



ENROLMENT POLICY AND PROCEDURES

Highvale Secondary College is a high demand school and has therefore set clear guidelines to manage enrolment of students to ensure that we do not exceed our capacity. New enrolments are taken each year and the following guidelines set the parameters to protect long-term sustainability of the College.

Highvale Secondary College is a State secondary school bound by the designated neighbourhood area policy as set out by the Department of Education and Early Childhood (DEECD).

The designated neighbourhood school, as defined by the DEECD, is the secondary college that is nearest in a straight line from the student's permanent residential address. The student must be living with the parent or guardian* at the permanent address or spend a substantial amount of their time at the address.

The permanent residential address is defined as one where:

- The home is owned by the parent or guardian
- The home is under purchase
- The home is leased from a registered estate agent for a minimum of 12 months from the time a child is to commence.

Evidence of the above will be required to authenticate residence. Other evidence may also be requested e.g. driver's licence, rates notice, Medicare card and or relevant VISA documents (showing parent/legal guardian and child's name) etc.

It is the responsibility of the prospective applicant/family to be able to verify to the satisfaction of the school, that the address provided is in fact their permanent residential address.

The guiding principles for all enrolments are:

- To provide each child with the right to a place in a designated neighbourhood school.
- Wherever practical to provide parents/guardians with the opportunity to enrol their child at the same school as that being attended by an older brother or sister who resides permanently at the same address.
- To contain enrolments at each school within the limits of available resources.

PROCESS

- Parents/guardians are required to complete the schools **Expression of Interest** form and return to the college. Once received, contact will be made by the relevant Head of Sub-School.

Right of Entry

A student resident with a parent or legal guardian in the neighbourhood area has a right to attend Highvale Secondary College.

Sibling and Family Claims

There is no automatic sibling claim but **wherever practical** a student should be enrolled at Highvale Secondary College if a brother or sister, who lives permanently at the same address, attends the college.

There are no family claims for cousins and friends who may reside temporarily or permanently with Highvale Secondary College students.

Email completed forms and all supporting documentation to: highvale.sc@education.vic.gov.au

Priority of Enrolments – for current year

During any term, students will be enrolled in classes for the following term in the following order.

1. Students who move into the neighbourhood area.
2. Students who reside permanently at the same address as a sibling already attending Highvale Secondary College.
3. Students who have specific curriculum grounds for attending Highvale Secondary College, where spaces within a particular year level are available.
4. In exceptional circumstances, a student may be enrolled on compassionate grounds where there are significant family of individual circumstances, where spaces within a particular year level are available.

Priority of Enrolments – for following year

During the last term of each school year, students will be enrolled in classes for the following year in the following order.

5. Students who are already at Highvale Secondary College.
6. Students who reside in the neighbourhood area.
7. Students who reside permanently at the same address as a sibling already attending Highvale Secondary College.
8. Students who have specific curriculum grounds for attending Highvale Secondary College, where spaces within a particular year level are available.
9. In exceptional circumstances, a student may be enrolled on compassionate grounds where there are significant family of individual circumstances, where spaces within a particular year level are available.

Students already enrolled in a State Government school do not automatically gain right of entry under this policy.

Privacy Notice: Highvale Secondary College is collecting your personal information to establish that you reside within the school's local neighborhood area. Your information will not be disclosed to any other organisation without your consent, or unless authorised or required by law. You can access your personal information held by the school by contacting the school on 9803 5144.

Please provide copies of the following with your completed expression of interest form:

If you choose not to provide some or all of the information requested we may not be able to proceed with the enrolment process of your child in Highvale Secondary College

- **Proof of address**
- **Students most recent report**
- **Student most recent NAPLAN report (Yrs 7-10)**
- **Birth Certificate**
- **Passport, VISA and Sub class (if International student)**
- **Any other supporting documents**
eg: Court orders, educational assessments, any special needs

Email completed forms and all supporting documentation to: highvale.sc@education.vic.gov.au



HIGHVALE SECONDARY COLLEGE

Capital Avenue
Glen Waverley,
3152
Tel: 9803 5144

EXPRESSION OF INTEREST: ENROLMENT FORM

Year level applying for: _____ in the year 20__ Date application submitted: _____

Thank you for your application for enrolment at Highvale Secondary College. Whilst in area and sibling claims take priority, out of area applications will be considered where places are available. Parents/guardians may wish to provide additional information relating to students to assist Highvale Secondary College in its decision. You will be notified by the College after the information provided is considered.

FAMILY NAME (surname) of pupil:		
Pupils first name:		
Sex: MALE / FEMALE	Date of Birth: ___ / ___ / ___	
Residential Address:		
		Number of years at this address _____
Home Phone Number:		
E-mail Contact:		
Current Secondary School:		
Please provide the name (and position) of a contact person at the current school:		
Siblings:		
Name _____	Age: _____	School _____
Name _____	Age: _____	School _____
Name _____	Age: _____	School _____
Name _____	Age: _____	School _____
Parent/Guardian Name: _____		Parent/Guardian Name: _____
Occupation: _____		Occupation: _____
Work Phone: _____		Work Phone: _____

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Behavioral history:

Has your child had contact with any of the following people? If so, please outline for what purpose.

Year Level Coordinator? Yes / No

Assistant Principal? Yes / No

Student Welfare Coordinator? Yes /No

Has your child been suspended? Yes / No

If so, provide grounds for suspension and the number of days in the past year: _____

How would you categorize your child's...

Behaviour in class? Excellent / Good / Satisfactory / Unsatisfactory

Social progress? Excellent / Good / Satisfactory / Unsatisfactory

Academic progress? Excellent / Good / Satisfactory / Unsatisfactory

Curriculum strengths:

Curriculum needs: please include any information regarding **academic** assessments that have been completed in previous schools

Musical involvement: YES / NO

Details: _____

Sporting interests and memberships:

Special Interests:

Compassionate reasons (if any):

Attach any relevant information including the most recent school report and documents verifying residential address. In addition verification of birth date (birth certificate or current passport) and/or residency status is required (visa).

Signed:

Email completed forms and all supporting documentation to: highvale.sc@education.vic.gov.au

OFFICE USE ONLY:

In local neighbourhood area? Yes No

International student? Yes No

Passport/visa checked? Yes No

Verification of residential address – copy provided:

- Sale / Lease agreement - Length of Lease agreement _____

(Lease must be for 12 months plus in the year of entry)

Enrolment confirmed? Yes No

Enrolment materials passed onto Courses Manager? Yes No