

Mount Ridley P12 College

ENROLMENT POLICY



Help for non-English speakers

If you require assistance with understanding this policy, please do not hesitate to contact the College and someone will organise a multicultural aide or the relevant person to assist you.

PURPOSE

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 DE's designated placement policy to effectively manage enrolments.

SCOPE

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. In accordance with Department of Education and Training (DE) 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.

POLICY

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

- Implementation of the designated placement policy according to department guidelines. 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;

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. DE 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. Such decisions will be based on the enrolment capacity of the College and/or any extenuating circumstances.
- DE 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 30th April in the year of commencement. Copies of birth certificate and immunisation history statement must be provided when returning the College enrolment form. Prep students will be enrolled in accordance with DE guidelines and the timeline set each year.
- DE 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 DE 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 DE 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.

Additional support Documentation

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

POLICY REVIEW AND APPROVAL

Created date	September-October 2023
Consultation	Various staff groups May – June 2023 College Council Transition committee
Endorsed by	Principal
Endorsed on	31 st October. 2023
Next review date	June 2026 (every 3 years)