



Portland Secondary College

Creating the Opportunities...

ENROLMENT GUIDELINE

PURPOSE

All State Secondary Victoria Colleges are required to follow the Department of Education Enrolment Policy. This guideline forms the basics of the enrolment guidelines. Portland Secondary College (Must Street & Victoria Parade campuses) believes that all children enrolling deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support. Portland Secondary College (Must Street & Victoria Parade campuses) understands the importance of maintaining data and our custodial role. The College's Enrolment Guidelines are part of the suite of policies/guidelines which are linked to the Child Safe policy which mandates zero tolerance to child abuse.

By law in Victoria all children from the age of 6 up until they turn 17 years must be enrolled at a registered school or registered for home schooling unless they have a reasonable excuse. School participation maximises life opportunities for children and young people by providing them with a comprehensive educational program and access to support networks. It also helps to develop important skills, knowledge and values that set them up for further learning and active participation in their local community.

Portland Secondary College has enrolment guidelines for both the mainstream campus and the Re-Engagement campus which is a Supported Inclusion School. SIS are schools with special entry criteria approved by the Minister for Education, which act as a designated neighbourhood school for all students and have a physical design and operational model that provides specialist education and additional support for students with disability and high needs.

The purpose of this guideline is to specify the enrolment criteria for students seeking enrolment at both the main campus of Portland Secondary College and the Re-Engagement Campus.

SCOPE

Portland Secondary College is registered as a mainstream school and acts as a designated neighbourhood school with a designated neighbourhood zone (DNZ).

This guideline applies to:

- i. students seeking enrolment under the Mainstream Provision who reside within or outside the school's DNZ; and
- ii. students seeking enrolment under the Specialist Provision for students with a disability.

This guideline aims to provide an efficient process of enrolment that satisfies the needs of both students, parents/carers and the school while maintaining the integrity of the data and our custodial role.

GUIDELINE

The following enrolment criteria have been specified and approved by the Regional Director, South West Victoria Region (as the Minister's delegate), under section 2.2.16(b) of the *Education and Training Reform Act 2006* (Vic).



Portland Secondary College

Creating the Opportunities...

Mainstream Provision

Portland Secondary College acts as a designated neighbourhood school and as such has a designated neighbourhood zone (DNZ).

A student's designated neighbourhood school is generally the school that is nearest the student's permanent address as determined by the school zone. The [Find My School website](#) provides guidance on which school zone a student's permanent residence is located within.

Students of school age who permanently reside within the school's DNZ are eligible to enrol at Portland Secondary College under the Mainstream Provision. In these circumstances, the Department's [Enrolment Policy](#) for designated neighbourhood schools applies.

Students are able to apply for a place at Portland Secondary College if they are outside the DNZ for the school. Students outside of the DNZ who seek enrolment at Portland secondary College should be enrolled in the school if there is sufficient accommodation at the school.

See 'Priority Order of Placement' below for the enrolment selection process where there are insufficient places for all students who seek entry.

Specialist Provision

Enrolment under the Specialist Provision prioritises entry to Portland Secondary College Re-Engagement Campus for students with a disability that meet the specialist enrolment criteria.

The enrolment criteria have been determined based on the identified education needs of students in the community.

Students seeking to enrol under the Specialist Provision must have a diagnosis for **Intellectual Disability** from a registered psychologist evidenced by:

- A. Sub-average general intellectual functioning which is demonstrated by a full-scale score of two standard deviations or more below the mean score on a standardised individual test of general intelligence, for example a full-scale score of 70 or below on one of the recommended standardised individual tests of intelligence;
and
- B. Significant deficits in adaptive behaviour established by a composite score of two standard deviations or more below the mean on an approved standardised test of adaptive behaviour, for example a Vineland Adaptive Behaviour Scales composite score of 70 or below;
and
- C. A history and evidence of an ongoing problem with an expectation of continuation during the school years.

Applications from students who do not meet the above criteria will be considered on a case-by-case basis by the region, in consultation with the Principal, in consideration of the student's education and support needs and must be accompanied by a Flexible Learning Option Referral.



PRIORITY ORDER OF PLACEMENT

All students for whom the school is considered to be the designated neighbourhood school and who live within the DNZ are guaranteed a place.

Mainstream Provision

Students seeking enrolment under the Mainstream Provision who reside outside the DNZ will be considered in line with the Department's Placement Policy for designated neighbourhood schools.

This specifies that, in circumstances when Portland Secondary College may not be able to accept all applications due to existing or future capacity concerns, schools must 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 is 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.

Specialist Provision

In circumstances where the school may not have sufficient accommodation to accept all applications from eligible students for specialist provision, the school will 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. Students who reside nearest to the school.

Under both the Mainstream and Specialist Provision, schools must ensure that all applicants eligible under the first criterion have been offered a place before moving to consideration of the second criterion.

In addition, in the first three years of operation, Portland Secondary College may limit enrolment places in the Specialist Provision to a maximum of 10 per cent of the overall enrolments to ensure the school's design and capacity can continue to meet the needs of the school's total population.

Students residing in the DNZ who meet the eligibility criteria for the Specialist Provision will count towards the total number of places available in the specialist capacity.

Any remaining places in the Specialist Provision will be available for students with disability from outside the DNZ who meet the eligibility criteria.

Verification of permanent address

When assessing enrolment applications under the priority order of placement, Portland Secondary College may ask for supporting documentation to assist them in verifying a student's permanent residence.



Portland Secondary College

Creating the Opportunities...

Portland Secondary College may request original or certified copies of rental agreements, unconditional contracts of sale or other official documentation that demonstrate permanent residence.

Documents should show the same address and parent's/carer's name as recorded on the school enrolment application form.

The school may also make the following enquiries to verify the information provided:

- a) checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office
- b) checking with a real estate agent to confirm a rental address
- c) 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.

The enrolment application may be unsuccessful if, after reasonable enquiries, the Principal is unable to verify that the evidence provided is genuine and valid. Applicants may then seek to appeal the decision according to the Appeal process outlined below.

Enrolment on compassionate grounds

In exceptional circumstances, the Regional Director, South West Victoria may approve a student enrolment at Portland Secondary College based on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement. Further advice and support when considering applications on compassionate grounds is available on the [Policy and Advisory Library](#) and from regional staff.

EVIDENCE AND SUPPORTING INFORMATION REQUIREMENTS

To support a student's application for enrolment under the Specialist Provision, a signed psychologist's report from within the last 24 months reporting the results of an IQ test and an assessment of adaptive behaviour is required.

The Department provides assessment services to assist SIS in determining whether the student meets the enrolment criteria for Specialist Provision. Department regional offices also play a role in helping schools with enrolment processes.

NOTE: Enrolment applications may not be successful if the requested documentation is not provided or invalid.

APPEAL PROCESS

Parents/carers can appeal against the decision not to approve an enrolment. This can occur in relation to enrolments at any age level. Parents or carers seeking to appeal Portland Secondary College enrolment decision should lodge a written appeal with the school. The Department will contact parents/carers with further information after an appeal is lodged.



Portland Secondary College

Creating the Opportunities...

Enrolment at Portland Secondary College is dependent on:

- Students and parents accepting the **Student Engagement Policy**.
- Students and parents agreeing to the **Attendance Regulations** of the College.
- Students and parents agreeing to the **Uniform Regulations** of the College.
- Students must demonstrate an adequate commitment to their studies. If students show a lack of commitment and are over 17, students may be assisted to pursue other work or training opportunities.

At the initial enrolment a Victorian Student Number (VSN) is allocated to a student in the name certified in admission documents. When students transfer between schools, the name will remain as the name attached to the VSN, unless new legal documentation with an amended name is provided.

Portland Secondary College (Must Street & Victoria Parade campuses) will;

- Enrol all eligible students, who are new to the Victorian government education system under the name contained in the documents supporting their admission; primarily their birth certificate
- Keep copies of sighted documents
- Verify changes to student enrolment names
- Maintain and update student details obtained on enrolment
- Keep all information confidential and managed in accordance with:
 - The Department's privacy policy
 - Victorian privacy laws

Changing Enrolment Name

Portland Secondary College (Must Street & Victoria Parade campuses) will only change a name from the original enrolment when we receive new legal documentation, such as:

- Officially amended birth certificate
- Proof of adoption
- Court order authorising another name

Or

- Supporting documentation, which was not originally available, differs from the name provided during conditional enrolment
- Proof is provided that the enrolling parent or the student is using another name under a scheme designed to ensure their safety, such as witness protection

Or

- When a student requests a name change due to gender transformation upon their request.

Where possible, Portland Secondary College (Must Street & Victoria Parade campuses) will ensure the integrity of the Student Family Occupation and Education Information.

Students from overseas

For any student enrolling from overseas Portland Secondary College (Must Street & Victoria Parade campuses) will update CASES21 to confirm the student's commencement of study within 5 working days of commencement. Any changes to the student's enrolment will also be recorded in a timely manner.



Portland Secondary College

Creating the Opportunities...

Students transferring between government schools

For those students moving from one government school to Portland Secondary College (Must Street & Victoria Parade campuses) a student data transfer will be undertaken using CASES21 and:

- Parents will not be required to complete a new enrolment form if the data is transferred
- Portland Secondary College (Must Street & Victoria Parade campuses) will send a copy of the Student Enrolment Information Form to the parent for checking, updating and signing to ensure the student data transferred is current and accurate.

The Assistant Principal or Student Engagement Team Leader will contact principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note and to discuss any academic or behavioural matters. The principal has the authority to defer admission for one school day in order that enquiries of the previous school are carried out in the interests of the student.

Students will be allocated to classes according to a combination of class size and student need.

1. Student Engagement Team Leader process enrolments.
2. Students are enrolled within the following process:
 - a. Conference (Student Engagement Team Leader, parents/guardians, student)
 - b. Where the Student Engagement Team Leader feels it is appropriate, an Assistant Principal and/or Student Services Manager may be involved in the conference.
 - c. Latest two academic reports tabled and examined.
 - d. 'Trial enrolments' negotiated and agreed upon, where/if necessary. (This agreement in writing).
3. Student Engagement Team Leader Checklist.

Newly enrolled students commence attendance only when:

- a. attired in full school uniform
- b. equipped with all necessary requisites (books, etc.).
- c. a 'College Charges' arrangement has been negotiated with the Registrar.
- d. Enrolment form is returned.
- e. A map of College is provided.
- f. Form timetable provided.
- g. LOTE Group / Electives decided.
- h. A locker provided.
- i. A "Buddy" provided.
- j. Diagnostic Testing (Maths and English) is completed.

An email must be sent to the Business Manager, Enrolment Officer, I.T. Manager, Timetabler, and Library Manager, informing them of the student's form group, maths group, electives, etc. Contact Integration Manager, if extra assistance is likely to be required.



Portland Secondary College

Creating the Opportunities...

In the case of returning students, the following also apply:

1. The student (and parent or guardian) will present a case for readmission to a panel comprising: the Student Engagement Team Leader, an Assistant Principal, a Welfare Co-ordinator and an external agency representative.
2. The panel will examine formal written reports/references concerning the student's activities since leaving the school (TAFE, home school, reports, workplace, J.P.E.T. references, etc.)
3. The panel will consider the career/employment intentions of the student.
4. The panel will give further consideration to the attitude, behaviour, motivation, age, attendance, work ethic of the student as previously displayed when last enrolled and as currently displayed. (Any evidence of constructive, positive community contributions since leaving school would be of particular importance.)

RELATED POLICIES AND RESOURCES

- [Duty of Care Policy.docx](#)
- [Inclusion and Diversity Policy.docx](#)
- [Mandatory Reporting Policy.docx](#)
- [Statement of Values and School Philosophy.docx](#)
- [Student Engagement and Wellbeing Policy.docx](#)
- [Visitors to School Policy.docx](#)