



# ENROLMENT POLICY

## OVERVIEW

In Victoria, children of compulsory school age are entitled to be enrolled at their designated neighbourhood school. Students are able to apply for a place at a school that is not their designated neighbourhood school. All requests from students living outside the school's zone will be considered by the preferred school in line with the DET's Priority Order of Placement.

This college has a neighbourhood area as defined by DET. Find My School ([findmyschool.vic.gov.au](http://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.

## PRIORITY ORDER OF PLACEMENT

Where there are insufficient places at a school for all students who seek entry, students are enrolled according to the Placement Policy's priority order of placement, which has six criteria. Schools ensure that all applicants eligible under a criterion have been offered a place before moving to consideration of the next. All students for whom the school is the designated neighbourhood school are guaranteed a place. The priority order of placement is 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.

## DETERMINING PERMANENT PLACE OF RESIDENCE

For the purpose of student enrolment in Victorian government schools, the permanent place of residence is considered to be the address at which a child permanently resides at the time of enrolment with their parent(s).

A parent includes a guardian, any person who has parental responsibility for the child including parental responsibility under the *Family Law Act 1975* and an informal carer of the child under an Informal Carer Statutory Declaration.



## REQUIRED DOCUMENTATION

All enrolment applications must be accompanied by a copy of the **student birth certificate** (for students born in Australia and overseas).

Non-Australian born students are also required to provide a copy of **relevant citizenship papers, passport** including **visa details and/or travel documents** which will be retained by the college (including Permanent Residents).

To verify a student's permanent place of residence, Mount Waverley Secondary College requires copies of the following documents. All documents **must** show the **same address and parent name** as recorded on the school enrolment application form.

- **At least three** of the following supporting documents:
  - Most recent utilities bill or connection notice (gas, electricity or water)
  - Electoral Roll confirmation (citizens only – through the Australian Electoral Commission or the Victorian Electoral Commission)
  - A valid driver's licence
  - Healthcare card, Medicare or private health card showing parent and student name

### **AND**

- **If owner/occupier:**
  - Contract of sale (must be in the parent/carer name) **OR**
  - Most recent council rates notice

### **OR**

- **If tenant:**
  - Rental agreement (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). Private lease arrangements are not acceptable.

A copy of the **two most recent reports** from the student's previous school are also required for all enrolment applications (except for those as part of the Grade 6 to Year 7 transition process).

Mount Waverley Secondary College has the expectation that the family 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.

## REVIEW CYCLE

This policy was last updated in March 2020 and is scheduled for review in March 2022.