



## **Viewbank College Enrolment Policy and Process**

### **Background information**

While every effort is made to accommodate students applying to enrol at Viewbank College, this is not always possible. 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.

### **References**

Department of Education (DET) Placement, Admissions and Enrolment Policy  
DET Permanent Address Guidelines

### **Definitions**

For the purpose of student enrolment in Victorian government schools, the Department considers the designated neighbourhood school as the school that is nearest to the student's permanent place of residence, unless the regional director;

- Needs to restrict new enrolments at a school
- Has designated the neighbourhood boundaries for the school.

Permanent residence is the address at which a child permanently resides at the time of enrolment. If a child resides at multiple addresses, the child's 'permanent residence' is the address at which the child spends the majority of his/her weekdays. A permanent residence does not mean ownership of a business in the area, or financial interest in a property in the area unless it is the property that the family permanently resides.

If the child spends an equal amount of time at two addresses, both addresses will be considered the child's permanent address and the child will be entitled to enrol in the designated neighbourhood school for either address (or any other Victorian government school subject to entry criteria and capacity). The final choice of which school the child ultimately attends rests with the parents/carers or student if they are an adult or mature minor for the purpose of making enrolment decisions.

A student considered to have a permanent address in the designated area is expected to live with their parents/carers. Staying with a relative or friend does not qualify as a guardianship and is not within the criterion for enrolment unless supported by legal documentation.

## **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. Students seeking enrolment on specific curriculum grounds.
5. All other students in order of closeness of their home to the school.

In exceptional circumstances, a student may be enrolled in a school based on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement. Schools are permitted to assess and make a determination for exceptional circumstances applications on a case-by-case basis.

## **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:**

To assist Viewbank College in assessing your child's eligibility for enrolment, please include in your enrolment application original or certified copies of:

1. Rental agreement or Council Rates Notice
    - Note: Leases must be obtained through a licenced Real Estate Agent lease agreement. A private rental agreement is NOT acceptable.
- PLUS
2. A copy of **TWO** of the following:
    - utility bills: Gas, Electricity
    - other official documentation that demonstrates permanent residency at that address such as a driver's licence or health care card, Telephone & Water bills (must be in a parent's name)
  3. A certified copy of their child's birth certificate.
  4. Applicants born in an overseas country must provide a certified copy of their passport and visa.

On request, you may also be required to complete a statutory declaration confirming the student is living in the address provided in the enrolment application and that the arrangement is genuine and intended to be permanent.

Note: Enrolment applications may not be successful if the requested documentation is not provided.

If a Viewbank College has concerns about the duration of a rental agreement being provided as proof of permanent address, the school will consult with the family to ensure that the school has provided reasonable consideration to the family's living circumstances.

When assessing application for enrolment, Viewbank College may make the following enquiries to verify information about a student's permanent residence:

- Checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office
- Checking with a real estate agent
- For a rental property which is a studio apartment or a one bedroom unit, checking whether there are any regulations/codes limiting the occupancy of these apartments to one person per apartment.

Note: If, after reasonable enquiries, the Principal does not accept that the address provided on the enrolment application form is the genuine permanent residence of the student, the enrolment application may not be successful.

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.

If the school decides to refuse enrolment based on these grounds, Viewbank College will ensure the reasons for not accepting the address are provided to the parent/carer and ensure the parent/carer is aware that they may appeal this decision to the school Principal. The parent/carer may escalate the appeal to the regional director if the matter cannot be resolved at the school level.

Viewbank College will ensure enrolment practices do not unfairly disadvantage students who are unable to provide proof of permanent address because of their individual circumstances. This is particularly relevant to students experiencing homelessness, family violence or recently arrived immigrants or refugees. In these cases, school staff should seek advice from their regional office before refusing an enrolment application on the basis that the student is unable to provide proof of permanent residence.

### **Changes to address after an enrolment offer is made**

Subject to any changes to Department enrolment policy, if, after a placement offer is made to the student, the student's permanent residence changes or it comes to light that the address provided on the application form was not the genuine permanent residence for the student, Viewbank College may withdraw a placement offer in the following circumstances:

- The placement offer made to the student expressly stated that the offer may be withdrawn prior to the first day of attendance<sup>1</sup> if the student's permanent place of residence changes or the school becomes aware that the address provided on the application form was not the genuine permanent residence for the student; and
- The new address is not within the designated neighbourhood area for the school.

## **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.

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**

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 will have the opportunity to book into the placement testing. Bookings can be made on the Edutest link on our website under Acceleration and Enhancement Program under the Learning tab on our website.

## **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.