

Kensington Community High School

- High Expectations-

Effective teaching at KCHS is to provide a safe and secure learning environment – all staff aim to engage, instruct and assess students to achieve at their point of need – Improvement Focusing on a Few Priorities

Student Enrolment:



Kensington Community High School

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Rationale:

All children enrolling at KCHS school deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

Aims:

To provide an efficient process of enrolment that satisfies the needs of both students and KCHS, and that complies with DET - SWVR guidelines. It is a goal to ensure that enrolment is inclusive and reinforces our support of community engagement in learning.

Implementation:

- All children who are eligible to attend a Victorian Government school are welcome to attend KCHS.
- Students enrolling at our school as part of an intake will be required to attend a tour of KCHS and to meet with the lead social - student worker.
- A child who has transferred from a school outside DET or from an interstate school is eligible for enrolment. Evidence of age and full-time enrolment at the other/interstate school must be provided.
- Students with Disabilities and diagnosed learning difficulties will be enrolled along with all other eligible children. Concerns relating to resourcing levels are in themselves insufficient grounds for delayed admission. Delayed admissions can only be authorised by the SWVR - Regional Director.
- All enrolments will require the completion of the Department of Education and Training 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21.
- All students will be given a unique student identification number known as the 'Victorian Student Number'.
- Students wishing to enrol at our school from a neighbouring school will be able to do so on the condition that it is the commencement of the school year or the commencement of a term (1-4), or if the principal of the previous school is in agreement with the transfer, or if there has been a change of address that places the student closer to our school than the previous school, or if the student seeking enrolment is from a non-government school.
- The KCHS Principal will contact principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note or an immunisation certificate (if enrolling), and to discuss any academic or behavioural matters. The principal has the authority to defer admission for one school day in order that enquiries of the previous school are carried out in the interests of the student.
- Students will be allocated to classes according to a combination of class size and student need.
- The KCHS Enrolment flow chart and enrolment packs are attached as appendices.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

This Policy Was Last Ratified by School Council in:

The School Council President

School Principal

Date: __/__/2017

DRAFT