



Edgars Creek Secondary College Enrolment Policy

Rationale:

A smooth transition enables newly enrolled students to become part of our school with a minimum of disruption and maximum support.

Aim:

For Edgars Creek Secondary College to admit all children of school age if we are their designated neighbourhood school at the beginning of the school year (or when relevant) unless an approved alternative placement has been arranged.

Placement Process:

Students applying for placement at Edgars Creek Secondary College are enrolled in the following priority order, as per Department's Placement Policy:

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 Edgars Creek Secondary College.
6. In exceptional circumstances, compassionate grounds.

Families applying under priority order item 1: Students for whom the school is the designated (closest) neighbourhood area. The following documents can be used to establish permanent residence:

- Property lease/rental agreement
- A council rate notice in the parent name
- Contract of Sale - land/house agreement.

Please also note the following:

It is the responsibility of the family to provide satisfactory evidence to the school.
Only one family per residential address will be enrolled.

An enrolling student is expected to live with his/her parents. Staying with a relative or friend does not qualify as permanent residence unless supported by the relevant papers endorsed by the Family Court of Australia.

If you are unable to provide this information for any reason, please contact Edgars Creek Secondary College.

Guidelines:

Before admitting a student, schools must:

- **for students transferring from another Victorian government school**, import student information using CASES21; and provide parents with the Student Enrolment Information Form for validation of student information
- **for students who are new to the government system**, obtain a completed enrolment form.

For all students, schools must:

- collect relevant admission information
- provide a privacy notice to the enrolling parent explaining the use to be made of enrolment information. For sample notices see: Privacy within [Department resources](#)
- collect and record an Immunisation History Statement - primary students.
For admission, all applicants must be:
- an Australian citizen, or a student with relevant specified visas or [Immicard](#) see : [International Student Program](#)
- deemed eligible and approved for enrolment by the principal or relevant regional director.

Please also note the following:

It is the responsibility of the family to provide satisfactory evidence to the school.

Only one family per residential address will be enrolled.

An enrolling student is expected to live with his/her parents. Staying with a relative or friend does not qualify as permanent residence unless supported by the relevant papers endorsed by the Family Court of Australia. Occasionally, families apply for Edgars Creek Secondary College because child custody arrangements have changed. In this case, families are asked to provide documents verifying new living arrangements for a child. This may be a revised Parenting Plan, documenting new guardianship arrangements, or relevant Family Court orders.

Appeals – in cases where the school does not provide an enrolment place to a student.

Any appeals by parents/guardians against a school's decision not to provide a placement are:

- considered by the placement committee at the desired school
- escalated to the regional director when they cannot be resolved by the desired school.

Appeals are considered based on the following department placement principles:

- provide each child with a place in the designated neighbourhood school
- provide parents/guardians with an opportunity to enrol their child at the same school as an older sibling who resides at the same address
- allow parents/guardians to send their child to any alternative school where space is available
- contain enrolments in each school within the limits of available resources as determined by the regional director.

Further information:

<https://www.education.vic.gov.au/school/principals/spag/participation/Pages/enrolment.aspx>