



## Viewbank College Enrolment Policy and Process

### 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 immediate population. The increase in numbers has been largely the result of multi-dwelling properties and the number of families moving into the area 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. Prospective parents should go to the Department of Education's interactive map to see if you reside within our school zone [www.findmyschool.vic.gov.au](http://www.findmyschool.vic.gov.au)

### Commitment to Child Safety

Viewbank College is a child safe environment in accordance with the Victorian Government Guidelines. Viewbank College actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. Viewbank College has a Child Safety Code of Conduct consistent with the Department of Education and Training's exemplar.

### 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. 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. All other students based on proximity of their residence to the college.
5. In exceptional circumstances, compassionate grounds.

### 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.

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.

Bookings can be made via the Viewbank College Website [www.viewbank.vic.edu.au](http://www.viewbank.vic.edu.au) under the College Tours button.

Parents/guardians and prospective students are invited to view our Virtual Tour which can be found under the Enrolment tab on our website. Due to COVID-19 IN 2020, our planned Information Evening had to be cancelled.

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 Friday 29th May, 2020 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.



### **Acceleration & Enhanced Program Testing Information**

The Viewbank College Acceleration & Enhanced program is for **students who are enrolled at Viewbank College**. Suitable students will have academic skills above those of their age peer group. This program is designed to offer gifted and talented learners who have been identified as very capable, committed and enthusiastic learners the opportunity to work in a challenging and stimulating environment with students of similar ability.

Students eligible to be enrolled at Viewbank College for Year 7, 2021 will have the opportunity to book into the placement testing which will take place online on Saturday 25th July, 2020 at 9.00am.

Bookings can be made on the Edutest link on our website under Acceleration and Enhancement Program under the Learning tab on our website.

In September 2020, Year 6 parents and students will be advised whether they have been successful for the Acceleration and Enhancement Program for 2021.

### **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.au](http://www.viewbank.vic.edu.au) 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.

Please note, all applicants, regardless of prospective level, must provide a certified copy of their birth certificate, most recent school report and their address to evaluate proximity to the College.

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 must discuss their intentions first with their current College.

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 finalised.