

## **East Doncaster Secondary College Enrolment Criteria & Principles**

Families considering moving into the school neighbourhood zone area are strongly advised to contact the College to clarify enrolment options. Enquiries may be directed to [east.doncaster.sc@education.vic.gov.au](mailto:east.doncaster.sc@education.vic.gov.au)

At this time the College has an enrolment ceiling and as such only students who satisfy requirements for us to be their designated neighbourhood school zone are guaranteed entry to the College. Please refer to the information below for clarification of enrolment criteria.

\* The information is current and up to date as of September 2021, and remains so until further notice.

East Doncaster Secondary College is a State Secondary School bound by the Neighbourhood School Zone policy. For families seeking enrolment into the College the following guiding principles underpin the policy and the College's enrolment process and requirements.

»To provide each child with the right to a place in a neighbourhood school zone.  
[www.findmyschool.vic.gov.au](http://www.findmyschool.vic.gov.au) . This website hosts the most up-to-date information about Victorian school zones. Information on this site is updated in Term 1 each year, ready for the Year 6 to 7 transition period. To visit the site, see: [www.findmyschool.vic.gov.au](http://www.findmyschool.vic.gov.au) If you have a question about school zones call the VSBA Hotline on 1800 896 950 or email

» Wherever practical, to provide parents with the opportunity to enrol their child in the same school as that being attended by an older brother or sister who resides permanently at the same address.

» To contain enrolments in each school within the limits of available resources.

### **EDSC School Zone**

The EDSC School Zone can be checked at [findmyschool.vic.gov.au](http://findmyschool.vic.gov.au). East Doncaster Secondary College has an enrolment ceiling which means the school may only be able to take a specific number of enrolments each year in order to manage our overall enrolment numbers.

### **DET Priority order of placement**

Students are considered for enrolment in the following priority order:

1. Students for whom the school is the designated neighbourhood school.
2. Students with a sibling at the same permanent address who are attending the school at the same time.
3. Where the Regional Director has restricted the enrolment, students who reside nearest the school.
4. Students seeking enrolment on specific curriculum grounds.
5. All other students in order of closeness of their home to the school.

» New enrolments may be accepted where proof of residency within the neighbourhood zone is established.

» An enrolling student will live permanently with his or her parent(s). [1]

» Applications to transfer from neighbouring schools on residential criteria may not be granted once the school year has commenced.

» The College should be contacted before accommodation arrangements in the school neighbourhood zone are finalised to clarify if the property is in the neighbourhood area and that the College has available spaces.

» The College does not offer short term enrolments.

### **Proof of Address**

**One of the following (Owner Occupier)** - Property documents (Contract of Sale) must be under the parent's name, or Council Rates notice for current year (Owner Occupier) showing owner/occupier status.

Or

**One of the following (Tennant)** - Lease documents must be under the parent's name. The minimum leasing arrangement is 12 months **through a Registered Estate Agent** and must be concurrent to the year of enrolment.

**And three further** supporting documents from the list below (copies provided and originals sighted/or certified copies)

- Utilities Accounts or connection notices – Gas, Electricity, Water for the current period
- Electoral roll confirmation (Citizens Only – through the Australian Electoral Commission or the Victorian Electoral Commission)
- Driver's licence
- Health Care Card

» Proof of residency must be determined before the enrolment process can begin. It is the responsibility of the parent to demonstrate to the College's satisfaction evidence of their ongoing and permanent residence within the school zone. Families are required to present documentation that proves they are living in the property. [1]

» When assessing enrolment applications, East Doncaster Secondary College may make the following enquiries to verify the information provided about a student's permanent residence:

- 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.
- Checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office
- Checking whether the contact landline phone number or utilities provided is registered to the residence provided on the enrolment form
- Checking the details of a lease with a real estate agent [2]

» Students who have a permanent residential address within the school neighbourhood area are to maintain accurate updated student, family and residency records.[3]

» Sibling applications, whilst being given a high priority, may not be granted if the family resides outside the neighbourhood zone. Where this placement has been allocated under the 'Sibling Claim' provision, if circumstances change and your child's sibling(s) will no longer be attending East Doncaster Secondary College at the time of enrolment, you will no longer be eligible for this placement offer.

» Where the student is coming from an English Language Centre, East Doncaster Secondary College will complete an English assessment to determine the readiness for enrolment. If the student is deemed not ready the College will support the student to enrol in further intensive learning of English.

N.B. In a limited number of cases students may be enrolled on compassionate grounds where there are significant family or individual circumstances. This decision is entirely at the discretion of the Principal.

#### **Notes: -**

[1] **Staying with a relative or friend does not qualify as "permanent" residence.** Guardianship is not a criterion for enrolment unless supported by the relevant papers endorsed by the Family Law Court.

[2] Permanent residential address will be considered to be the primary property (owned/mortgaged) over a leased property within the College's neighbourhood area. Documentation must be provided on investment properties as part of the enrolment process. Short term or temporary accommodation is not considered as a permanent residential address.

[3] It is the family's responsibility to immediately notify the College if details change during an enrolment period and/or when details change after the student has commenced at the school.

### **Residential Residency in Designated School Zone**

It is an expectation that a family will remain permanent residents within the designated school zone for the duration of their child's education at East Doncaster Secondary College. Parents are advised to contact the College when changing their residential address.

If at any stage prior to the start of your child's enrolment your permanent residential address changes, you are required to notify the College immediately. If this placement was offered based on your address being within the school zone at a school that is facing enrolment pressures, it will be withdrawn. This is in line with the Department's Placement Policy. Please check the Guidance for Enrolment in a Victorian Government School for more information if your address changes before the first day of school:

[www2.education.vic.gov.au/pal/enrolment/guidance/placement-policy](http://www2.education.vic.gov.au/pal/enrolment/guidance/placement-policy)

### **Enrolment constraints**

Firstly the College continues to experience growth in its school population. The increase in numbers has been particularly exacerbated by the number of families moving into the school neighbourhood zone as well as the increase in the number of rental properties.

Secondly, the College has recently completed its Sports Centre development project and its Performing Arts Centre but has limited space for enrolment growth. It is unlikely that there will be a further increase in teaching and learning spaces at this time.

### **Other required documentation:**

- Proof of immunisation – immunisation certificate/doctors certificate show current immunisation status.
- Confirmation of Student Identity - the child's legal name should be obtained from official documentation as appropriate – including a student's birth certificate, Student's passport, travel documents or other official document such as a court or adoption report. **Originals must be sighted, and copies provided.**
- Where a student is born overseas copies and originals of the student's birth certificate, student's and parent's current passport and visa must be provided. **Originals must be sighted, and copies provided. Electronic Visas must be accompanied by a current Visa Entitlement Verification online report (VEVO)**
- Where a student is transferring from another Victorian School, the VSN (Victorian Student Number) must be provided on the enrolment form. This number can be obtained from the student's current school.
- School reports – Coordinators require the most recent school reports and transcripts from the previous school. Please ensure that you have copies of the most recent full school reports and reports from the current and previous year for this interview. (two years minimum reports to be provided)
- **School Reports (Overseas Schooling) - Students who have attended school overseas must provide full academic transcripts. All reports from all years of schooling overseas. These reports are to be accompanied by an official letter from all schools attended stating what main language the curriculum was delivered in. Original reports must be translated and certified.**

Questions can be directed to the general office by phone on 9842 2244, select option 2 or email [east.doncaster.sc@education.vic.gov.au](mailto:east.doncaster.sc@education.vic.gov.au)

For further information regarding enrolling your child in to a government school please go to <https://www2.education.vic.gov.au/pal/enrolment/policy>