



MONTMORENCY SECONDARY COLLEGE

Dear Parents and Guardians,

Thank you for taking the time to consider Montmorency Secondary College as a secondary school option for your child. Montmorency Secondary College is a highly regarded school and as such is in high demand. The College has an enrolment ceiling which means there are restrictions on the number of students we can enrol each year. Consequently, we are not always able to offer every applicant a position at the College. Montmorency Secondary College is committed to providing a clear and transparent enrolment process, and follows the Department of Education and Training's Placement Policy.

Further information on the Department of Education and Training's Placement Policy can be found here: <https://www2.education.vic.gov.au/pal/enrolment/guidance/placement-policy>

Accordingly, where demand for places exceeds the number of students that Montmorency Secondary College can accommodate, students are enrolled in the following Priority Order:

1. Students for whom the school is the designated neighbourhood school.
Students who reside within our College zone and for whom the College is the designated Government school. Privacy Notice - Montmorency Secondary College needs to collect your personal information to establish that you reside within the College's zone. Your information will not be disclosed to any other organisation without your consent, or unless authorised or required by law. Copies of any documents you provide to verify your permanent residence will not be retained. Please note that your enrolment application may not be successful if the requested information is not provided.
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. (This criteria does not apply to Montmorency Secondary College.)
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.

To request enrolment at Montmorency Secondary College please complete the attached form, and return to the College with the requested supporting documentation.

Yours Sincerely

Frances Abbott

Frances Ibbott
Principal



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CONSIDERATION FOR ENROLMENT AT MONTMORENCY SECONDARY COLLEGE FORM

Please note: completing this form does not indicate automatic enrolment to Montmorency Secondary College. All enrolments are considered in line with the Department of Education and Training's Placement Policy.

Please email your 'Consideration for Enrolment at Montmorency Secondary College Form' and supporting documentation to montmorency.sc@education.vic.gov.au, or post to:

Enrolments Officer
Montmorency Secondary College
Para Road
Montmorency, 3094

APPLYING FOR

Year Level _____ in 2025

Year Level _____ in 2026

If you are applying for Year 11 or 12, please indicate your preferred pathway. VCE / Vocational Major
(Please Circle)

STUDENT DETAILS

Surname _____

Given Name _____

Date of Birth _____

Gender _____

Student's Address _____

Student's Previous Address (if changed within the last 6 months)

Current Residency Status Australian Citizen / Permanent resident (Please Circle)



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FAMILY DETAILS

Primary Family *(Student always or mostly living with)*

Adult A Surname _____

Adult A First Name _____

Residential Address _____

Phone Number _____

Email Address _____

Relationship to student (Please Circle) Parent Adoptive Parent Homestay / Host Family
Step Parent Foster Parent Relative Other

Adult B Surname _____

Adult B First Name _____

Residential Address _____

Phone Number _____

Email Address _____

Relationship to student (Please Circle) Parent Adoptive Parent Homestay / Host Family
Step Parent Foster Parent Relative Other

For those families where the student lives at more than one address, the College also requires information on the second address.

My child lives at the Primary Family Address 100% of the time.

My child resides at multiple addresses. (Please fill in below)

Days of the week with Primary Family _____

OR % of time with Primary Family _____ %

Days of the week with Alternate Family _____

OR % of time with Alternate Family _____ %



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Alternate Family *(Student share or occasionally living with)*

Adult A Surname _____

Adult A First Name _____

Residential Address _____

Phone Number _____

Email Address _____

Relationship to student (Please Circle) Parent Adoptive Parent Homestay / Host Family
Step Parent Foster Parent Relative Other

Adult B Surname _____

Adult B First Name _____

Residential Address _____

Phone Number _____

Relationship to student (Please Circle) Parent Adoptive Parent Homestay / Host Family
Step Parent Foster Parent Relative Other

CURRENT SCHOOL DETAILS

Current School _____

Current Year Level _____

Permission to contact School Yes / No *(Please Circle)*

Name of Current Year Level Coordinator _____

Current School Phone Number _____



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SUPPORTING DOCUMENTATION FOR ENROLMENT

Montmorency Secondary College is a highly regarded school and as such is in high demand. The College has an enrolment ceiling and must offer all students living within our zone a place at the College. Please indicate under which grounds you are applying for a position at the College.

Priority 1: Designated Neighbourhood School

We reside inside the College zone and Montmorency Secondary College is our designated neighbourhood school. We have confirmed this by accessing the website www.findmyschool.vic.gov.au

To assist Montmorency Secondary College in assessing your child's eligibility for enrolment, please include in your enrolment application original or certified copies of:

1. Rental Agreements or unconditional Contracts of Sale **PLUS**
2. 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, utilities bill or health care card

Documents should show the same address and parent's/carer's name as recorded on the Enrolment Enquiry Form.

Note: Enrolment applications may not be successful if the requested documentation is not provided

Montmorency Secondary College needs to collect your personal information to establish that you reside within the College's neighbourhood zone. Your information will not be disclosed to any other organisation without your consent, or unless authorised or required by law. Copies of any documents you provide to verify your permanent residence will not be retained.

Please note - the monetary values listed on your confidential supporting documentation are not required. Please block out these amounts for your own privacy.

When assessing enrolment applications, Montmorency Secondary College 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
- 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 Enquiry Form is the genuine permanent residence of the student, the enrolment application may not be successful.



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Priority 2: Siblings

We have a child currently attending Montmorency Secondary College.

Name _____

Year Level _____

Priority 3: In order of Closeness of home to Montmorency Secondary College

When considering applications for placement under this priority, Montmorency Secondary College will refer to the Find My School website to determine the order of closeness to the College

Placement under Exceptional Circumstances / Compassionate Grounds

In exceptional circumstances, a student may be enrolled at a school on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement.

Families must be able to clearly demonstrate the exceptional circumstances which they believe make an enrolment at their designated neighbourhood school unsuitable for their child or children.

Exceptional circumstances may include family violence, wellbeing and safety concerns, physical and/or mental health concerns. Importantly, this is not a comprehensive list of exceptional circumstances whereby a family may seek an enrolment on compassionate grounds - each application will be dealt with on a case-by-case basis.

Additional documentation required (applicable to all criteria applications)

Please attach a copy of the student's most recent full semester report.



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I verify that the information supplied is current and correct.

Parent Name _____

Parent Signature _____

Date _____

Briefly explain your reason for leaving your current school.

Briefly explain why you would like to be a student at Montmorency Secondary College.

Please outline current or previous involvement in activities and programs at your school and / or in the community, including leadership positions.

Student Signature _____

Parent / Guardian Signature _____

Upon completion and submission of these forms together with the supporting documentation, you will be contacted by the Enrolments Officer of the College. Please allow time to process this application.

Thank you for your enquiry.