



ENROLMENT POLICY

Background

All Victorian government schools are required to comply with the Placement Policy except those schools where the Minister has approved specific entry criteria (outlined below). The Placement Policy applies to the placement of students at all year levels, from Prep to Year12. Single-sex government schools are required to follow the Placement Policy, noting that only students of the requisite gender are eligible to apply

Rationale

Transition from primary to secondary school can be both a challenging and an exciting time for both students and parents. Primary students commencing secondary school are required to cope with a very different environment. It is our responsibility to make this transition as enjoyable and trouble free as possible.

Categories of schools with specific entry criteria:

- Select entry high schools
- Special development schools
- English Language Schools and Centres
- Camp and outdoor schools
- Hospital schools and teaching units
- Distance schools
- Community/alternative schools
- Individual schools with entry criteria as approved by the Minister.

Aim

To provide a smooth and efficient transition from primary to secondary school with additional support provided to those who require it.

Definitions

Neighbourhood School

In Victoria, children of compulsory school age are entitled to be enrolled at their designated neighbourhood school. The designated neighbourhood school is generally the government school within closest proximity to the student's permanent residential address, unless the Minister or their delegate (such as the Regional Director) has restricted the zone of a school. In such cases, a child's designated neighbourhood school may not be their nearest school.

Implementation

The Regional Director has the authority to effect placement of any student. Victoria's transition program that results in the annual placement of Year 7 students into government schools is coordinated by the Regional Directors of each region. A 'transition' timeline is provided each year, placing mandated requirements that Principals must undertake in accordance to such timelines.

Eligible children and young persons have the right to be admitted to their designated neighbourhood government 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.

Alkira Secondary College is a zoned school and this is supported by the regional director. The College zone is available to view via the website Findmyschool.vic.gov.au as this site provides guidance on which school zone a student's permanent residence is located within.

You can find more information and answers to frequently asked questions on the Department's website under [school zones](#).

Alkira Secondary College transition program involves numerous opportunities throughout the year for its local community to come and see what the College has to offer. The annual Open Night, generally held in Term 1, provides an opportunity for local community to walk through and see what the College has to offer.

Alkira Secondary College transition program also provides students in the top end of local Feeder Primary Schools to visit for a day and have a hands on experience of life as a Secondary School student.

The College also offers tour for those new to the area and these are generally run by the College Enrolment Officer.

Year 7 to Year 12 Transition Process

At Alkira Secondary College the Home Group Teacher plays an important role along with the Heads of House and the Pathways Team in supporting the transition of all students from one year to the next.

Alkira Secondary College has a vibrant careers and Pathways Team that work across the College and broader community to support students in their knowledge of potential pathways. At certain year levels there are formal pathways Programs and experiences, but careers and Pathways curriculum is undertaken at all Year Levels through our Pastoral Care program.

The Positive Climate for Learning Team, which includes the Heads of House and the Wellbeing Team supports the transition process balancing up the wellbeing and emotional needs of students from year to year as well as identifying areas where students need further support and direction.

Year 6 to Year 7 Transition Process

At Alkira Secondary College we have an appointed member of staff coordinate our Grade 6 to Year 7 transition program. This Transition Coordinator ensures that the process relation to transition from children from Primary School to Secondary School complies with Department Guidelines and follows the advertised transition timeline.

An annual information evening for prospective students and parents will be organised prior to enrolment week so that parents and students can experience our facilities and programs. The Transition Coordinator will communicate with coordinators of other secondary and primary schools to arrange an Open Day where primary students and their family members have the opportunity to visit each secondary school in an organised manner before enrolment week.

Parents wishing to make personal appointments with the Transition Coordinator to discuss their child's potential enrolment at a school will be accommodated.

After enrolment week, all enrolments will be considered by the Regional Office and any local zoning arrangements or rules relating to preferences etc. will be applied.

Note: Alkira currently has restricted zone rules that apply

After the College receives confirmation of the potential new Year 7 enrolments from the Regional Office the College then communicates with each feeder primary school to confirm with them the names of students who have enrolled at our College. Information will be sought regarding academic, behavioural and social performance.

Alkira Secondary College participates in the State wide Orientation Day, held in December. This is usually preceded by the College having an information night for all parents, students and guardians of the following year. All parents will receive detailed information packages about our College - including book lists, fees etc.

Alkira Secondary College is committed to pro-actively and systematically identifying and assessing risks to student safety across our entire school environment and reducing or eliminating (where possible) all potential sources of harm. This is integral within our transition processes.

Alkira Secondary College Transition Coordinator and key Wellbeing Staff will make appointments from the designated Transition Coordinator of the feeder primary schools from which each child is enrolled to discuss transition support needed plus other key wellbeing information e.g. funded students, OOH students etc. Meetings may also be arranged with the enrolling students Grade Teacher and at times their Parent/Guardian.

To meet Child Safety Standards, the Alkira Secondary College Transition Coordinator and key Wellbeing Staff also liaise with the feeder Primary Schools to ensure strategies are developed consistently, rigorously reviewed and adjusted to meet legislative needs.

Pro-active discussions with transition co-ordinators will assist in our ability to:

- Support and respect all children, as well as our staff and volunteers.
- Actively working towards listening to and empowering children.
- Creating collaborative systems to protect children from abuse; having mechanisms in place to ensure consistency in line with school, DET and DHHS protocols.
- Promoting cultural safety and safe learning environments for Aboriginal children, the disabled and children from culturally / linguistically diverse backgrounds.
- Empowering and providing an inclusive environment for Aboriginal children, the disabled and children from culturally / linguistically diverse backgrounds.

Further Information

Departments Placement Policy

<https://www.education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx>

Department Information on Enrolment

<https://www.education.vic.gov.au/school/principals/spag/participation/pages/enrolment.aspx>

Department information on Admission

<https://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.aspx>

Exemption from School Attendance or Enrolment Policy

<https://www.education.vic.gov.au/school/principals/spag/participation/Pages/attendanceexemption.aspx>

REVIEW CYCLE AND EVALUATION

This policy was last updated on April 2020 and is scheduled for review April 2024.