

ENROLMENT AND PLACEMENT POLICY

Purpose of this policy

To ensure students have access to neighbourhood schools and the freedom to choose other schools subject to facility limitations.

To ensure all students enrolling at our College experience a smooth transition that enables them to become part of our College support and minimal disruption.

Aims

To provide an efficient process of enrolment that satisfies the needs of both students and the College.

To ensure that eligible children have the right to be placed in their designated neighbourhood school (in line with the [DET Student Placement Policy](#))

Definitions

Designated neighbourhood school

The designated neighbourhood school is the school that is nearest the student's permanent residence, unless the regional director:

- needs to restrict new enrolments at a school
- has designated the neighbourhood boundaries for the school

This table defines the measure of the nearest school (not withstanding if a neighbourhood zone has been put in place).

If the student resides in	Then the nearest school is measured by
<ul style="list-style-type: none"> • the metropolitan region • Ballarat • Bendigo or • Geelong 	a straight line from the student's residence
Any other area	the shortest practicable route

Priority order of placement

Where there are insufficient places at a school for all students who seek entry, students are enrolled in the following priority order:

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.
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

Implementation

- All children who are eligible to attend a Victorian Government School are welcome to attend our College. This is inclusive of students with disabilities and/or other additional needs in accordance with section 32 of the Disability and Discrimination Act 1992 and DET Policies including, but not limited to the following:
 - [Admissions Policy](#)
 - [Care and Support Policy](#)
 - [Legal Obligations \(including Occupational Health and Safety\)](#)
 - [Students With a Disability Policy](#)
 - [Student Participation Policy](#)

- Students wishing to enrol at our College, or transfer from a neighboring school are to attend College Reception (A Block) and complete an enrolment enquiry form
- All enrolment enquiries are considered in conjunction with College capacity and DET Priority order of Placement
- The enrolment registrar will contact leaders of previous schools of all students seeking transfers to discuss matters including, but not limited to the following:
 - The circumstances of the transfer
 - To seek a transfer note or an immunisation certificate (if enrolling)
 - Academic and/or behavioural matters
- The Principal has the authority to defer admission to ensure enquiries of the previous school are carried out in the interest of the student
- The enrolment registrar will contact the family/guardians of the enrolling student regarding the outcome of their enquiry after gaining the necessary information from the previous school
- The enrolment registrar will provide the family/guardians of the enrolling student with an enrolment pack that includes a Confidential Student Information Enrolment Form and any relevant policies, procedures and information needed to provide an efficient process of enrolment that satisfies the needs of both the student and the College
- The enrolling student and their family/guardians are to attend a meeting with the enrolment registrar to discuss the enrolment documents, process and other relevant information. Further meetings may be organised at the discretion of the Principal, Enrolment Registrar, Wellbeing Coordinator or parents/guardians
- The following documentation is to be completed/provided to the College prior to admission and student commencement:
 - Confidential Student Information Form
 - Anaphylaxis Management Plan and EpiPen (if applicable)
 - Allergy Management Plan (if applicable)
 - Asthma Management Plan (if applicable)
 - Proof of current residence
 - Birth certificate
 - Immunisation status certificate
 - Confirmation of exit from previous school (exit form)
- Copies of sighted documentation (e.g. birth certificate / immunisation status certificate) will be kept in the student's file
- Students will be allocated to classes according to a combination of class size, timetable requirements and student needs
- On commencement at the College, the student will be required to wear the Narre Warren South P-12 College Uniform as detailed in the Uniform Policy and appendices
- On commencement at the College, students are required to have the appropriate textbooks and resources as listed in the Narre Warren South P-12 College Booklist
- Students will be informed of their allocated Home Group and House on enrolment
- Students will be provided with a timetable and any other appropriate information on the enrolment date

Evaluation:

The effectiveness of this policy will be reviewed in Term 4 2021 in accordance with the College's four year review Cycle