Thank you for taking the time to investigate Viewbank College as a prospective school for your child. Viewbank College is an excellent government school, which offers your child a broad academic curriculum along with extensive extra-curricular opportunities. These include a renowned music program; extension in the performing and visual arts; a quality sports program together with a multilayered student leadership program. Our College has excellent facilities including home rooms for Year 7 classes; state of the art ICT network and quality support for the laptop program introduced in 2015 for Years 7 & 10 students. In addition the College has the Banyule Theatre which seats 265. However, the State Government has made a commitment to provide $11.5 million for a new Theatre/Administration/Music complex on campus to promote the Performing Arts. The College motto is ‘Caring for Excellence’ encapsulating both a focus on care and on students achieving their best effort. We are committed to ensuring that our students have quality learning opportunities, both within and out of the classroom, to enable them to find success as learners and discover interests and talents that will take them beyond the College.

**Background Information**

The College has experienced an increased demand for places in Year 7 but also in all other levels due to exceptional, unabated and unprecedented growth in its school population over the past five years. The increase in numbers has been largely the result of multi-dwelling properties and the number of families moving to ensure that Viewbank College is the closest secondary school. Viewbank College has an enrolment cap; therefore permanent residency in the immediate vicinity where the College is the closest school is an essential.

As outlined above, the demand for places far exceeds the positions available in each year level. The priority of the College is to maintain a productive, caring learning environment for staff and students alike. To ensure integrity in maintaining this priority, the College needs to adhere strictly to a clear Enrolment Policy. The College constantly liaises with the Department of Education and Training (DE&T) regarding the acute accommodation problems it is currently facing. Due to accommodation constraints and the need to take into consideration health and safety issues for both students and staff, it may be necessary to assist you with other options for enrolling your child in another government school.

**Year 7 Enrolment**

Although Viewbank College has a DE&T North-Western Region approved enrolment ceiling, every effort is made to accommodate all requests for enrolments. The demand for Year 7 places can vary from year to year and the following enrolment criteria in order of priority are applied when determining Year 7 placements:

1. A student for whom Viewbank College is the designated neighbourhood government school; closest to the student’s permanent residential address.
2. Students with a sibling at the same permanent residence who are attending the College at the same time.
3. Students who have successfully achieved a place in the Enhanced/Accelerated Class.
4. Students seeking enrolment on specific curriculum grounds, where there is a specific curriculum need that is not provided by the student’s nearest government school (e.g. Music, Language)
5. All other students in order of closeness of their permanent residence to the school.
**Guidelines for Eligible Residency and Enrolment**

To ensure the correct decision is made in relation to your child’s education, carefully note the following:

1. The College Registrar should be contacted before accommodation arrangements are finalised. This is essential as places may not be available.
2. Viewbank College has an enrolment ceiling; therefore the requirement is that families must demonstrate that there is no other secondary school that is nearer to their place of permanent residence.

Requirements of permanent residency involves:
- The purchase and occupation of a property closest to the College;
  or
- A long term Licenced Real Estate Agency lease and occupation of a property closest to Viewbank College.

An enrolling student is required to live with his or her parents/guardian. Staying with a relative or friend does not qualify you as ‘a resident’. Guardianship is not a criterion for enrolment unless supported by the relevant papers with endorsement by the required legal documentation.

The expectation of this eligibility requirement is that family will remain permanent residents within the immediate vicinity for the duration of their child’s education at Viewbank College. It is a requirement for new enrolments to sign a residency declaration stating the family’s intention to remain a permanent resident in the immediate vicinity as long as their child is enrolled at Viewbank College.

The requirement of permanent residency will be actively monitored and enforced. Please be aware that the requirement for eligibility is permanent residency where this College is the closest secondary school. **The intention of the neighbourhood area policy is for residency to continue for the duration of the child’s enrolment at the school.**

The following criteria demonstrates permanent residency:

- Proof of permanent residency and occupation to prove that the dwelling is closest to Viewbank College will be required for all applications seeking a place on residential grounds. It is the responsibility of the family to provide satisfactory evidence to the school. **Only one nuclear family per residential address will be enrolled.**

- Proof of property ownership or lease documentation (as per above) along with supplementary evidence of Utility bills: Gas, Electricity, Telephone & Water must be in a parent’s name. Note: Leases must be obtained through a licenced Real Estate Agent lease agreement. A private rental agreement is NOT acceptable. Residency must be taken up and authenticated by a member of the Principal Team or representative before the enrolment procedure can commence.

- All applicants must provide a certified copy of their child’s birth certificate.
- Applicants born in an overseas country must provide a certified copy of their passport and visa.

**The Year 7 Enrolment Timeline and Process**

To experience and learn more about Viewbank College, tours of the College for Grade 6 parents and students, are held during February, March & April. These tour groups are heavily subscribed so it is imperative to book early, our Open Morning will be held on 28th April 2015. Bookings can be made via Trybooking [http://www.trybooking.com/GCNO](http://www.trybooking.com/GCNO)
Parents/guardians and prospective students are warmly invited to attend the College Year 7, 2016 Information Evening, held on Thursday 30th April, 2015.

Please note, in addition to the DE&T application, an Expression of Interest form will be included in the Viewbank College information pack distributed at the Information Evening and College Tours. This form MUST be completed for all prospective enrolments, regardless of whether the College is the closest secondary school or not. The completed Expression of Interest form is to be returned to the College by 15th May, 2015 with certified copies of the student’s birth certificate and the permanent residence documents previously mentioned.

Your child’s primary school will provide the Application for Year 7 Placement paperwork and information. It is the role of the primary school to monitor the placement for each student transitioning to a secondary school. Completed applications are to be lodged with your primary school by the date instructed in your primary school information.

If you would like your child to attend Viewbank College, you will need to select the College as your first choice. No application for entry can be considered unless this form has been completed with Viewbank College nominated as the first choice of school. Please remember that while every effort is made to accommodate all enrolment requests, parents need to consider carefully alternative schools if Viewbank College is not your closest secondary school.

By the end of July, application forms will have been processed and in accordance the DE&T guidelines, primary schools will be notified of the confidential result. Early August, primary schools will advise parents/guardians of placements.

**Year 8-12 Enrolment Enquiries**

A limited number of places may become available in Years 8-12. Students wishing to enrol at any of these levels are required to complete an Enrolment Enquiry Form and submit it with the documentation it requests. Forms are found on the College website [www.viewbank.vic.edu](http://www.viewbank.vic.edu) under the Enrolment tab.

For entry into specific programs such as senior secondary programs including VCE, VET, German or Japanese language continuity, Music, Performing Arts, students must demonstrate their focus on high-level achievement and demonstrate that a closer school/college cannot provide such programs.

Living in the immediate area or completing a successful enrolment application does not automatically guarantee VCE subject choices. Over the past few years, many VCE subjects have been filled by students currently enrolled at Viewbank College and have therefore not been available to new enrolments. Elective choices may also be limited for Years 8-10. The possibility of limited availability of subjects for selection must be taken into account when considering enrolment. It is recommended that other educational alternatives be investigated.

Please note, all applicants, regardless of prospective level, must provide a certified copy of their birth certificate and most recent school report. Applicants born in an overseas country must provide a certified copy of their passport and visa. Overseas students desiring VCE courses can only be considered after all currently enrolled students have confirmed their courses in October.

An enrolling student is required to live with his or her parents/guardian. Staying with a relative or friend does not qualify the student as an eligible ‘resident’. Guardianship is not a criterion for enrolment unless supported by the relevant papers.

Applications for transfer from nearby schools on residential grounds may not be granted.

Students who intend enrolling in an English Language Centre prior to enrolling at Viewbank College must contact the Registrar or International Student Coordinator before any accommodation arrangements are finalized.

*This policy has been ratified by the College Council on Wednesday 18th February, 2015.*

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