

ENROLMENT POLICY



Williamstown High School

Updated in 2020

Enrolment Policy

1. Rationale

There is currently a high demand for enrolment at Williamstown High School, and not all those who seek enrolment can be accommodated. It is important that decisions about enrolment are guided by processes that are consistent, fair and transparent.

2. Purpose

To ensure clarity and transparency in the process of admission to and enrolment at Williamstown High School (WHS).

3. Implementation

The eligibility of a student to enrol in WHS (as a Victorian Government School) is determined by the student's age, course of study and residential status. Students who have Australian Permanent Residency or are deemed equivalent to Australian residents are eligible for enrolment in Victorian Government Schools.

The Department of Education and Training (DET) has determined the enrolment priorities for all government schools. Williamstown High School adheres to these priorities and enrolment positions will be offered according to the following:

1. Students for whom Williamstown High School is the nearest designated school.
2. Students with a sibling at the same permanent address who are attending the school at the same time.
3. Students seeking enrolment on specific curriculum grounds.
4. All other students in order of closeness of their home to the school.
5. In exceptional circumstances, compassionate grounds. (This is an overarching consideration and is not part of the priority order of placement).

The permanent residential address is defined as where the student is living with their own family. It does not include staying with another relative, friend or a business address.

findmyschool.vic.gov.au is available to search for local government schools. This is the official and most up to date school zones map.

In the case of current Grade 6 student this will be the address on their current school records unless documentation substantiating another address is provided. Documentary evidence to support claims of a residential address inside or close to the designated neighbourhood area will be required. This may include, along with the 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 and guardian's name as recorded on the school enrolment application form.

Optional: On request, families 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.

If concerns are had about the duration of a rental agreement being provided as proof of permanent address, we will consult with the family to ensure that the school has provided reasonable consideration to the family's living circumstances.

When assessing enrolment applications, Williamstown High 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.

For enrolment into VCE and VCAL, living in the designated neighbourhood area or completing a successful enrolment application does not guarantee VCE or VET subject choices. Many VCE and VET subjects are filled by students currently enrolled at the school and therefore are not available to new enrolments.

Williamstown High School is accredited by the Department of Education to provide education for International Students and accepts International students into the senior campus. Applications for enrolment must be made through the International Education Division.

The school welcomes exchange students from many parts of the world and has supported our own students with successfully participating in exchanges to other countries. Exchange students must be sponsored by a registered international exchange organisation. In all cases, it should be noted that submissions of an “Application for Enrolment” form does not guarantee a place being available.

The student can only begin studies at WHS upon:

1. The completion by a parent or guardian (or self if 18 years old) of an enrolment form, which must include:
 - Date of birth
 - Names and addresses of the student and enrolling parent or guardian
 - Details of medical and other conditions that may require special consideration
 - Accurate emergency telephone numbers, including a nominated doctor
 - The name of previous school and the student’s current year level, where students transfer from another school.
 - Parent or guardian signature.
2. Provision by the parent or guardian of proof of date of birth such as birth certificate or passport, or where this is not able to be produced, an unofficial document, such as a doctor’s note attesting to a child’s age.

4. Evaluation and review

Review and Monitoring of Policy:

- This policy will be monitored by the Principal and Administration team
- The policy will be reviewed as part of the school’s three year review cycle.

5. Definitions & references

- Education and Training Reform Act 2006
<https://www.education.vic.gov.au/about/department/legislation/Pages/act2006.aspx>
- Privacy Act
<https://www.humanrightscommission.vic.gov.au/home/about-us/privacy>
- Public Health and Wellbeing Act 2008
<https://www.legislation.vic.gov.au/in-force/acts/public-health-and-wellbeing-act-2008/040>
- Public Health and Wellbeing Regulations 2009
<https://www2.health.vic.gov.au/public-health/infectious-diseases/head-lice/regulations>
- Permanent Address – Placement Policy - DET Guidelines for Schools
<https://www.education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx>

6. Consultative process

- Subcommittee (Ed pol) of school council requested review of current policy.
- Bayview Principal updated policy in line with departmental requirements

Ratification: This policy was tabled and minuted by school council and amended in 2020