weeks of the offering of a place at KVS. This deposit will appear as a credit on the family's first school fee invoice or will be forfeited if an offered place is not taken.

A student's enrolment may be cancelled by the school due to the non-payment of school fees in line with the School Fee Policy,, as a result of the implementation of the school's Behavior Management Policy, or if parents/carers/guardians breach the terms included in the school's Enrolment Agreement including failure to disclose any information that is important in the school determining if it can meet the needs of the student or that may have a bearing on determining the match between the school and the student, or that prevents the school from meeting its duty of care and other obligations to all members of the school community.

The school is legally required to collect the following information prior to enrolling a student:

- **Student Background Characteristics Data** which includes indigenous, language and cultural background information, disability, gender, parent education and occupation data
- **Address Information**
- **Immunisation Status**, noting that a student is not required to be immunised to be enrolled, however an Immunisation History Statement still needs to be provided even if it is blank.

Other documentation required to enrol a student at KVS includes:

- Birth certificate or other documentation showing proof of legal name, date of birth and parent name/s
- Any Parenting Agreements, Family Court Orders, Family Violence Intervention Orders or Personal Safety Intervention Orders
- Evidence of Australian citizenship or permanent residency (if not born in Australia)
- Most recent school report from previous school (if applicable)
- Information related to any medical conditions, mental health conditions or disabilities.

KVS is required to retain accurate records of enrolment. Any documentation provided by families forms part of the student's school record and will be retained and stored in line with relevant Privacy Policy and Record Management guidelines.

The Enrolment Agreement is the contract for services between the school and the parents/carers/guardians and which the school and all families must enter into when enrolling their child(ren) at KVS. The enrolment agreement is legally enforceable and the terms and conditions contained within the contract set out the rights and responsibilities of each party to the contract.

The Enrolment Agreement is updated annually by the School to ensure it is kept current with legislative requirements and to remain clear on the school's philosophy and expectations. Families are required to re-

sign the Enrolment Agreement prior to the commencement of each school year to reconfirm the student's ongoing enrolment after familiarising themselves of any updated school policies or conditions of enrolment.

## Related Policies and Documentation

- School Philosophy and Guiding Principles
- School Readiness flyer (Benevolent Society)
- Application Form
- Enrolment Form
- Enrolment Agreement
- School Codes of Conduct
- School Fees Policy
- Concerns and Complaints Policy
- Behaviour Management Policy
- Education and Training Reform Act 2006 (Vic.)
- Education and Training Reform Regulations 2017 (Vic.)
- Victorian Registration and Qualifications Authority (VRQA) Minimum Standards
- Equal Opportunity Act (Vic.) 2010
- Disability Discrimination Act 1992 (Cth.)
- Disability Standards for Education 2005 (Cth.)
- Australian Education Act 2013 (Cth.)
- Australian Education Regulation 2013 (Cth.)