

# SOUTH YARRA PRIMARY SCHOOL

## NEW STUDENT ENROLMENT POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact the School Office by phone on 03 9866 3424 or by email: [south.yarra.ps@education.vic.gov.au](mailto:south.yarra.ps@education.vic.gov.au)

### Rationale

South Yarra Primary School (“**SYPS**”) is a zoned primary school. This means that only students who permanently reside in the current SYPS designated school zone (“**SYPS Zone**”) can be enrolled at SYPS.

The Department of Education and Training has reduced the boundary of the designated SYPS Zone in response to the unprecedented numbers of families wishing to enrol their children at SYPS putting undue strain on SYPS’s limited facilities. Other state primary schools in the area are currently not zoned because they have larger grounds and can physically accept higher numbers of students without negatively impacting on the learning environment.

This policy and Appendix A outline the steps that families seeking to enrol children at SYPS need to follow during the application process, as well as the ongoing requirements that these families will need to meet each year to prove that they continue to permanently reside in the SYPS Zone.

### Enrolment Applications

All enrolment applications must include proof that the child seeking enrolment permanently resides in the SYPS Zone. The required documents include:

- A rates notice (confirming ownership and occupation of a residence in the SYPS Zone) or a long term lease of 12 months or more (concurrent with the school year) that has been prepared by a registered real estate agent and is held in a parent/guardian’s name covering the period that the child will be at SYPS; and
- A Statutory Declaration of Residence from both parents/guardians in the prescribed form.

A full list of the required supporting documents is set out in Attachment A.

SYPS has the right to conduct searches at the Land Titles Office and other government departments, or through any other means available (including door knocking), to confirm the accuracy of information provided in any enrolment application.

### Ongoing Enrolment

It is expected that families enrolling their children at SYPS will remain permanent residents within the SYPS Zone.

### **Current students: moving out of the SYPS Zone**

If a family moves out of the SYPS Zone after an enrolment application has been accepted, the parents or legal guardians of the affected student/s must immediately notify SYPS in writing.

The requirement of permanent residency within the SYPS Zone will be actively monitored and enforced.

### **Siblings: outside the SYPS Zone**

If families with students already enrolled at SYPS move out of the SYPS Zone and at a future date wish to enrol a sibling, the sibling may not be eligible for enrolment. Please refer to the Priority Order of Placement on the DET website listed below.

### **Siblings: SYPS Zone Changes**

If at any time the SYPS Zone is reduced or changed by the Department of Education, siblings of students outside the new SYPS Zone will not be eligible to enrol. SYPS will notify any families affected by changes to the SYPS Zone.

More information about enrolment is available on the following websites:

<https://www2.education.vic.gov.au/pal/enrolment/guidance/placement-policy>

<https://www.findmyschool.vic.gov.au/>

# SOUTH YARRA PRIMARY SCHOOL ENROLMENT PROCEDURE



## ATTACHMENT A

### Supporting Documents Required with Your Enrolment

Families wishing to enrol their child at South Yarra Primary School need to provide all of the following evidence:

1. A current **Council Rates** notice or a current **Lease Agreement** from a registered real estate agent in the name of the custodial parent/guardian substantiated with a **Rental Bond Receipt** from the Residential Tenancies Bond Authority. Please note:
  - Privately negotiated lease/rental arrangements will not be accepted as evidence of residence within the Zone;
  - A lease must be for a minimum of 12 months and concurrent with the year of entry; and
  - An enrolling student must live with his or her parents or legal guardian, staying with a relative or friend does not qualify.
2. **FOUR** additional documents from the table below proving residency are also required. At least **TWO** must be from **Category A** (refer to table below).
3. **Removalist's records/receipt** is required from families that have moved into the zone in the previous 12 months.
4. A **Statutory Declaration of Residence** in the agreed form from each parent or legal guardian.
5. A current **Victorian Driver's License** in the name of the custodial parent/guardian, including the current residential address.
6. An original or certified copy of the enrolling student's **Birth Certificate**.
7. Enrolling students born in an overseas country must provide an original or certified copy of **Passport and Visa**.
8. **Vaccination Record** issued by the AIR (Australian Immunisation Register)

### General Guidelines

- All documents **MUST** be in the name of the enrolling parent/legal guardian and show current residential address. A PO Box address is not acceptable.
- **CURRENT** accounts and bills.
- **Original documents** are to be scanned and emailed to the school.
- Personal references are not considered.
- Enrolment may be delayed to confirm ownership through a Land Title Search.

	<b>DOCUMENTATION</b>
<b>CATEGORY A</b>	A Utility Account: <ul style="list-style-type: none"> <li>• Electricity#</li> <li>• Gas</li> <li>• Water</li> <li>• Telephone</li> </ul> <b># If you have the same provider for gas and electricity this is considered one proof of address, not two.</b>
<b>CATEGORY B</b>	<ul style="list-style-type: none"> <li>• Centrelink documents</li> <li>• Post Office – Mail Redirection</li> <li>• Home and Contents Insurance</li> <li>• Electoral Roll Registration</li> <li>• Health Insurance Documents</li> <li>• Medical Accounts</li> <li>• Car Insurance #</li> </ul> <b># If using a car as proof, then insurance details or registration can be used as one proof only.</b>

Families who believe they have grounds for appeal are advised that the Department of Education and Training Appeals Process will be followed: (Please refer to the link below.)

[Enrolment: Appealing enrolment decisions | education.vic.gov.au](https://www.education.vic.gov.au/enrolment/pead)

**This policy and Attachment A were updated and noted by School Council on November 22<sup>nd</sup>, 2022.**

**This policy and Attachment A will be reviewed annually in November, in line with current Department of Education and Training Policy.**