

Preamble:

Following discussion between the Department of Education and Gisborne Secondary College, it has been determined that Gisborne Secondary College should restrict its enrolments to the limits imposed by accommodation constraints. Accordingly, DET guidelines have determined that Gisborne Secondary College should service a defined area, called the 'Designated Neighbourhood Area'.

We are your 'Designated Neighbourhood School' if we are the closest school to your residential address, if measured by the shortest practicable route.

Purpose:

This policy aims to ensure that Gisborne Secondary College can:

- enrol eligible students
- maintain enrolment data
- collect data to predict trends about school organizational needs

Implementation:

Gisborne Secondary College will:

- enrol eligible students, who are transitioning from primary school or who are new to the Victorian government education system under the name contained in the documents supporting their admission, primarily their birth certificate.
- collect relevant admission information
- obtain a completed enrolment form
- provide a privacy collection notice with the enrolment form explaining to the parents and student why this information is being collected, what it is used for, where it might be disclosed and how they can access information held about them
- keep copies of sighted documents
- verify changes to student enrolment names
- maintain student details and movements in enrolment history
- keep all information confidential and managed in accordance with the Department's privacy policy and Victorian privacy laws.

Where there are insufficient places at Gisborne Secondary College for all students who seek entry, students are enrolled in the following priority order:

1. Students for whom Gisborne Secondary College is the designated neighbourhood school.
2. Students with a sibling at the same permanent address who are attending Gisborne Secondary College at the same time.
3. Students seeking enrolment on specific curriculum grounds.
4. All other students in order of closeness of their home to Gisborne Secondary College.
5. In exceptional circumstances, compassionate grounds.

To assist Gisborne Secondary College in assessing your child's eligibility for enrolment, please include in your enrolment application original or certified copies of:

- Rental agreements or unconditional contracts of sale

plus a copy of two of the following:

- electoral enrolment confirmation
- council rates notices
- other official documentation that demonstrates permanent residency at that address such as a driver's license or health care card.

Documents should show the same address and parent's/carer's name as recorded on the school enrolment application form.

On request, you may also be required to complete a statutory declaration confirming the student is living in the address provided in the enrolment application and that the arrangement is genuine and intended to be permanent.

Note: Enrolment applications may not be successful if the requested documentation is not provided.

For admission, all applicants must be:

- an Australian citizen, or a student with relevant specified visas
- deemed eligible and approved for enrolment by the Principal or relevant Regional Director.

Regulations establish the minimum and maximum ages for enrolment in government schools. Schooling is compulsory for students aged from 6 – 17 years unless an exemption from attendance has been granted.

At initial enrolment a Victorian Student Number (VSN) is allocated to a student in the name certified in admission documents. When students transfer between schools, the subsequent enrolment is in the name attached to the VSN, unless new legal documentation with an amended name is provided.

General Communication

The Gisborne Secondary College website will provide all the relevant enrolment information. The Gisborne Secondary College office will also have hard copies of all enrolment information

Evaluation

This policy will be reviewed annually (June 2019)