

## ENROLMENT POLICY

### Preamble

In accordance with Department of Education and Training (DET) guidelines, the designated neighbourhood school is defined as the primary or secondary school that is nearest to the student's permanent residential address (defined as: straight line distance), unless otherwise determined by the Regional Director.

### Rationale

All children who are eligible to attend a Victorian government school and for whom Mount Ridley Prep – 12 College is the designated neighbourhood school are entitled to attend our school. A student's designated neighbourhood school is generally the school that is nearest the student's permanent address as determined by the school zone. The Find My School website provides guidance on which school zone a student's permanent residence is located within. The link appears in Additional Documentation at the end of this policy. College Council will be responsible for monitoring the impact of increasing student numbers on facilities and resources. Due to increased housing in the local area and its high standing in the local and wider community, Mount Ridley Prep – 12 College strictly applies DET's designated neighbourhood school guidelines to effectively manage enrolments.

### Guiding Principles

At Mount Ridley Prep – 12 College, the Enrolment Policy aims to provide an efficient process of enrolment that satisfies the needs of both the students and the College.

### Implementation

At Mount Ridley Prep – 12 College, the following process is undertaken in relation to enrolments:

- Implementation of the designated neighbourhood school guidelines according to department policy. Priority order is as follows:
  - Students for whom the College is their designated neighbourhood school. This is the nearest primary or secondary school to their permanent residential address;
  - Students with a sibling who has the same permanent residential address and who will be concurrently attending the College;
  - Where the Regional Director has restricted the enrolment, students who reside nearest the school;
  - Students seeking enrolment on specific curriculum grounds;
  - Other students in order of closeness of their home to the College; and
  - In exceptional circumstances, a student may be enrolled in a school based on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement. Schools are permitted to assess and make a determination for exceptional circumstances applications on a case-by-case basis.
- Families will be notified in writing of successful enrolment by no later than mid-September of the year prior to enrolment commencing.
- Any new family enrolling at the College must provide evidence to confirm their address details. Evidence may include a utility bill, tenancy agreement, rates notice or the like. In cases where these documents cannot be supplied, a Statutory Declaration showing the family's primary residence will be required.

- After February Census Day, enrolments will only be accepted if Mount Ridley Prep – 12 College is the closest neighbourhood primary or secondary school. DET guidelines in relation to class sizes will be adhered to. In line with these guidelines, the College has Prep – Year 2 class sizes up to 21 students and in Years 3 – 12 classes of up to 25 students.
- Network protocols regarding student transfer between local government schools will be adhered to.
- Out of area enrolments may be accepted at the College Principal's discretion.
- DET and network protocols regarding placement of difficult students will be followed.
- Students enrolling at the College as part of a Prep intake must turn 5 years of age by 30<sup>th</sup> April in the year of commencement. Copies of birth certificate and immunisation history statement must be provided when returning the College enrolment form.
- DET guidelines do not allow parents/carers of Year 6 students to directly enrol their child into Year 7. The Year 7 enrolment process is administered through the child's primary school. A DET Year 7 student placement timeline, setting out key dates and procedures, is published each year.
- Parents/Carers of students in primary year levels other than Prep and Years 8 and 9 are required to collect and complete an enrolment enquiry form from the Main Administration office when enrolling prior to the commencement of a school year. Families meeting the DET enrolment guidelines will have their enrolments processed.
- Parents/Carers of students in all year levels wanting to enrol their children during a school year are required to attend an enrolment interview with the relevant Assistant Principal before their child can commence at the College. They are required to bring a copy of their child's birth certificate or passport, immunisation history statement and most recent school report.
- Parent/Carers of students in year levels from 10 to 12 are required to attend an enrolment interview with the relevant Assistant Principal as soon as possible in the year prior to the student commencing with the College. They are required to bring the most recent copy of the student's report.
- Students wishing to enrol at the College who were born in a country other than Australia and are not an Australian citizen, must also provide a copy of their current Visa/Passport.
- A child who is less than the minimum age of entry for Victorian schools but has transferred from an interstate school is eligible for enrolment. Evidence of age and full time enrolment at the interstate school must be provided.
- Other parents seeking early age entry for their children must make a written application to the Regional Director.
- All enrolments will require the completion of the College's confidential student enrolment form with details entered immediately on CASES 21.
- Students wishing to transfer to the College during the school year may commence after the completed details on the enrolment form have been entered onto the College's administrative computer system. Students must also be in full school uniform upon commencement.
- The College has secured accreditation with the International Studies Unit to enrol international students at Mount Ridley P – 12 College. The accreditation will be carried out in a two staged approach and has begun with Level 1 accreditation.
- Students who are eligible for funding under the Program for Students with Disabilities (PSD) guidelines will be enrolled along with all other eligible children. Concerns relating to resourcing levels are insufficient grounds for delayed admission. Delayed admissions can only be authorised by the Regional Director.
- Parents enrolling their child from a non DET school are asked to sign a release

form, allowing the College to contact the previous school to obtain student records.

**Evaluation**

As part of the College review cycle this policy will be reviewed every three years.

Date policy ratified: 2021

Date of next review: 2024

**Additional support documentation**

**Find My School website link:** [Find my School](#)