



## Enrolment in Year 7 2023 at Mount Waverley Secondary College

Thank you for your interest in Mount Waverley Secondary College for your child's secondary education in 2023.

The Department of Education and Training (DET) oversees the timeline and process for students' transition from primary school to secondary school. Parents/Carers can access up-to-date information on the DET website via [this link](#).

Mount Waverley Secondary College has a neighbourhood area as defined by DET. [Find My School](#) 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.

### TRANSITION PROCESS

Initially, your child's primary school will manage the Grade 6 to Year 7 transition process.

Your primary school should provide you with a copy of the **Application for Year 7 Placement 2023** form and instructions about how to return it. Complete the form, sign it, and return to your child's primary school by due date.

All applications are considered by Mount Waverley Secondary College in line with the DET Placement Policy's Priority Order of Placement as follows:

1. Students for whom the school is the designated neighbourhood school
2. Students with a sibling at the same permanent address who are attending the school at the same time
3. Where the Regional Director has restricted the enrolment, students who reside nearest the school (**this applies to Mount Waverley Secondary College**)
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.

Schools ensure that all applicants eligible under a criterion have been offered a place before moving to consideration of the next.

Every effort is made to consider all applications for Year 7 however with high demand for enrolment at our college, careful thought should be given to your remaining preferences if your permanent residential address is out of the Mount Waverley Secondary College area as defined on Find My School.

### PLACEMENT OFFERS AND VERIFICATION OF PERMANENT RESIDENTIAL ADDRESS

Placement offers will be communicated via your child's primary school in August 2022. After this point, Mount Waverley Secondary College will send information about accepting the placement offer to the families of students offered a place in Year 7 2023. This step will also require families to provide supporting documentation to verify their **permanent residential address** as per the college's Enrolment Policy.

Copies of the following documents will be required:

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| <b>If owner/occupier:</b>  | <b>Contract of sale</b> (must be in the parent/carer name) OR most recent <b>council rates notice</b>  |
| <b>OR, if tenant:</b>  | <b>Rental agreement</b> (must be in the enrolling parent/carer name with a minimum leasing period of 12 months through a registered estate agent and must be concurrent to the year of enrolment). <i>Private lease arrangements, including staying with relatives or friends, are not acceptable.</i>   |
| <b>AND at least three of the following supporting documents:</b> | <ul style="list-style-type: none"> <li>• Most recent utilities bill or connection notice (gas, electricity or water)</li> <li>• Electoral roll confirmation (citizens only – through the Australian Electoral Commission or the Victorian Electoral Commission)</li> <li>• A valid driver's licence</li> <li>• Healthcare card, Medicare or private health card showing parent/carer and student name</li> </ul> |

All documents **must** show the **same address and parent/carer name** as recorded on the college's enrolment form.

Mount Waverley Secondary College has the expectation that families will remain permanent residents within the school neighbourhood area for the duration of their child's/children's education at the college. Placement offers may be withdrawn if the student's permanent place of residence changes or the college becomes aware that the address provided on the application form was not the genuine permanent residence for the student and the new address is not within the Mount Waverley Secondary College neighbourhood area.

## **FURTHER ENQUIRIES**

For any enquiries related to the transition process, please contact your child's primary school.

For any enquiries related to Mount Waverley Secondary College, please contact the Junior Campus on 9887 9290.