



ENROLMENT POLICY

PURPOSE

Elevation Secondary College is committed to educating all students in its Designated Neighbourhood School zone. The school values the principle that every student is able to attend their designated neighbourhood government school, as determined by their permanent residential address.*

This Enrolment Policy has been developed to ensure clarity for the local community and to guarantee a high quality educational program for all students enrolling at Elevation Secondary College.

SCOPE

Elevation Secondary College is a new secondary school, designed to cater for the rapidly growing greenfield estates in the west and south of Craigieburn and surrounds.

Elevation Secondary College will be having a staggered enrolment intake, beginning with Year 7 only in 2020 and gradually expanding to all six year levels by 2025.

2020	2021	2022	2023	2024	2025
Year 7	Year 7	Year 7	Year 7	Year 7	Year 7
	Year 8	Year 8	Year 8	Year 8	Year 8
		Year 9	Year 9	Year 9	Year 9
			Year 10	Year 10	Year 10
				Year 11	Year 11
					Year 12

The school is also being built in stages, which will gradually increase enrolment capacity over time. Until all stages of the school are built enrolment capacity at each year level will be restricted.

This policy covers *year 7 placement, enrolment at other year levels* and the *Supported Inclusion Schools* initiative.

YEAR 7 PLACEMENT

Year 7 enrolment is coordinated by the child's primary school during term 2 of their grade 6 year, according to the North Eastern Victoria regional timeline. Direct applications for enrolment from grade 6 children are not accepted. In cases where the child's primary school does not participate in the 6 – 7 Transition process (for example certain non-government primary schools) a direct application will be accepted for consideration.

Applications for year 7 placement will be considered by a placement committee with the following priority order of placement:

*The Department of Education and Training defines the permanent residential address as: For the purpose of student enrolment in Victorian government schools, the Department considers permanent place of 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. Further information can be found at : <https://www.education.vic.gov.au/school/principals/spag/participation/pages/placement.aspx>

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.
6. In exceptional circumstances, compassionate grounds.

If the capacity for the school at any particular year level is met by students who live within the designated neighbourhood zone, then students who might otherwise meet the placement criteria (for example sibling placement) may not be entitled to enrolment.

Appeals - Schools not providing a Year 7 place

Any appeals by parents/guardians against a school's decision not to provide a Year 7 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.

ENROLMENT OUTSIDE OF YEAR 7

Any family wishing to enrol a student in the school outside of the regular year 7 process must:

- Contact the school and complete an Application for Enrolment form
- Provide copies of required identity documents such as birth certificates, passports and visas
- Provide evidence to confirm their permanent address details. Evidence may include a utility bill, tenancy agreement, rates notice etc.
- Copies of most recent school reports, educational assessments such as psychologist reports or any other documentation that will assist the school in effectively supporting the student
- Copies of any relevant or current family orders, access or violence orders

Families wishing to enrol a student in the school, who live outside of the Designated Neighbourhood boundary will be given consideration for enrolment according to capacity of the year level they wish to enrol in.

While students that live within the Designated Neighbourhood boundary are entitled to a place at the school, a family that is currently enrolled at another government secondary school and has not moved permanent addresses may be asked to enrol at the beginning of the next semester.

SUPPORTED INCLUSION SCHOOLS PROGRAM

Elevation Secondary College is one of the Supported Inclusion Schools (SIS) that aims to increase the opportunities for students with disabilities to attend a school closer to home, study alongside fellow mainstream students and access specialist infrastructure and specialist teaching expertise, in circumstances where they may otherwise attend a specialist setting.

Supported Inclusion School – Capacity

The specialist infrastructure at Elevation Secondary College is designed to cater for up to 8% of the school's total permanent student population.

Students residing in the designated neighbourhood zone who meet the eligibility criteria for the Specialist Provision will count towards the total number of students within the Supported Inclusion School capacity, with any remaining places available for students with disabilities from outside the designated neighbourhood zone who meet the eligibility criteria.

Eligibility Criteria

The eligibility criteria has been specified and approved by the Regional Director, North Western Victoria Region, in accordance with section 2.2.16 of the Education and Training Reform Act 2006 (Vic).

The eligibility criteria has been carefully considered and determined based on data analysis of Elevation Secondary College's area indicating a need to support enrolments of students who fit the following criteria.

Students seeking to enrol under the Specialist Provision must have a diagnosis for Intellectual Disability, evidenced by:

- a) sub-average general intellectual functioning which is demonstrated by a full-scale score of two standard deviations or more below the mean score on a standardised individual test of general intelligence;

or

- b) significant deficits in adaptive behaviour established by a composite score of two standard deviations or more below the mean on an approved standardised test of adaptive behaviour;

and

- c) a history and evidence of an ongoing condition with an expectation of continuation during the school years.

Under exceptional circumstances, applications from students who do not satisfy the above criteria will be accepted on a case by case basis by the Principal in consideration of the student's individual needs.

For the full Specialist Provision Enrolment Policy, please follow this link:
<https://www.elevationsc.vic.edu.au/our-school/school-policies/>

For the Department of Education and Training policy on student placement please visit:
<https://www.education.vic.gov.au/school/principals/spag/participation/pages/placement.aspx>

REVIEW CYCLE AND EVALUATION

REVIEW PERIOD

This policy was last updated on	03 / 2020
Approved by School Council on	03 / 2020
Recommended review cycle	3 - 4 Years
This policy is schedule for review on	Feb 2023

POLICY INFORMATION

School council approval required?	Not Required
Policy Template	https://edugate.eduweb.vic.gov.au/edrms/kyprocess/cp/SitePages/SchoolPoliciesDetail.aspx?CId=73

POLICY HISTORY

Version	Month/Year
1	03 / 2020