

ENROLMENT POLICY

Preamble

In accordance with DET guidelines, the designated neighbourhood school is defined as the primary or secondary school that is nearest to the student's permanent residential address (defined as: straight line distance), unless otherwise determined by the Regional Director.

Rationale

All children who are eligible to attend a Victorian government school and for whom Mount Ridley Prep – 12 College is the closest neighbourhood school are entitled to attend our school. College Council will be responsible for monitoring the impact of increasing student numbers on facilities and resources. Due to increased housing in the local area and its high standing in the local and wider community, Mount Ridley Prep – 12 College has developed a student enrolment plan to effectively manage enrolments. An enrolment ceiling has been implemented with approval from Northern Metropolitan Region of the DET to limit the number of students able to be enrolled.

Guiding Principles

At Mount Ridley Prep – 12 College, the Enrolment Policy aims to provide an efficient process of enrolment that satisfies the needs of both the students and the College.

Implementation

At Mount Ridley Prep – 12 College, the following process is undertaken in relation to enrolments:

- Implementation of the College's enrolment ceiling according to department policy. Priority order is as follows:
 - Students for whom the College is their designated neighbourhood school. This is the nearest primary or secondary school to their permanent residential address;
 - Students with a brother or sister who has the same permanent residential address and who will be concurrently attending the College;
 - Students seeking enrolment on specific curriculum grounds; and
 - Other students in order of proximity of their home to the College.
- Families will be notified in writing of successful enrolment by no later than mid-September of the year prior to enrolment commencing.
- Any new family enrolling at the College must provide evidence to confirm their address details. Evidence may include a utility bill, tenancy agreement, rates notice or the like. In cases where these documents cannot be supplied, a Statutory Declaration showing the family's primary residence will be required.
- After February Census Day, enrolments will only be accepted if there are spaces available and Mount Ridley Prep – 12 College is the closest neighbourhood primary or secondary school. DET guidelines in relation to class sizes will be strictly adhered to. In line with these guidelines, the College has Prep – Year 2 class sizes up to 21 students and in Years 3 – 12 classes of up to 25 students.
- As a member of the Hume Schools' Network, Mount Ridley P – 12 College adheres to the Local School Enrolment Protocol which requires the agreement of both Principals in cases where students transfer between local schools.
- Out of area enrolments may be accepted at the College Principal's discretion.
- DET and network protocols regarding placement of difficult students will be followed.

- Consideration of the College's ability to cater for the student's needs is also taken into account before enrolment is finalised.
- Students enrolling at the College as part of a Prep intake must turn 5 years of age by 30th April in the year of commencement. Copies of birth and immunisation certificate must be provided when returning the College enrolment form.
- DET guidelines do not allow parents/guardians of Year 6 students to directly enrol their child into Year 7. The Year 7 enrolment process is administered through the child's primary school. A DET Year 7 student placement timeline, setting out key dates and procedures, is published each year.
- Parents/Guardians of students in primary year levels other than Prep are required to collect an enrolment package from the Main Administration staff when enrolling prior to the commencement of a school year.
- Parents/Guardians of students in primary year levels wanting to enroll their children during a school year are required to attend an enrolment interview with the relevant Sub-School Principal before their child can commence at the College. They are required to bring a copy of their child's birth certificate or passport, immunisation certificate and most recent school report.
- Parent/Guardians of students in year levels from 8 to 12 are required to attend an enrolment interview with the relevant Sub-School Principal as soon as possible in the year prior to the student commencing with the College or at any time during the school year. They are required to bring the most recent copy of the student's report.
- Students wishing to enroll at the College who were born in a country other than Australia and are not an Australian citizen, must also provide a copy of their Visa/Passport.
- A child who is less than the minimum age of entry for Victorian schools but has transferred from an interstate school is eligible for enrolment. Evidence of age and full time enrolment at the interstate school must be provided.
- Other parents seeking early age entry for their children must make a written application to the Regional Director.
- All enrolments will require the completion of the College's confidential student enrolment form with details entered immediately on CASES 21.
- Students wishing to transfer to the College during the school year may commence after the completed details on the enrolment form have been entered onto the College's administrative computer system. Students must also be in full school uniform upon commencement.
- The College is securing accreditation with the International Studies Unit to enrol international students at Mount Ridley P – 12 College. The accreditation will be carried out in a two staged approach beginning with Level 1 accreditation.
- Students who are eligible for funding under the Program for Students with Disabilities (PSD) guidelines will be enrolled along with all other eligible children. Concerns relating to resourcing levels are insufficient grounds for delayed admission. Delayed admissions can only be authorised by the Regional Director.
- Parents enrolling their child at the College are asked to sign a release form, allowing the College to contact the previous school to obtain student records.
- The relevant Sub-School Principal or nominee will contact Principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer.

Evaluation

As part of the College review cycle this policy will be reviewed every three years.

Date policy ratified: 15/09/2009

Date policy ratified: 8/5/2012

Date policy ratified: 17/6/2015
Date of next review: 2018