

# HIGHVALE SECONDARY COLLEGE

## Enrolment policy and procedures

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Highvale Secondary College follows the Department of Education enrolment policy that applies to all government schools. The following website can be used to find your designated neighbourhood school based on your permanent residential address \* <https://www.findmyschool.vic.gov.au>.

A student must be living with the parent or guardian at the permanent residential address \* or spend the majority of their time at the address to enrol at their designated neighbourhood school.

\*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 by using the 100 point residential address check (details page 4). 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 their 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 *Expression of Interest* form and return to the college together with the required paperwork. Once received, contact will be made by the relevant Head of Sub-School.

### **Right of Entry**

A student residing with a parent or legal guardian in the designated 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.

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

1. Students who are already at Highvale Secondary College.
2. Students who reside in the neighbourhood area.
3. Students who reside permanently at the same address as a sibling already attending Highvale Secondary College.
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.

*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 (100 point residential address check – see page 4)
- Students most recent school report
- Student most recent NAPLAN report (Years 7-10)
- Student's Birth Certificate
- Passport, VISA and Sub class (if international student)
- Any other supporting documents: (eg) Court orders, educational assessments, any special needs

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# HIGHVALE SECONDARY COLLEGE

Capital Avenue, Glen Waverley 3150  
Telephone : 9803 5144  
Email : [highvale.sc@education.vic.gov.au](mailto:highvale.sc@education.vic.gov.au)

## EXPRESSION OF INTEREST TO ENROL AT HIGHVALE SECONDARY COLLEGE

Thank you for your application for enrolment at Highvale Secondary College. Applications for enrolment for students who live outside our neighbourhood area are only offered if there are vacancies. The number of vacancies varies from year to year between all year levels.

<b>Year level are you seeking to enrol this student?</b> <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	<b>Anticipated Start Date</b> ___ / ___ / ____	<b>Date application submitted</b> ___ / ___ / ____
<b>FAMILY NAME</b> (Surname) of student: _____		
<b>FIRST NAME</b> of student: _____		
<b>SECOND NAME</b> of student: _____		
<b>GENDER:</b> <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> Self Described _____		
<b>DATE OF BIRTH :</b> ___ / ___ / ____		
<b>ADDRESS :</b> _____		
<b>No. &amp; Street Address:</b> _____		<b>Number of years at this address :</b> _____
<b>Suburb:</b> _____		<b>State :</b> _____
<b>Postcode :</b> _____		
<b>How often does this student live at this address?</b> <input type="checkbox"/> Always <input type="checkbox"/> Mostly <input type="checkbox"/> Balanced (50%)		
<i>If the student lives at another address during the school week, please provide further details including the address, who they reside with and how many days a week the student lives there:</i>		
_____		
_____		
<b>Parent / Guardian #1</b>	<b>Parent / Guardian #2</b>	
Name _____	Name _____	
Contact Number _____	Contact Number _____	
Contact Email _____	Contact Email _____	
Relationship to Child _____	Relationship to Child _____	
<b>Current Secondary School :</b> _____		
<b>Siblings :</b>		
Name _____	Age _____	School _____
Name _____	Age _____	School _____
<b>Compassionate reasons (if any):</b>		
_____		
_____		
<b>Signed:</b>		

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## Residential address check

### For the enrolment of students in Victorian government schools

When seeking to enrol your child in a Victorian government school, you may be requested to provide supporting documentation. This documentation will assist schools in verifying your permanent residence.

#### Key enrolment information

Your child is guaranteed a place at their designated neighbourhood school. You can find your designated neighbourhood school and school zone at [Findmyschool.vic.gov.au](http://Findmyschool.vic.gov.au)

You can apply for a place at a school that is not your designated neighbourhood school and should be enrolled if the school has enough space.

#### Establishing a child's permanent residence

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

Documents provided as per the 100-point residential address table should match the details recorded on the school enrolment application, including parent's/carer's name and address.

#### Why does the school need to verify my address for enrolment?

Some schools in Victoria are facing enrolment pressure. To ensure every child can attend their local school, schools may request proof of address to verify that you live within their school zone.

This helps to keep our education system fair and equitable and ensures that children who live within the school zone are being prioritised for enrolment.

#### Verification of permanent residence

When assessing your child's enrolment application, schools may make some enquiries to confirm the information provided is correct.

This can include:

- Checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office
- Contacting your real estate agent to confirm lease or contract of sale
- Checking whether there are any regulations/codes limiting the occupancy of rented studio apartments or one-bedroom units.

Your enrolment application may be unsuccessful if the school is not able to verify your address using the documentation provided.

### 100-point residential address check

You may be asked to provide documents to verify your child's permanent residence. Any combination of the following documents 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
<b>1. One of the following</b>		40
1.1	Council rates notice <b>OR</b>	
1.2	Lease agreement through a registered real estate agent or rental board bond receipt	
	<b>OR</b>	
1.3	Exchanged contract of sale	
<b>2. Any of the following</b>		20
2.1	Centrelink payment statement showing home address	
2.2	Electoral roll statement	
<b>3. Any of the following documents</b>		15
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	

*\*up to three months old*

#### Inability to provide evidence of permanent residence

If you are unable to provide proof of permanent address because of your individual circumstances, you are encouraged to seek advice from your local school or a Community Liaison Officer in the [Regional office](#).

#### More information

For more information, contact your local school or visit [Starting school](#).

To find out how your information is protected, visit [Schools' privacy policy](#).

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