

Enrolment at Altona College

Purpose of this policy

To ensure students within the designated Altona College zone have access to their neighborhood school. Altona College has reached its enrolment capacity hence, we are required to manage our enrolments according to the Priority Placement Order in the Department of Education and Training's enrolment policy.

Department of Education Policy

Eligible children have the right to be placed in their designated neighborhood school. The regional director has the authority to effect placement of students.

Priority order of placement at Altona College

Students are enrolled in the following priority order:

1. Students for whom the school is the designated neighborhood 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.
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.

A copy of the policy can be found in the School Policy and Advisory Guide at:

<https://www.education.vic.gov.au/school/principals/spag/participation/pages/placement.aspx>

Please be advised that the enrolment process for Altona College is not complete until such time as your residential eligibility has been verified. To assist us to verify a student's permanent residence you will be required to provide the following documentation to confirm that the student is eligible to enrol at the school on the basis that their permanent residence is within the school's designated neighbourhood area.

I am also able to ask parents to complete a statutory declaration confirming they are living at the address and that the arrangement is genuine and intended to be permanent. NB: *In these situations parents/carers are reminded that a person who makes a false declaration is liable to the penalties of perjury.*

To assist Altona College in assessing your child's eligibility for enrolment, families need to include in their enrolment application original or certified copies of:

1. Rental agreements or unconditional contracts of sale for the address nominated **plus**
2. A copy of two of the following:
 - electoral enrolment confirmation
 - council rates notices
 - other official documentation that demonstrates permanent residency at that address such as a driver's license or health care card.

Documents should show the same address and parent's/carer's name as recorded on the school enrolment application form.

On request, you may also be required to complete a statutory declaration confirming the student is living in the address provided in the enrolment application and that the arrangement is genuine and intended to be permanent.

NOTE: The enrolment application will not be accepted if the requested information/documentation is not provided.

Your information will not be disclosed to any other organization without your consent, or unless authorized or required by law.

Prep enrolments

All parents /guardians must complete an expression of interest form (download from the website) and supply certified copies or originals for copying of the documents above to verify permanent residential address. All enrolment requests should be made by August 1st of the previous year.

Year 7 enrolments

All parents / guardians must complete a year 7 placement application form by the agreed May date for the state-wide process. <https://www.education.vic.gov.au/parents/going-to-school/Pages/year-6-to-7.aspx>

Parents / guardians lodge the form with their child's primary school. Families may be requested to supply certified copies or originals for copying of the documents above to verify permanent residential address.

Families from independent schools may download a year 7 placement application form from www.education.vic.gov.au and lodge it directly with the preferred government secondary school.

PLEASE NOTE: If your child is staying on at Altona College for year 7, you do not need to make an application.

Appeals - Schools not providing a Prep, Year 7 or another place

Any appeals by parents/guardians against a school's decision not to provide a placement are:

- considered by the placement committee at the desired school
- Escalated to the regional director when they cannot be resolved by the desired school.

Appeals are considered based on the following department placement principles:

- provide each child with a place in the designated neighborhood school
- provide parents/guardians with an opportunity to enrol their child at the same school as an older sibling who resides at the same address
- allow parents/guardians to send their child to any alternative school where space is available
- contain enrolments in each school within the limits of available resources as determined by the regional director.

Other primary and secondary enrolments

All parents /guardians must complete an expression of interest form (download from the Altona College website (www.altonacollege.vic.edu.au) and supply certified copies or originals for copying of the documents above to verify permanent residential address. Please note families must reside within the designated zone. www.findmyschool.vic.gov.au

Additional documents

In addition we require:

- Immunization History Statement from the Australian Immunization Register
- Birth Certificate/Passport
- Copy of Visa if child was born overseas. Visa must be verified as being acceptable according to DET International Division.

Ratified at College Council Meeting on 3rd September 2019. To be reviewed 2021.