

## 1. Purpose & Rationale

Sandringham College Enrolment and Placement policy outlines the school's obligations in relation to placement of students. This policy sets out requirements for entry into Victorian government schools, including admissions, enrolments, the placement of students and transfers between schools. All children enrolling at Victorian Government schools deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support. Sandringham College adheres to the Department of Education's Enrolment Policy.

## 2. Policy Goals

To ensure that all students and members of our school community understand the Department of Education's guidelines and obligations of Sandringham College in relation to enrolment and placement of students. This Enrolment Policy and the mandatory Enrolment in a Victorian Government School Guidelines, available on the Department of Education website, combines the admissions, enrolment, placement and transfers policies into one clear and concise location for Victorian government schools.

## 3. Implementation

### 3.1. Enrolment

#### Eligibility

- Under the Education and Training Reform Act 2006 (Vic) (the Act), schooling is compulsory for students aged between 6 and 17 years unless an exemption from attendance has been granted. This applies to all schools including mainstream, specialist, and government English language schools or centres.
- Every Victorian student has a legislated right to enrol at their designated neighbourhood school (section 2.2.13 of the Act), and may be enrolled at another school subject to sufficient accommodation (section 2.2.14 of the Act).
- 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. Evident of age and fulltime 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.
- Information regarding the enrolment of overseas (international) students can be obtained from the International Student Program.

### 3.2. Fairness and Equity

- School enrolment practices must be fair, equitable and comply with state and federal laws. Factors such as ability, history of behaviour or level of engagement with education are irrelevant factors for placement decisions. This ensures schools enrol students in a way that is fair, equitable and lawful.

### 3.3. Designated Neighbourhood schools – School Zones and Placements

Eligible children and young persons have the right to be admitted to their designated neighbourhood government school, regardless of capacity.

Students are able to apply for a place at a school that is not their designated neighbourhood school. All students who seek enrolment in a school outside of their designated neighbourhood school should be enrolled in that school, if there is sufficient capacity at the school to accommodate all students who apply, or if this request for enrolment aligns with the school's enrolment policy.

Where there are insufficient places at a school for all students who seek entry, students are enrolled according to the Placement Policy's priority order of placement,

- students for whom the school is the designated neighbourhood school
- students with a sibling at the same permanent address who are attending the school at the same time
- where the Regional Director has restricted the enrolment, students who reside nearest the school
- students seeking enrolment on specific curriculum grounds
- all other students in order of closeness of their home to the school.

### 3.4. Year 7 Intake

All children enrolling at our school as part of a Year 7 intake will be required to follow the appropriate guidelines as set down by DET.

- Enrolment for students moving from grade 6 into Year 7 – parents/carers must follow the process and timeline set by DET which applies to all public schools
- Primary schools are responsible for distributing the Secondary School Preference Forms to all Grade 6 students. This form must be returned to the child's primary school who will communicate preferences to the secondary school

### 3.5. Special Programs

Sandringham College offers a number of separate streams of enrolment for gifted students – SEAL, Dance Academy, Sports Academy and Art Academy.

Access to each of these programs is through application only. Information will be made available to potential students through the enrolment process and is publicised on the Sandringham College website.

### 3.6. Enrolment Management

Sandringham College uses a number of enrolment management strategies to manage student numbers. These include

- maintaining accurate and complete enrolment records and data, to facilitate enrolment planning
- planning for an even distribution of students across all year levels while maintaining class size targets
- considering your enrolment projections and ensuring that the starting cohort of enrolment numbers does not increase to the extent that the overall capacity of the school is exceeded for the life of the cohort
- monitoring enrolment trends and subject/curriculum demands in the school

- advising current and prospective parents about any limits on enrolment early.

### 3.7. Enrolment process – documentation and other requirements.

Sandringham College will

- enrol eligible students, who are new to the Victorian government education system under the name contained in the documents supporting their admission; primarily their birth certificate
- keep copies of sighted documents (note: for primary students this includes an Immunisation History Statement from the Australian Immunisation Register)
- verify changes to student enrolment names
- maintain and update student details obtained on enrolment
- provide new families with a privacy collection notice upon enrolment and keep all information confidential and managed in accordance with the Department's privacy policy and Victorian privacy laws. Refer to Privacy and Information Sharing for the template Privacy Collection Statement

Student information will be entered in CASES21 and will contain information collected from enrolment forms, transfer information and class lists. When a student moves from one government school to another government school, student data must be transferred using CASES 21.

Information collected on enrolment includes

- date of birth (note: evidence of date of birth can be official, such as a birth certificate or where this is not able to be produced, unofficial, such as a doctor's note attesting to a child's age).
- names and addresses of the student and enrolling parent or carer
- details of medical and other conditions that may require special consideration
- emergency telephone numbers, including a nominated doctor
- an Immunisation History Statement from the Australian Immunisation Register
- the name of the previous school and the student's current year level, where students transfer from another school

### 3.8. Class Placement

Students will be allocated to classes and subjects according to a combination of class size and student needs.

### 3.9. Appealing Decisions

Parents and carers are able to appeal against a school's decision not to provide a placement. This can occur in relation to placements at Year 7, or placements at other year levels.

Appealing a Year 7 Placement:

In the case of appeals regarding Year 7 placements, there is a set date by which time the school must respond to parents/carers lodging an appeal, usually two to three weeks after the appeals period closes. Appeals are considered by the school's placement committee and/or Principal, and the school's decision will be communicated to the parent or carer in writing. In assessing

the appeal, the school will check to ensure compliance with the priority order of placement, and the processes for verifying permanent address, as appropriate.

Appealing a placement at other year levels:

Parents or carers should lodge a written appeal with the school at which the student has been unsuccessful in gaining a placement.

#### 4. Monitoring & Review

This policy will be reviewed as part of the schools three year review cycle.

#### 5. Definitions

DET – Department of Education and Training

#### 6. References

*Related policies, department documents or websites*

- DET Enrolment Policy
- DET Placement Policy
- DET Transition – Year 6 to 7

#### 7. Document Control

Policy Number	SC-OP-36	Last Approval Date	October 2021
Policy Owner	School Principal	Approved By	School Council
Policy Reviewer	College Principal/Registrar	Next Review Date	October 2024
Review Frequency	Document Availability	Policy Delivery	
<input type="checkbox"/> 1 Year <input type="checkbox"/> 2 Years <input checked="" type="checkbox"/> 3 Years <input type="checkbox"/> As Required <input type="checkbox"/> n/a	<input checked="" type="checkbox"/> College Website <input type="checkbox"/> Student Compass <input checked="" type="checkbox"/> Parent Compass <input type="checkbox"/> Staff Compass <input type="checkbox"/> Staff Information Drive <input checked="" type="checkbox"/> Enrolment Pack	<input type="checkbox"/> Annual Staff Meeting <input type="checkbox"/> Annual Parent Meeting <input type="checkbox"/> Annual Student Meeting <input type="checkbox"/> Annual School Assembly <input type="checkbox"/> Per Semester Staff Meeting <input type="checkbox"/>	