



HUME CENTRAL SECONDARY COLLEGE STUDENT ENROLMENT POLICY

PURPOSE

Hume Central Secondary College's enrolment policy is based on the Education and Training Reform Act 2006 which states that:

- Schooling is compulsory for students aged between 6 and 17 years unless an exemption from attendance has been granted. This applies to all schools including mainstream, specialist, and government English language schools or centres.
- Every Victorian student has a legislated right to enrol at their designated neighbourhood school (section 2.2.13) and may be enrolled at another school subject to sufficient accommodation (section 2.2.14).

The enrolment process is a formal agreement by the school to enrol the student, and a corresponding agreement by the student and parents/carers to respect and abide by the values and philosophy of the College and to adhere to expectations contained in school policies.

SCOPE

Hume Central Secondary College will accept enrolment applications from appropriately aged prospective students where families reside at a permanent residence within the school zone.

PERMANENT RESIDENCE

The student must live permanently with their parent/guardian at this address. A permanent residence does not include:

- Staying with a relative or friend
- Owning a business in the area
- Financial interest in a property in the area

All families applying under the designated neighbourhood school category are required to demonstrate permanent residency with the following evidence.

Original or certified copies of:

- Rental agreements or unconditional contracts of sale
- A copy of two of the following documents
 - Electoral enrolment confirmation
 - Council rates notice
 - Other official documentation that demonstrates permanent residency at the address such as a drivers licence or Health Care Card.

N.B. Staying with a relative or friend does not qualify you as "a resident"

IS HUME CENTRAL SECONDARY COLLEGE YOUR NEAREST GOVERNMENT SCHOOL?

Parents/carers of prospective students are advised to check the Department of Education (DET) school zone map at findmyschool.vic.gov.au to find out if their home is in the Hume Central Secondary College zone.

PRIORITY ORDER OF PLACEMENT

In circumstances when the College may not be able to accept all applications due to existing or future capacity concerns, the College will manage enrolment applications in accordance with the following priority order of placement:

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.

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. Schools are permitted to assess and make a determination for exceptional circumstances applications on a case-by-case basis.



ROLES AND RESPONSIBILITIES

Where a student is making the transition from Year 6 at their Primary School to commence Year 7 at Hume Central Secondary College, families will be contacted following the date designated by the Department of Education and Training and provided with the opportunity to provide enrolment details. Once the enrolment form has been completed and the enrolment is able to be confirmed families are then provided with a welcome letter and information confirming the enrolment.

Families wishing to make an enrolment enquiry following the commencement of Year 7 should contact reception at the relevant campus to complete an Enrolment Application Form. Families must also provide the two most recent reports from the prospective student's current/previous school, documents providing proof of address and a copy of the Passport / VISA of the student and/or guardian. When this information has been provided an enrolment interview will be scheduled with the relevant Campus Principal to consider suitability for enrolment.

PLACEMENT AT THE APPROPRIATE CAMPUS

Successful applications for enrolment at Years 7-9 will be placed at either Blair Street Campus or Dimboola Road Campus, depending on which campus is closest to the student's permanent place of residence. Exceptions may be made to this guideline at the discretion of the College Principal.

PRIVACY NOTICE

Hume Central Secondary College needs to collect personal information to establish that families live within the school's zone. Information will not be disclosed to any other organisation without consent, or unless authorised or required by law. Copies of any documents provided to establish permanent residence are not retained. If families choose not to provide some or all of the information required the enrolment may not be able to proceed.

Hume Central Secondary College collects and manages personal information in accordance with the [DET Privacy Policy](https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx) <https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>.

For more information about the Department of Education and Training's educational placement policy see <https://www2.education.vic.gov.au/pal/enrolment/policy>.

REVIEW

To ensure ongoing relevance and continuous improvement, this policy will be reviewed every 3 years.

Policy last reviewed	February 2024
Approved by	College Principal
Next scheduled review date	February 2027