



ENROLMENT POLICY

Rationale:

Moonee Ponds Primary School (MPPS) is committed to providing an efficient process of enrolment that satisfies the Department of Education and Training (DET) guidelines and supports the needs of students, parents/guardians and the school.

Aims:

- To ensure Moonee Ponds Primary School complies with the DET enrolment policy and guidelines.
- To ensure Moonee Ponds Primary School enrolls eligible students, maintains enrolment records and discharges its custodial role.
- To ensure Moonee Ponds Primary School complies with the legislative requirements of the
 - Education and Training Reform Act 2006
 - Privacy and Data Act 2014
 - Public Health and Wellbeing Act 2008
 - Public Health and Wellbeing Regulations 2009
- To manage the enrolment procedures of students wishing to attend the school in an open and transparent way.

Implementation:

Enrolments:

As a school within the Victorian public school sector, our school will comply with all government and department enrolment requirements, including DET enrolment policies.

This includes Department's [Enrolment](#), [Placement](#) and [Admission](#) policies (full links in Resources section).

Eligibility to enrol is subject to living within our designated neighbourhood school zone (see www.findmyschool.vic.gov.au to identify your closest Government school) and must be accompanied by an DET/ MPPS enrolment form, the child's birth certificate and immunisation history statement/ certificate (from the Australian Immunisation Register).

As per DET correspondence, MPPS has an enrolment cap of 375 students.

Priority for allocating places:

DET Enrolment Management Policy entails a specific order of priority for enrolments at both prep/foundation and at other year levels:

1. Students who reside within the designated neighbourhood school zone.
2. Students residing at the same address as an older sibling who is attending the school

Please Note: Guidelines for verifying a permanent address can be found at:

www.education.vic.gov.au/Documents/school/principals/spaq/participation/addressguidelines.docx

If additional places are available within the year level of enrolment – the following criteria applies:

3. Students from outside the designated area, in order of closeness of the home to the school.

4. In exceptional circumstances, students may be enrolled where there are significant extenuating family or individual circumstances. This is at the Principal's discretion.

The Principal will make the decision regarding the eligibility of a student to enrol. Once a student is deemed eligible, one of the following processes will apply as appropriate.

Process for enrolment: Prep/Foundation Year

Students enrolling at Moonee Ponds Primary School as part of the prep/foundation intake:

1. Parents complete and submit the DET/ MPPS 'Confidential Student Information Enrolment Form' as per the Victorian Government requirement.
2. Parents will also be required to provide proof of age (indicating that they will turn 5 years of age by 30th April in their prep/ foundation year), proof of residence (rates notice, rental agreement) and an immunisation history statement/ certificate (from the Australian Immunisation Register) for their child.
3. The school will send out a letter of offer to the parents of eligible students.
4. The student's enrolment is confirmed once the offer is accepted and the school has received written confirmation.
5. Follow the MPPS Enrolment process (see Appendix Two).

Process for enrolment: Mid-Year Enrolments/Other Year Levels

Students enrolling in Moonee Ponds Primary School at other year levels:

1. Parents complete and submit the DET/ MPPS 'Confidential Student Information Enrolment Form' as per the Victorian Government requirement.
2. Parents will also be required to provide proof of age (birth certificate), proof of residence (rates notice, rental agreement) and an immunization history statement/ certificate (from the Australian Immunisation Register) for their child.
3. Follow the MPPS Enrolment process (see Appendix Two).

Process for enrolment: International Students

International students will be enrolled in a manner consistent with the Victorian Government Schools International Student Program. Information regarding the enrolment of overseas students can be obtained from the International Education Division:

Phone: (03) 9637 2990

E-mail: international@edumail.vic.gov.au

Website: <http://www.study.vic.gov.au>

Please Note:

- The Principal/Assistant Principal may contact the Principal of previous schools of all students seeking enrol to discuss the circumstances of the transfer, to seek official school notification and to discuss any academic or matters of health and safety.
- All students and a family member or a caregiver will be interviewed by a senior member of the teaching staff prior to enrolment to ascertain an appropriate year level and learning program.
- The Principal will decide into which class or group the student will be placed.
- An enrolment register will be maintained. The enrolment register will be kept up to date by a dedicated member of the school office staff. Changes to the register will be done on a weekly basis

to reflect current student numbers and movement of students into and out of the school. Student destinations will be tracked.

Other Resources:

Enrolment: www.education.vic.gov.au/school/principals/spag/participation/pages/enrolment.aspx

Placement: www.education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx

Admission: www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.aspx
www.study.vic.gov.au/

www.education.vic.gov.au/Documents/school/principals/spag/participation/addressguidelines.docx

Evaluation:

This policy will be evaluated on a 4 year review cycle.

Key Person responsible for development of the Enrolment Policy: Principal

This policy was last ratified by School Council in....	NOV 2019	
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These guidelines provide principals and schools information on:

- verifying a student's permanent residence for enrolment eligibility
- evidence of permanent residence that may be requested by schools
- enquiries to verify permanent residence that can be made by schools
- steps a school take if they do not accept the address provided
- changes to address after an enrolment offer is made
- students who are unable to provide evidence of permanent residence

Verifying a student's permanent residence for the purpose of enrolment eligibility

Where demand for places exceeds supply at a Victorian government school due to the number of students who seek entry, Department policy on placement of students requires schools to enrol students in accordance with a priority order of placement, subject to any enrolment criteria specified by the Minister or delegate. Please refer to the [Placement](#) policy in the School Policy and Advisory Guide for further information on the priority order of placement.:

<https://www.education.vic.gov.au/school/principals/spag/participation/pages/placement.aspx>

When implementing the priority order of placement, staff may be required to implement measures to verify information provided about the students' permanent residence prior to accepting enrolment applications.

If schools require further information regarding a child's eligibility for schooling, refer to [Admission](#):

<https://www.education.vic.gov.au/school/principals/spag/participation/pages/admission.aspx>

Definition

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.

If the child spends an equal amount of time at two addresses, both addresses will be considered the child's permanent address and the child will be entitled to enrol in the designated neighbourhood school for either address (or any other Victorian government school subject to entry criteria and capacity). The final choice of which school the child ultimately attends rests with the parents/carers or student if they are an adult or mature minor for the purpose of making enrolment decisions.

Evidence of permanent residence that may be requested

To assist schools in verifying a student's permanent residence when assessing enrolment applications, schools may request parents/carers to provide supporting documentation. This process may occur after the parent has submitted an Application for Placement Request, if deemed necessary by the school.

School enrolment information to parents/carers should clearly explain that the documentation is required to confirm that the student is eligible to enrol at the school on the basis that their permanent residence is within the school's designated neighbourhood area.

The school should also clearly communicate to parents/carers applying to enrol, that the enrolment application may not be accepted if the requested information/documentation is not provided.

Alternatively, the school may ask parents to complete a statutory declaration confirming they are living at the address and that the arrangement is genuine and intended to be permanent. Schools may also remind parents/carers that a person who makes a false declaration is liable to the penalties of perjury.

Schools may wish to consider adapting the following content for inclusion in enrolment policies and/or enrolment information provided to parents/carers:

To assist Moonee Ponds Primary School in assessing your child's eligibility for enrolment, please include in your enrolment application original or certified copies of:

1. Rental agreements or unconditional contracts of sale
plus
2. 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.

Optional: 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.

If a school has concerns about the duration of a rental agreement being provided as proof of permanent address, the school should consult with the family to ensure that the school has provided reasonable consideration to the family's living circumstances. For example, it is not acceptable to disregard a rental agreement that is shorter than 12 months from the time of enrolment if this accurately reflects a family's residential circumstances.

[Enquiries to verify permanent residence that can be made](#)

When the student's permanent place of residence is a key enrolment eligibility criterion, schools may be required to make reasonable enquiries to verify permanent address information provided by parents/carers.

To satisfy privacy law requirements, schools should ensure parents/carers applying for enrolment are aware of the enquiries the school may make to verify the information provided about a student's permanent residence.

The school should also clearly communicate to parents/carers applying to enrol, that the enrolment application may not be successful if the school does not accept that the address provided is the genuine permanent residence for the student.

Schools may wish to consider adapting the following content for inclusion in their enrolment policy, enrolment information provided to parents/carers and/or for use on their enrolment application forms.

When assessing enrolment applications, Moonee Ponds Primary School may make the following enquiries to verify the information provided about a student's permanent residence:

- Checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office
- Checking with a real estate agent

- Checking whether the contact landline phone number provided is registered to the residence provided on the enrolment form
- For a rental property which is a studio apartment or a one bedroom unit, checking whether there are any regulations/codes limiting the occupancy of these apartments to one person per apartment.

Note: If, after reasonable enquiries, the Principal does not accept that the address provided on the enrolment application form is the genuine permanent residence of the student, the enrolment application may not be successful.

The Department does not consider home inspections or surveillance to be reasonable forms of enquiry and does not support these practices.

What steps should a school take if they do not accept the address provided on the enrolment application form?

If, after making reasonable enquiries, the school does not accept the address provided on the Application for Placement and subsequent supporting documentation, the school may refuse the enrolment if address is an enrolment eligibility criterion.

The school should ensure reasons are provided to the parent/carer for not accepting the address and ensure the parent/carer is aware that they may appeal this decision to the school's placement committee (if any). The parent/carer may escalate the appeal to the regional director if the matter cannot be resolved at the school level.

Changes to address after an enrolment offer is made

Subject to any changes to Department enrolment policy, if, after a placement offer is made to the student, the student's permanent residence changes or it comes to light that the address provided on the application form was not the genuine permanent residence for the student, a school may only withdraw a placement offer in the following circumstances:

- The placement offer made to the student expressly states that the offer may be withdrawn prior to the first day of attendance¹ if the student's permanent place of residence changes or the school becomes aware that the address provided on the application form was not the genuine permanent residence for the student; and
- The new address is not within the designated neighbourhood area for the school.

Prior to withdrawing an offer of enrolment in the above circumstances, school staff should consider any safety or wellbeing issues relating to the student and should consult with the regional office or the Department's Legal Division.

Students unable to provide evidence of permanent residence

Schools should ensure enrolment practices do not unfairly disadvantage students who are unable to provide proof of permanent address because of their individual circumstances. This is particularly relevant to students experiencing homelessness, family violence or recently arrived immigrants or refugees. In these cases, school staff should seek advice from their regional office before refusing an enrolment application on the basis that the student is unable to provide proof of permanent residence.

¹ Note – this may be subject to change pending further consideration of legislative requirements.

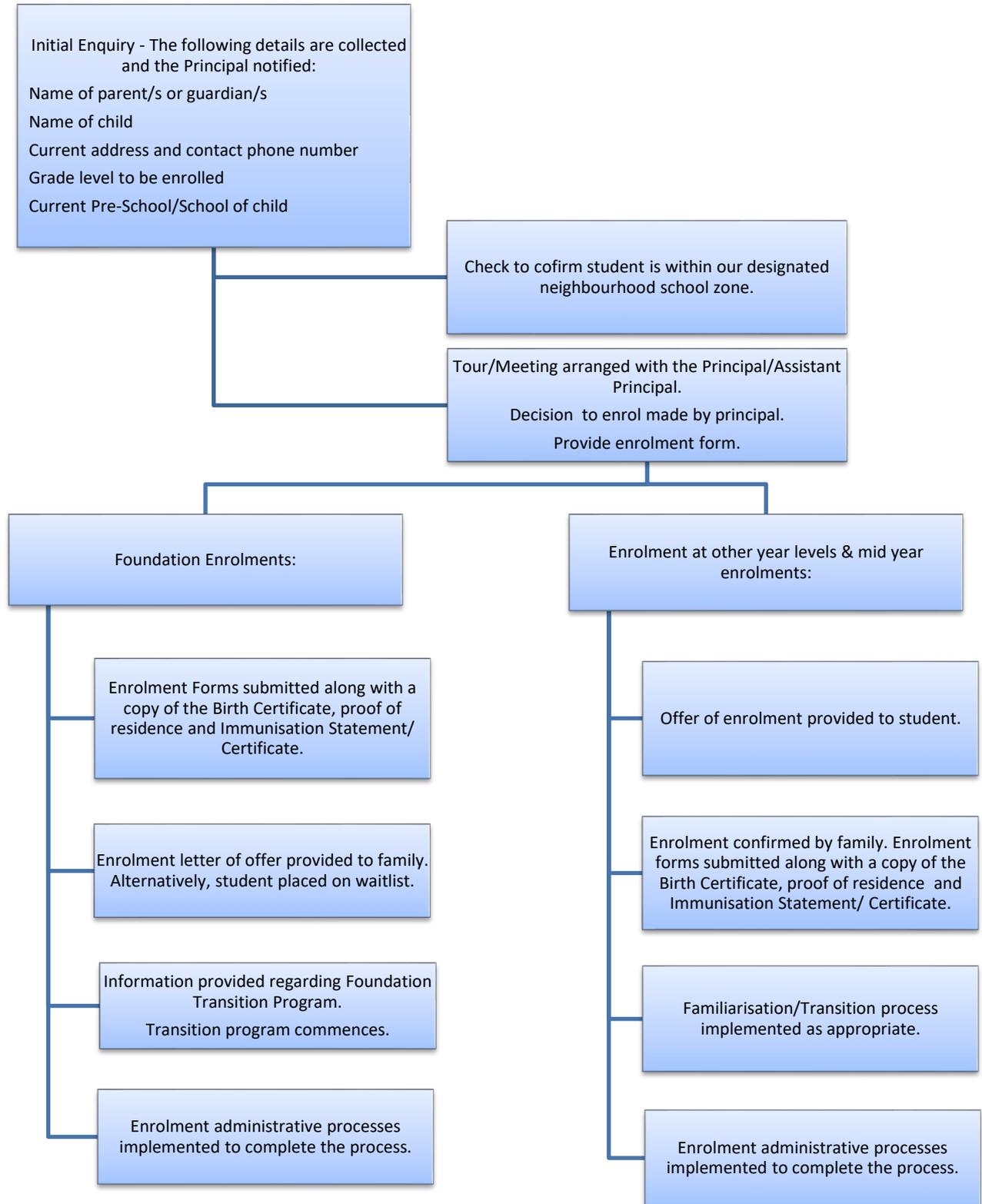
Permanent residence for schools

At a glance

Evidence of permanent residence that can be requested by schools	Enquiries to verify permanent residence that can be made by schools	Actions to verify permanent residence that should <u>not</u> be made by schools
<p>Original or certified copies of:</p> <ul style="list-style-type: none">• rental agreements• council rates notices• electoral roll confirmation• unconditional contracts of sale• other official documentation that demonstrates permanent residency at that address, such as a health care card or driver's licence <p>Original or certified copies of documents should show the same address and parent's/legal guardian's name as recorded on the school enrolment form.</p> <p>Optionally, the school may ask parents to complete a statutory declaration confirming they are living in the address and that the arrangement is intended to be permanent for the duration of the student's attendance at the school.</p>	<ul style="list-style-type: none">• Checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office• Checking whether the contact landline phone number provided is registered to the residence provided on the enrolment form• Checking the details of a lease with a real estate agent• Checking whether there are any regulations/codes limiting the occupancy to one person per apartment	<p>The following actions may pose health and safety risks for school staff and raise privacy concerns.</p> <ul style="list-style-type: none">• Home inspections• Surveillance• Use of a third party to verify an address via home inspection or surveillance

APPENDIX TWO

MPPS ENROLMENT PROCESS



Please Note: International students will be enrolled in a manner consistent with [Victorian Government Schools International Student Program \(See Resources for link\)](#)