

ENROLMENT & PLACEMENT POLICY 2019-2023

Purpose of this policy

To ensure students have access to neighbourhood schools and the freedom to choose other schools subject to facility limitations.

To ensure all students enrolling at our College experience a smooth transition that enables them to become part of our College with support and minimal disruption.

Aims

To provide an efficient process of enrolment that satisfies the needs of both students and the College.

To ensure that eligible children have the right to be placed in their designated neighbourhood school (in line with the [DET Student Placement Policy](#))

Definitions

Designated neighbourhood school

The designated neighbourhood school is the school that is nearest the student's permanent residence, unless the Regional Director:

- needs to restrict new enrolments at a school
- has designated the neighbourhood boundaries for the school.

This table defines the measure of the nearest school (not withstanding if a neighbourhood zone has been put in place).

If the student resides in	Then the nearest school is measured by
<ul style="list-style-type: none"> • the metropolitan region • Ballarat • Bendigo or • Geelong 	a straight line from the student's residence
Any other area	the shortest practicable route

Priority order of placement

Where there are insufficient places at a school for all students who seek entry, students are enrolled in the following priority order:

1. Students for whom the school is the designated neighbourhood school
2. Students with a sibling at the same permanent address who is 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 other students in order of closeness of their home to the school
6. In exceptional circumstances, compassionate grounds.

Implementation

All children who are eligible to attend a Victorian Government School are welcome to attend our College. This is inclusive of students with disabilities and/or other additional needs in accordance with Section 32 of the Disability and Discrimination Act 1992 and DET policies including, but not limited to the following:

- [Admissions Policy](#)
- [Care and Support Policy](#)
- [Students With a Disability Policy](#)
- [Student Participation Policy](#)

- Students wishing to enrol at our College, or transfer from a neighboring school are to attend College reception with parent/guardian/carer and complete an enrolment enquiry form, then provide the Enrolments Officer with a recent school report and birth certificate, passport, Visa and proof of residency
- All enrolment enquiries are considered in conjunction with College capacity and DET Priority Order of Placement
- The relevant AP will contact leaders of previous schools of all students seeking transfers to discuss matters including, but not limited to the following:
 - The circumstances of the transfer
 - Academic and/or behavioural matters.
- The Principal has the authority to defer admission to ensure enquiries of the previous school are carried out in the interest of the student
- The enrolling student and their family/guardians are to attend a meeting with the Enrolment Officer and/or Assistant Principal to discuss the enrolment documents, process and other relevant information. Further meetings may be organised at the discretion of the Principal, Enrolment Officer, Wellbeing Coordinator or parents/guardians
- The Enrolment Officer to seek a transfer note or an immunisation certificate after enrolment interview
- The following documentation is to be completed/provided to the College prior to admission and student commencement:
 - Confidential Student Information Form
 - Anaphylaxis Management Plan and EpiPen (if applicable)
 - Allergy Management Plan (if applicable)
 - Asthma Management Plan (if applicable)
 - Immunisation status certificate
 - Media, Locker and Mobile Technology User Agreement
 - Notebook and Software Agreements
 - Student Transition notes
 - Immunisation cards if applicable.

- Copies of sighted documentation (e.g. birth certificate/ immunisation status certificate) will be kept in the student's file
- Interpreters will be arranged where indicated on the enrolment enquiry form to assist with the enrolment interview and completion of the enrolment pack
- Students will be allocated to classes according to a combination of class size, timetable requirements and student needs
- Exit forms are to be completed before a student leaves or transfers from their current school
- On commencement at the College, students will be required to wear the Cranbourne East Secondary College uniform as detailed in the Uniform Policy and appendices. Students are also required to have

the appropriate resources, including their own computer, as listed in the College booklist and enrolment pack

- Students will be informed of the allocated class group and House on enrolment at the agreed start date and time. They will be inducted to the College by a staff member and provided with a timetable and any other appropriate information.

RESOURCES

www.findmyschool.vic.gov.au

www.findmyschool.vic.gov.au hosts the most up-to-date information about Victorian school zones. Information on this site is updated in Term 1 each year, ready for the Year 6 to 7 transition period. Visit the site and view key landmarks that identify the specific zone boundaries.

