

Enrolment Criteria and Principles

Families considering moving into the school neighbourhood zone area are strongly advised to read the [Enrolment Information](#) on our website: www.eastdonsc.vic.edu.au and visit www.findmyschool.vic.gov.au/ to verify your designated school zone.

East Doncaster Secondary College is a State Government Secondary School bound by the Designated Neighbourhood School Zone policy. At this time the 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.

Grade 6 to Year 7 Enrolments

The placement of Grade 6 students into Year 7 is a process controlled by the North Eastern Victoria Region of the Department of Education and Training. **“Application for Year 7 Placement” forms are distributed by the student’s primary school which then contacts the College on behalf of the parent regarding the Year 7 placement.** These placement forms are distributed by the primary school in Term 2 and confirmed placements are offered in Term 3. Parents are notified by their primary school of due dates and timelines.

East Doncaster Secondary College Enrolment Management Plan

Our school receives a large volume of enrolment requests every year and under instruction from the Department we have implemented an **enrolment management plan**. This means that enrolment numbers are restricted.

The approved entry criteria for East Doncaster Secondary College for the 2024 school year are:

- Students who live within the school zone
- Students with a sibling attending the school at the same time (priority 1 of the priority order of placement)

Students seeking placement in Year 7 must meet one of the above criteria to be eligible for enrolment in 2024. Students seeking enrolment in other year levels continue to be subject to the Placement Policy.

Year 8 to 12 Enrolments

Priority order of placement

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.

Further information may be found at [DET Placement Policy](#)

Residential Residency in Designated Zoned School

Students residing in the East Doncaster Secondary College zone are guaranteed a place at our school, which is determined on the basis of your permanent residential address. The Department provides guidance through the [Placement Policy](#) to ensure that students have access to their designated neighbourhood school and the freedom to choose other schools, subject to facility limitations.

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.

East Doncaster Secondary College school zone is available on 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. If you have a question about school zones call the VSBA Hotline on 1800 896 950 or email: ysba@education.vic.gov.au

Please note:

- New enrolments may be accepted where proof of residency within the neighbourhood zone is established, with documentation as listed below.
- 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: <https://www2.education.vic.gov.au/pal/enrolment/policy>
- 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.
- An enrolling student will live permanently with their parent(s). 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.
- Applications to transfer from neighbouring schools on residential criteria may not be granted once the school year has commenced.
- Applications for students turning 18 in the year of enrolment may not be granted once the school year has commenced. <https://www2.education.vic.gov.au/pal/enrolment/guidance/school-age-requirements>
- The College does not offer short term enrolments.
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For proof of residency, we will require the following: Documents Showing Permanent Residence. Copies must be provided.

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
1. One of the following: 1.1 Council rates notice OR 1.2 Current lease agreement through a registered real estate agent – minimum 12-month lease concurrent with the year of enrolment OR 1.3 Exchanged contract of sale	40
2. Any of the following: 2.1 Centrelink payment statement showing home address* OR 2.2 Electoral roll statement*	20 each
3. Any of the following documents: 3.1 Electricity bill showing the service address* 3.2 Gas bill showing the service address* 3.3 Water bill showing the service address* 3.4 Telephone or internet bill showing the service address* 3.5 Driver's licence or government issued ID showing current home address* 3.6 Home building or home contents insurance showing the service address* 3.7 Motor vehicle registration showing home address*	15 each

***up to 3 months old**

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.

Other required documentation (Originals must be sighted, and copies provided, or certified copies accepted):

- 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 and, student's passport, travel documents or other official document such as a court or adoption report.
- 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)
- **Where a student is born overseas:**
 - Birth certificate
 - Student's current passport
 - Parent's current passport
 - Visa must be provided
 - Electronic Visas must be accompanied by a current Visa Entitlement Verification online report (VEVO)
 - Those on a bridging visa must provide previous visa, bridging visa grant notice, new visa application and a current VEVO report.
- **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.**

Provision for Newly Arrived Students – The Principal or Enrolment Officer must inform parents or carers of eligible English as an Additional Language (EAL) students who are newly arrived in Australia, that they may enrol in an English language school or centre. This must be done before Principal or Enrolment Officer enrolls the student in their school. An enrolment offer may be subject to a newly arrived student completing a semester at an English language school or centre. <https://www2.education.vic.gov.au/pal/eal-provision/policy>

Where the student is coming from an English language school or 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.

Enrolment enquiries can be directed to the Enrolments Officer via email at enrolment@eastdonsc.vic.edu.au
For further information regarding enrolling your child into a government school please go to <https://www2.education.vic.gov.au/pal/enrolment/policy>

This information as of current from April 2023