

Viewbank College Enrolment Policy and Process

Viewbank College follows the Department of Education and Training (DET) placement policy for all enrolments.

Background information

The College has an enrolment cap. Permanent residency in the immediate vicinity where the College is the closest school is essential to confirm placement.

<https://www.findmyschool.vic.gov.au/> – is a website for schools and families to determine designated neighbourhood schools and their zones across Victoria.

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 DET's exemplar.

References

DET Placement Policy <https://www.vic.gov.au/how-choose-school-and-enrol> or <https://www2.education.vic.gov.au/pal/transition-year-6-7/policy>

Right to attend the designated neighbourhood school

Eligible children and young persons have the right to be admitted to their designated neighbourhood government school, regardless of capacity. Accordingly, all students that reside within the area of a designated neighbourhood school (referred to as a 'school zone') must be offered a place when seeking enrolment. A student's designated neighbourhood school is generally the school that is nearest the student's permanent address as determined by the school zone. The Find my School website provides guidance on which school zone a student's permanent residence is located within.

Meaning of 'permanent residence'

A child's permanent residence is the address at which they permanently reside at the time of seeking enrolment. If a child resides at multiple addresses, their permanent residence is the address at which they spend the majority of their weekdays.

If a child spends an equal amount of time at 2 addresses, both addresses are considered their permanent address and the child can be enrolled in the local school for either address. The final choice of which school the child attends rests with the parents/carers of/or prospective student if they are an adult or mature minor for the purpose of making enrolment decisions.

International students

International students (such as those holding a dependant or temporary visa) have the legal entitlement to enrol at their designated neighbourhood school.

However, under the Education Services for Overseas Student Act 2000 (Cth), students who hold a subclass 500 student visa (a student visa in their own name) may only attend government schools accredited to accept international students. DET refers to students who hold a student visa in their own name as Standard and Study Abroad students.

Given Standard and Study Abroad students are required to attend an accredited school, they may not be able to attend their closest school.

Schools may contact the International Education Division for support with queries regarding international student enrolments: international@education.vic.gov.au

Priority order of placement

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

In circumstances where schools do not have sufficient accommodation to accept all students who apply from outside their school zone, schools must manage enrolment applications in accordance with the following priority order of placement:

1. students with a sibling at the same permanent address who are attending the school at the same time
2. 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.

Requirements of permanent residency involves:

You may be asked to provide documents to verify your child's permanent residence. Any combination of the following documents (original or certified copies) is acceptable, as long as they add up to at least 100 points.

Document showing the full name of the child's parent/carer and address	Points
1. One of the following 1.1 Council rates notice OR 1.2 Lease agreement through a registered real estate agent or rental board bond receipt OR 1.3 Exchanged contract of sale	40
2. Any of the following 2.1 Centrelink payment statement showing home address 2.2 Electoral roll statement	20
2. Any of the following documents 3.1. Electricity or gas bill showing the service address* 3.2. Water bill showing the service address* 3.3. Telephone or internet bill showing the service address* 3.4. Driver's Licence or government issued ID showing current home address 3.5. Home building or home contents insurance showing the service address 3.6. Motor vehicle registration or compulsory third-party insurance policy showing home address	15

**up to three months old*

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.

Duration of rental agreements

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

Verification of permanent residence

Schools can make reasonable enquiries to verify permanent address information provided by parents/carers, such as:

- 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.

If the Principal does not accept that the address provided on the enrolment application form (and any other supporting documentation) is the genuine permanent residence of the child, the school may reject the application if it does not have sufficient accommodation for all who apply, in line with the Placement Policy.

Schools should ensure enrolment practices do not unfairly disadvantage families of children who are unable to provide proof of permanent address because of their individual circumstances. This is particularly relevant to children experiencing homelessness, family violence or recently arrived immigrants or refugees.

Withdrawal of an enrolment or placement offer

There are some circumstances in which schools can withdraw an enrolment or placement offer.

If, after an enrolment or placement offer is made, the child's permanent residence changes or the address provided on the application form was not the genuine permanent residence of the child, a school may withdraw an enrolment or placement offer in the following circumstances:

- where, after the priority order of placement is applied to the correct address, a place is not available for the child
- the new address is not within the school zone
- the enrolment or placement offer and any subsequent material provided to the child and their parent/carer expressly states that the offer may be withdrawn prior to the first day of attendance if the child'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 child.

Year 6 to 7 placement information packs: Guidance for parents and carers

To assist parents/carers of students transitioning to a government school in Year 7, DET has developed information packs with guidance to support effective placement.

Two different parent/carer packs are available.

- Year 6 to Year 7 placement information pack: Guidance for parents and carers with Year 6 children at **government schools**
- Year 6 to Year 7 placement information pack: Guidance for parents and carers with Year 6 children at **non-government schools** (Catholic, independent and home schooling).

From the first week of Term 2, primary schools should distribute the placement pack for **government school** parents/carers to all Year 6 families. The parents/carers pack includes the current application for Year 7 placement form.

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 and March. These tour groups are heavily subscribed, it is imperative to book early. Bookings are made via the Viewbank College Website www.viewbank.vic.edu.au

Grade 6 children attending a government primary school will receive their Year 6 to Year 7 placement information pack (including the application form). Non-government schools may need to obtain this directly from the secondary school. It is the role of the government 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/carers need to consider carefully alternative schools if Viewbank College is not your closest secondary school.

Year 7 application forms are processed in accordance the DET guidelines, primary schools will be notified of the confidential result. Primary schools will notify parents/carers of Year 6 students, in writing, of their child's **Year 7 placement offer** in mid-July.

Other documents required to enrol your child which will be requested after placement offers have been accepted are:

1. A copy of their child's birth certificate
2. Applicants born in an overseas country must provide a copy of their passport and visa.

Acceleration & Enhanced Program

The Viewbank College Acceleration & Enhanced program is for students who 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.

All students are welcome to participate in the placement testing; please note that test participation and results are not a way of gaining entry into the College. Bookings can be made on the Edutest link on our website under Acceleration and Enhancement Program under the Learning tab.

Year 8-12 Enrolment Enquiries – and Year 7 enquiries, outside of Transition

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, submitting the completed form with all of the documentation it requests.

Forms are available on the College website www.viewbank.vic.edu.au

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/carer, 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.