



KAMBRYA COLLEGE

68 Bemersyde Drive Berwick 3806

Ph 9707 7600 Fax 9702 6277

kambrya.co@edumail.vic.gov.au

www.kambryacollege.com

Kambrya College- Enrolment Process:

When supporting families to select a Secondary School for their Grade 6 child to attend, the www.findmyschool.vic.gov.au website is used to identify the designated neighbourhood secondary school for each Grade 6 student based on the student's permanent residential address.

For 2022, Kambrya Secondary College has a new **school zone**. This was provided by the Department of Education and Training to support the notion of community schools ensure equity of local government schools and to best manage student capacity and educational resources.

Assessing Enrolment Applications Kambrya College may make the following enquiries to verify the information provided about the student's permanent residence:

- Checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office
- Checking with a real estate agent
- Checking whether the contact landline phone number provided is registered to the residence provided on the enrolment form
- For a rental property which is a studio apartment or a one bedroom unit, checking whether there are any regulations/codes limiting the occupancy of these apartments to one person per apartment.

Note: If, after reasonable enquiries, the principal does not accept that the address provided on the enrolment application form is the genuine permanent residence of the student, the enrolment application may not be successful.

Kambrya College requires the following documentation from all families when applying to enrol their child into the college. The following documentation is required to confirm that the student is eligible to enrol at the college on the basis that their permanent residence is within our school's zone. The enrolment application may not be accepted if the requested information/documentation is not provided:

- **Proof of Residency: - owned or rented properties inside the Designated Neighbourhood Boundary (DNB)/School Zone.**

Proof of residency must be determined before the enrolment process can begin. Families who own or are renting a property inside the DNB/School Zone are required to present documentation that proves they are living in the property. Suitable documentation permitted are:

Compulsory:

- A certified copy of rental agreement through a Registered Real Estate Agent **OR** an unconditional sale of property - must be in enrolling parent's name.). **Note: Private lease arrangements will only be accepted with Statutory Declarations as follows:**
 - **STATUTORY DECLARATIONS:** required if you are renting privately one each from the Landlord and yourself. These Statutory Declarations should state the relationship between the family and the owners, as well as confirming the student is living in the address provided in the enrolment application and that the arrangement is genuine and intended to be permanent.
- Valid Driver's Licence – with enrolling parent's name indicating the same residential address as per Rental Agreement or Unconditional Sale of Property.

Plus, two current utility bills (no more than 3 months old):

- Gas, Electricity, Phone, etc. (i.e. 1 Gas and 1 Electricity bill, or other services such as Phone, Rates Notice – if property is owned by enrolling parent)

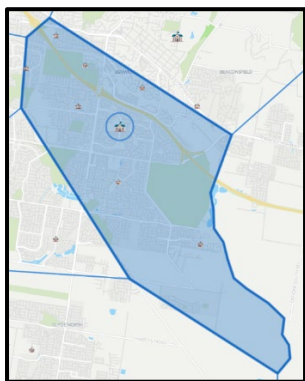
Other documentation to be attached to enrolment application:

- Copy of your child's Birth Certificate
- If your child was born **OVERSEAS** (including New Zealand), please provide a copy of their passport. This passport must indicate Visa Sub Class and whether your child is a Permanent Resident or Temporary Resident.
- A copy of all the family's Visa documentation – parents and students (if applicable)
- In the event that there are any current court orders on file relating to your child, you are required to provide the school with a copy as per the DET enrolment form.

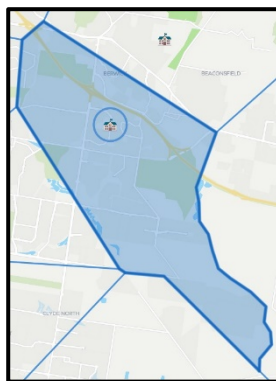
A new school zone is in effect from 2020, and proof of residency within our school zone will be strictly enforced. Please see map below. Note that the College has the right to withdraw a child's enrolment if the family moves out of the Designated Neighbourhood Boundary/School Zone after a placement has been offered. Also, please note that a person who makes a false declaration is liable to the penalties of perjury.

Kambrya School Zone (subject to change at DET's discretion)

2021



2022



If a Grade 6 applicant has listed Kambrya College as its first preference school but their permanent residential address is outside Kambrya's DNB/School Zone, the application will be automatically declined and their Primary School informed.

Requesting a review of a decision to not enrol a child at Kambrya College.

A parent/guardian may appeal against Kambrya College's decision not to provide a Year 7 placement. This request must be made in **writing** to the Principal (Mr Keith Perry), using the Transition Placement Appeal form, which can be obtained from your child's primary school. This must be undertaken by **16th August 2021**.

Priority order of placement

Kambrya College enrolls students into Year 7 in accordance with the DET placement policy. Students are placed in the following **priority** order. Students are, in the high majority, enrolled under priority order 1 and 2.

- 1: Students for whom the school is the designated neighbourhood school.
- 2: Students with a sibling at the same permanent residence who are attending the school at the same time.
- 3: Where the Regional Director has restricted the enrolment, students who reside nearest the school.
- 4: Students seeking enrolment on specific curriculum grounds.
- 5: All of the other students in order of closeness of their permanent residence to the school.

In exceptional circumstances, a student may be enrolled in a school based on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement. School are permitted to assess and make a determination for exceptional circumstances applications on a case-by-case basis.

How do I apply on specific curriculum grounds?

Families seeking admission for students on specific curriculum grounds will need to complete Kambrya's *Enrolment Review Form*. The parent/guardian must include a short written or typed response as to what specific program/s Kambrya College possesses which is not available at a neighbouring school and why this is vital for the educational needs of the student.

How do I apply on either close proximity, exceptional circumstances or compassionate grounds (3, 5, exceptional circumstances)?

Families seeking admission for students on either close proximity, exceptional circumstances or compassionate grounds will need to complete Kambrya's *Enrolment Review Form*. The parent/guardian must include a short written or typed response, demonstrating their close proximity to the College and / or indicating exceptional circumstances or compassionate grounds that Kambrya will resolve on an academic, behavioural or wellbeing need for their child.

What is the 2021 enrolment timeline for Grade 6 to Year 7 transition? – note this timeline is subject to change by DET

Wed 4th Aug	Primary schools notify parents/carers of Year 6 students, in writing, with placement offers
Thurs 5th Aug	Secondary schools commence sending welcome packs to parents/carers of prospective students whom have been offered a Year 7 placement.
	Parents/carers may commence lodging written non-placement appeals with preferred secondary schools
Mon 16th Aug	Closing date for parents/carers to lodge a written non-placement appeal with their preferred secondary schools
Fri 27th Aug	Secondary schools notify all parents/carers, in writing, of the outcome on non-placement appeals by this date.
From end of August 2021	Commence transferring information data – using CASES21. The Student Data Transfer process should only occur for those students with an accepted Year 7 placement.
Tues 7th Sept	Closing date for parents/carers to lodge a written non-placement appeal with the applicable Regional Director, where they have been unsuccessful with their appeal to their preferred secondary school.
Fri 29th Oct	Regions notify all parents/carers in writing of the outcome of Regional Director non-placement appeal by this date. Note: <i>this only applies to appeals received by the closing date of Tuesday 7th September</i>
Tue 7th Dec	Secondary schools host an Orientation Day for Year 6 students
Ongoing	Primary schools manage late applications and change of preference requests until the end of the school year, coordinating with secondary schools as required and updating CASES21.