Moonee Ponds Primary School
respect • optimism • care • collaboration

ENROLMENT PROCEDURES

Help for non-English speakers
If you need help to understand the information in this policy please contact Moonee Ponds Primary School on 9375 2511.

BACKGROUND:

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

The 2006 Education and Training Reform Act (ETRA) underpins the Department of Education (DE) enrolment policy which can be found at:
https://www2.education.vic.gov.au/pal/enrolment/policy

The policy states that all eligible children and young people have the right to be admitted to their designated neighbourhood government school.

School Context:

Moonee Ponds Primary School is a well-established school located in the inner northwest of Melbourne. The school has a long and proud history and was initially established in 1919. The school is situated on spacious and well-treed grounds that are well appointed with equipment, play and recreation areas. The school is located in the inner northwest of Melbourne and draws students from its local area of Moonee Ponds, Ascot Vale and Brunswick North and West.

PURPOSE:

- To ensure Moonee Ponds Primary School complies with the DE enrolment policy and guidelines.
- To ensure Moonee Ponds Primary School enrols 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
    - Information Privacy Act 2000
    - 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.

POLICY:

Enrolment Management Plan:

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

Eligibility to enrol is subject to living within the MPPS school zone (see appendix one) and must be accompanied by an MPPS enrolment form, proof of residence (see appendix two), the child's birth certificate and immunisation certificate.

Priority Order of Placement:

A student's permanent place of address determines eligibility for enrolment at Moonee Ponds Primary School

Eligible children and young persons have the right to be admitted to their designated neighbourhood government school, regardless of capacity.

In circumstances where schools do not have sufficient accommodation to accept all students who apply from outside their school zone, schools must manage enrolment applications in accordance with the following priority order of placement:

1. students with a sibling at the same permanent address who are attending the school at the same time
2. all other students in order of closeness of their home to the school.

In exceptional circumstances, a student may be enrolled in a school based on compassionate grounds. **This is an overarching consideration and does not form part of the priority order of placement.** Schools are permitted to assess and make a determination for exceptional circumstances on a case-by-case basis.

Schools must ensure that all applicants eligible under a criterion have been offered a place before moving to consideration of the next. All students for whom the school is the designated neighbourhood school are guaranteed enrolment.

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.

If you have any questions regarding the Moonee Ponds Primary School Enrolment Management Plan, please contact the school.

Process for enrolment: Prep/Foundation Year

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

1. Contact our school to book a school tour or to learn more about our school and the enrolment application process.
2. Collect the Foundation (Prep) Enrolment Information Pack from your early childhood service provider or download the pack from Enrolling in Foundation (Prep)
3. **For 'out of zone' enrolments:** Parents complete and submit the Enrolment Application Form. **For 'in zone' or 'out of zone' siblings:** Parents complete and submit DE `Confidential Student Information Enrolment Form' as per the Victorian Government requirement.
4. 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.
5. The school will notify parents of the outcome of applications and will send out a letter of offer to the parents of eligible students.
6. The student's enrolment is confirmed once the offer is accepted, and the school has received written confirmation.
7. Take part in enrolment information, familiarisation, and transition sessions during Term 4.
8. Enrolment administrative processes implemented by school staff to complete the process.

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 DE '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 three).

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 enrolment 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:

Department of Education and Training: Enrolment Policy, Guidance and Resources:
https://www2.education.vic.gov.au/pal/enrolment/policy

Department of Education International Students/Global Learning Program:
http://www.study.vic.gov.au/

Department of Education and Training: Find My School website:
https://www.findmyschool.vic.gov.au

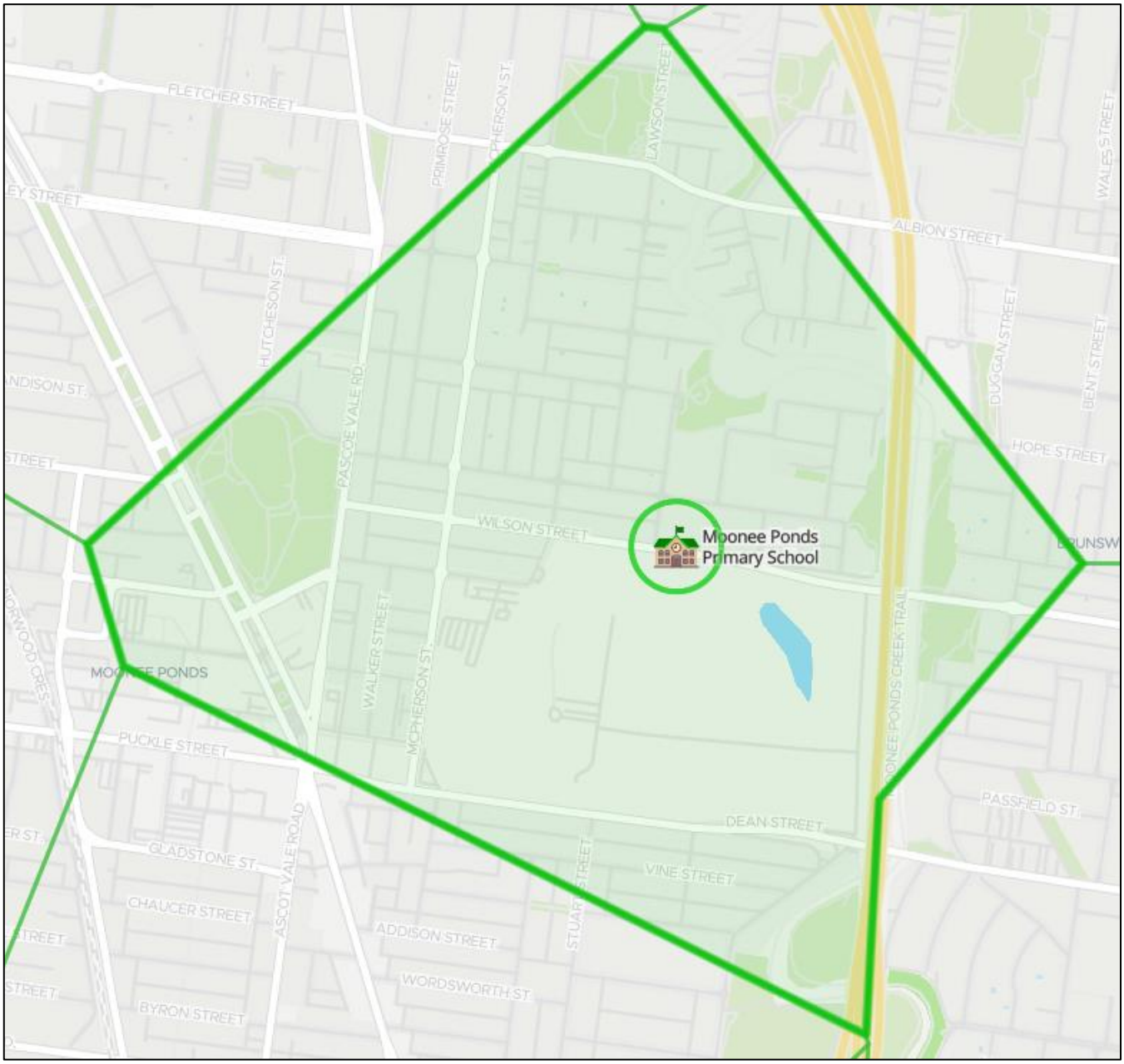
APPENDIX ONE

Moonee Ponds Primary School Zone

The Moonee Ponds Primary School zone has been approved by the Minister for Education and ensures consistency with DE policy and the ETRA legislation regarding closest school.

A student's designated neighbourhood school is generally the school that is nearest the student's permanent address as determined by the school zone.

The website https://www.findmyschool.vic.gov.au provides guidance on which school zone a student's permanent residence is located within.



**MPPS school zone as of APRIL 2026

For further information or clarification please contact Moonee Ponds Primary School on (03) 9375 2511

APPENDIX TWO

Education and Training

PERMANENT ADDRESS

GUIDELINES FOR SCHOOLS

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 attendance[1] 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.

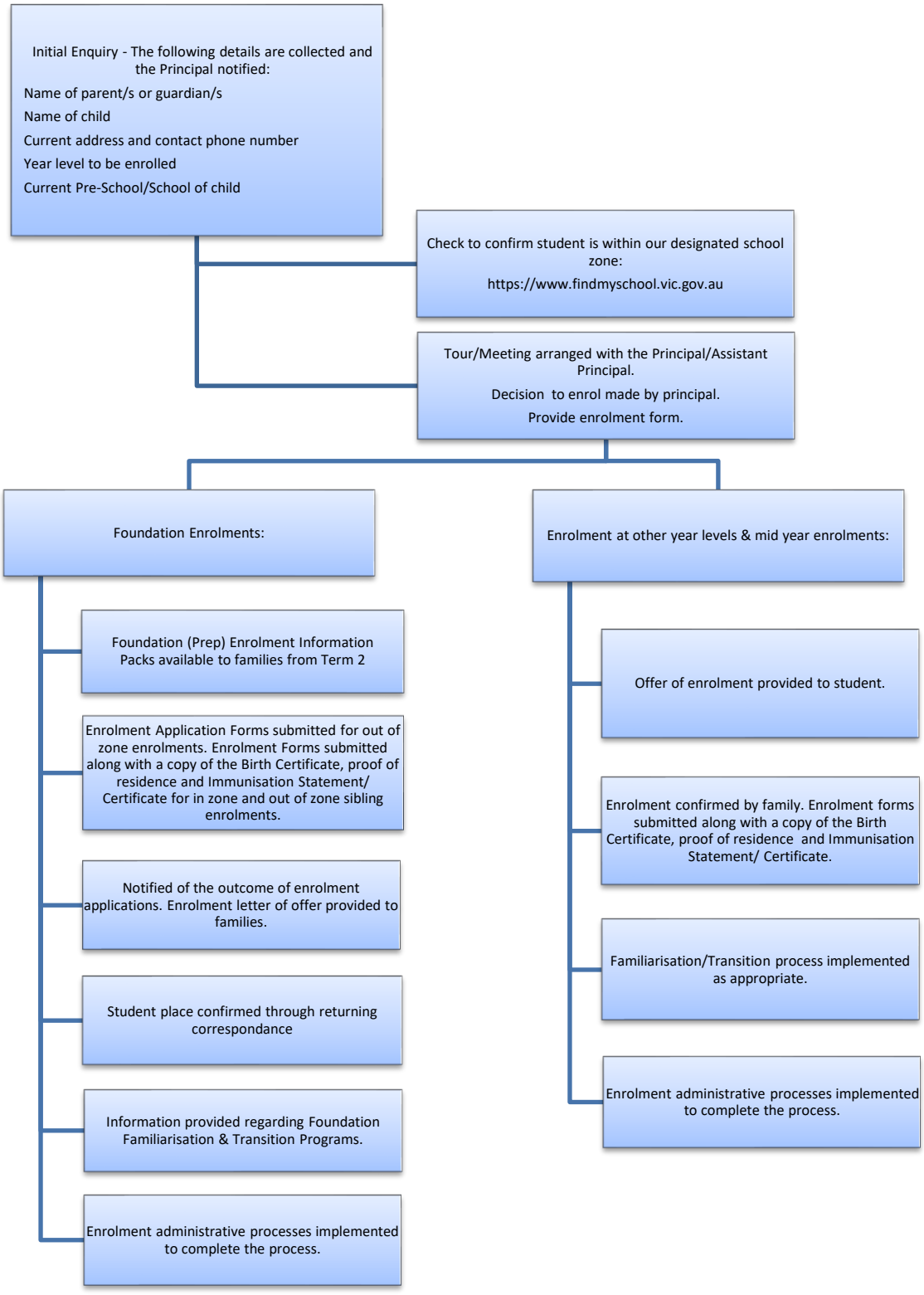
Permanent residence for schools

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
Original or certified copies of: • 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 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. 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.	• 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	The following actions may pose health and safety risks for school staff and raise privacy concerns. • Home inspections • Surveillance • Use of a third party to verify an address via home inspection or surveillance

APPENDIX THREE

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)