

STUDENT ENROLMENT & PLACEMENT POLICY

RATIONALE

St Albans Primary School is committed to providing student access to their Designated Neighbourhood Area (DNA) School and the freedom to choose other schools subject to facility limitations and equitable, consistent, transparent and accountable application of placement criteria, i.e. correct implementation of government policy.

The outcome of implementing these protocols across ALL schools in the Keilor/ St Albans network will ensure that all schools are viable, thriving and able to provide the best quality education for all students.

SCOPE

School age students in the St Albans area are entitled to attend a government school in their DNA to ensure they are provided with the best quality education.

POLICY

Eligible children have the right to be placed in their Designated Neighbourhood Area (DNA) School. If SAPS is not a child's DNA school, they may still enrol if SAPS is not at enrolment capacity in the child's year level.

Designated Neighbourhood Area (DNA) School

The DNA school is the school that is nearest to the student's permanent residence, unless the DET Regional Director:

- Needs to restrict new enrolments at the school due to pressure on enrolment capacity: and therefore
- Has designated the neighbourhood zone for the school

The measure of the nearest school (notwithstanding if a neighbourhood zone has been put into place) is determined as follows:

- If the student resides in the metropolitan region, Ballarat, Bendigo or Geelong, then the nearest school is measured by a straight line from the student's residence.
- For any other area is the shortest practical route.

Priority Order of Placement

When the number of enrolment applications exceeds the number of places available and enrolment capacity has been reached, as agreed with DET, students are enrolled in the following priority order:

1. Students for whom the school is the DNA 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 (only applies to the deaf facility, senior secondary programs, language continuity and other select entry schools only).
4. All other students in order of closeness of their home to the school.

In exceptional circumstances, student who can demonstrate compassionate grounds may be enrolled upon agreement of the principal.

Appeals

Any appeals by parents/guardians against a school's decision not to provide a year 7 placement are:

- Considered by the principal at the preferred school; and
- Escalated to the DET Regional Director when it cannot be resolved by the preferred school.

Appeals are considered based on the priority order of placement.

Keilor/ St Albans agreed protocols in relation to student enrolments:

New Foundation Enrolments

The legislation states that an eligible child of compulsory school age (4 years and 8 months) is entitled to be enrolled at his or her DNA school.

At various stages throughout the year, SAPS is to provide information to prospective Foundation parents about the school, and ensure that parents have a clear understanding of their eligibility to attend their DNA school. SAPS must also inform parents of students with identified learning needs of their options for an alternative setting that may be able to provide for their child, e.g. Jackson School, Sunshine SDS, Western Autistic School, Western English Language Centre, St Albans East PS Deaf Facility, Furlong Park School for Deaf Children etc. The parent is still able/eligible to enrol their child at their local DNA school and these alternative settings are presented as other options for the parent to consider.

Year 6 to 7 Enrolments

The guidelines and processes regarding year 6 to 7 enrolments are provided to schools by the Region/DET.

Parents with students in Year 6 who are attending a Government primary school in the Keilor/St Albans network will receive the relevant documentation through their Transition Coordinator at their primary school. The forms, which are issued by the DET, are to be filled out and returned back to the primary school by the specified date. The forms will then be forwarded to the 1st listed preferred secondary college. It would also be suggested that primary schools inform their parents of the capacity of the secondary schools in the area, and that listing their DNA school on the preference form is recommended to ensure a secondary placement. Parents will also have the ability to refer to secondary college's websites to see the DNA maps to locate their residential address for further information.

Parents with students in Year 6 attending a Catholic primary school or independent primary school should contact the secondary school directly and request an enrolment form. When complete, the form should be returned to the secondary college by the specified date.

Transfers Made from One Government School to Another

When an inquiry regarding a transfer is made from one government primary school to another, the principal receiving the inquiry is to make contact with the principal where the student/s is currently enrolled. No enrolment forms should be given to the parents until both principals have agreed to this

transfer. Parents making the inquiry are to be informed of the DET policy in relation to the approval of transfers, i.e.:

- The transfer is sought at the commencement of the school year or term 3 (unless compelling compassionate grounds exist and are accepted);
- The transfer is requested by a parent/guardian and the principal of each school involved supports the request.

When both principals are discussing the enquiry, they will discuss in detail the individual needs of the student to assist with the deliberation and decision of a possible transfer.

As per the DET Student Transfer Policy, when a transfer occurs the school must ensure transfer notes and relevant documentation are provided and received for the student transferring.

The SSS Network Coordinator is to be contacted if additional supports need to be put into place via the SSS team.

Schools must avoid practices that force or encourage students to transfer or withdraw from school; except when the student is expelled. Schools must also not restrict entry to the school to eligible students.

School principals are also required to approve transfers when:

- The student residence changes and is now closer to a different Government school (where requested);
- The transfer is sought from an Australian school outside the state system;
- The transfer is sought at the commencement of the school year or term 3 without the reorganisation of the existing school program;
- The transfer is requested (other than in those instances cited above) by a parent/guardian and the principal of each school supports the request;
- A student is expelled from a school (for students of compulsory school age, the principal of the school from which the student has been expelled is responsible for ensuring enrolment in another school or registered training organisation; in consultation with the Region).

For all other transfers where the parent appeals against the principal's decision to not enrol:

- The transferring principal makes recommendations to the Area Executive Director;
- The Area Executive Director determines approval.

Out of Home Care Student Enrolments

As per the Partnering Agreement between DET, DHHS, Catholic and Independent schools, it is important that students who reside in the DNA are enrolled at their local primary school within a 24 hour timeframe.

Due to the individual needs of students in out of home care it is important that relevant parties (Lookout team, Student Support Services team, school team, DHHS staff or case contracted agency staff, etc.) involved meet (where practical) prior to the student attending the school to ensure that relevant information and a solid transition plan and supports are in place to ensure the best outcome for the student. A plan to start primary school as soon as possible will also be developed to support the smooth transition for the student and success of the placement.

For more information, see Further Information and Resources.

International Student Enrolment

International students wishing to enrol at SAPS can receive general information from the school, however it is required that the school contacts DET's International Education Division to gain more guidance around this process.

SAPS cannot enrol international students wishing to transfer from another school (prior to the student completing six months of the course of study) without a release letter issued by the original school. DET's International Education Division will facilitate this process.

For more information, see Further Information and Resources.

Flexible Learning Options (eg. alternative/complimentary settings)

Potential enrolments for students to participate in Flexible Learning Options are to be discussed with SSS Network Coordinator and/or relevant Regional staff, i.e. Tina Brooks (Manager – Health, Wellbeing and Specialist Services), Kristi Vorbach (Youth Programs Officer). It is the responsibility of the principal to facilitate the placement and liaise with the relevant staff to support a smooth transition for the student. In some cases, the school may require the Regional Director's approval to exit the school to attend a program, and in this case, it is still the school's responsibility to ensure that the student is connected to the program or offers placement back at the school if the program has not been successful for the student.

Western English Language School (WELS)

WELS St Albans Outpost, takes referrals from local primary schools for newly arrived students to access the 'New Arrivals Program'.

Principals can make referrals to the program after the student has been enrolled in their DNA school.

To be eligible for the program:

- Prep students must have arrived in Australia within the last 18 months.
- Year 1 – 6 students must have arrived in Australia within the last 6 months.

Expulsion or Special Considerations for Enrolment (Primary)

If a student from SAPS is expelled or a student requires placement for specific reasons, the SSS network coordinator will facilitate a meeting with relevant principals to discuss placement and transition plans. The SSS network coordinator will contact the family to offer extra support, link the family into external agencies as required and allocate a SSS officer to support the student, family and receiving school to ensure a positive transition.

FURTHER INFORMATION AND RESOURCES

Designated Neighbourhood Area (DNA) School information:

www.education.vic.gov.au/school/principals/spag/Pages/azindexe.aspx

Out of Home Care, Ian Wren, Principal, Phone 8397 0300 or lookout.swv@edumail.vic.gov.au

International Student enrolment:

<http://www.study.vic.gov.au/en/Pages/default.aspx>

<http://www.education.vic.gov.au/school/principals/spag/curriculum/pages/program.aspx>

REVIEW CYCLE

This policy will be reviewed as part of the school's four year review cycle.

DOCUMENT STATUS

Reviewed	School Council Ratification	Next Review
School Council Meeting	October, 2018	October, 2022