

## MOUNT RIDLEY P – 12 COLLEGE ENROLMENT PROCESS

The Mount Ridley Prep – Year 12 College has the following student enrolment processes:

### **1. Student enrolments during the year**

- Parent/Guardian contacts the College by telephone on 8338 3600, email or in person.
- Completion of an Enrolment Enquiry Form (available from the Main Administration Office) together with proof of residence will be required.
- An enrolment interview time is set after proof of residence is confirmed.
- Prospective student and parent/guardian attend the enrolment interview, bringing the most recent copy of the student's report with them. An information package is provided.
- Upon acceptance of the College's enrolment conditions, a completed enrolment form, a copy of the student's birth certificate (or Visa/Passport and Immicard if applicable) and an immunisation certificate are provided to the College.
- Students may commence after the completed details on the enrolment form have been entered onto the College's administrative system. Students must also be in full school uniform upon commencement.

### **2. Student enrolments commencing at the start of a school year**

#### Prep and Year 7

A specific transition and enrolment program (incorporating kindergarten and school visits, students attending transition classes at the College, assessments of students' skills and parent/guardian information evenings) is utilised for the assignment of classes for Prep and Year 7 students in the year prior to the student commencing at the College.

Parents/Guardians of prospective **Prep students** are able to collect an enrolment package from the Main Administration Office after our Information Evening held in March/April. The completed enrolment form should be returned to the Main Administration Office by the end of July in the year prior to the student commencing at the College. Proof of residence, proof of birth date, any relevant visa documentation and an Immunisation Certificate are required. Please note that students enrolling into Prep must turn 5 years of age by the 30<sup>th</sup> April in the year of commencement.

DET guidelines do not allow parents/guardians 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 State-wide Year 7 student placement timeline setting out key dates and procedures, is published each year.

#### Year Levels other than Prep and Year 7

Prospective parents/guardians of students in all Year levels other than Prep and Year 7 wishing to enrol their child at the commencement of a school year should fill out an enrolment enquiry form available from the Main Administration Office. Proof of residence will be required.

Upon acceptance of the College's enrolment conditions, a completed enrolment form, along with a copy of the student's birth certificate (or Visa/Passport and Immicard if applicable) and

an immunisation certificate are forwarded to the College. A copy of the student's most recent report is also required.

In certain instances, an enrolment interview may be required in order to support the student's transition into the College.

### **3. International Students**

Mount Ridley P – 12 College is accredited by the Department of Education and Training to provide education for International Students (CRICOS Provider Code 00861K Department of Education and Training, Victoria). Applications for enrolment must be made through the International Education Division. Information is available at [www.study.vic.gov.au](http://www.study.vic.gov.au). Further information about arrangements for International Students can be found in the International Schools Partnerships section on our webpage.

### **PERMANENT RESIDENCE**

To assist the College in verifying a student's permanent residence for the purpose of assessing an enrolment application, the following guidelines have been adopted.

The student must live permanently with their parent(s) or legal guardian(s) at the permanent residence identified in the enrolment paperwork. A permanent residence does not include:

- Staying with a relative or friend; (unless an Informal Carer Statutory Declaration applies);
- Owning a business in the area; or
- Holding financial interest in a property in the designated neighbourhood area/zone.

All families applying for a student placement under the designated neighbourhood school category are required to demonstrate permanent residency by providing the following evidence:

Original or certified copies of:

1. Rental agreements or unconditional contracts of sale, and
2. A copy of **two** of the following documents:
  - Electoral enrolment confirmation; and/or
  - Council rates notice; and/or
  - Other official documentation that demonstrates permanent residency at that address such as a Drivers Licence or Health Care Card.

Documents should show the same address and parent's/guardian's name as recorded on the College's Enrolment/Enquiry Form.

Enrolment applications will not be considered if the above requested document is not provided.

### **STUDENT PLACEMENT APPEALS**

Parents/guardians may request a review if their child does not receive a placement offer at the College. Such requests are to be made in writing and addressed as follows:

Student Placement Review  
Mr Lino Pagano  
College Principal  
Mount Ridley P – 12 College

2 – 30 Hampton Street  
Craigieburn, VIC 3064

A review will be conducted by the MRC Placement Committee. The review can only be considered on the grounds that the selection criteria, as above, were not appropriately applied, or that the evidence presented was not appropriately considered.

If the committee cannot resolve the appeal, it can be referred to the Regional Director (North Western Victoria Region)

**PRIVACY NOTICE**

Mount Ridley P-12 College needs to collect personal information regarding your place of residence in order to establish that you live within the College's designated neighbourhood area/zone. The College checks the accuracy of all documentation provided and carries out due diligence to verify application information in accordance with DET's Permanent Address Guidelines. Your information will not be disclosed to any other organisation without your consent, or unless authorised or required by law.