



MONTMORENCY  
SECONDARY COLLEGE

## 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](mailto:montmorency.sc@education.vic.gov.au), or post to:

**Enrolments Officer  
Montmorency Secondary College  
Para Road  
Montmorency, 3094**

### APPLYING FOR

Year Level \_\_\_\_\_ in 2023

Year Level \_\_\_\_\_ in 2024

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 \_\_\_\_\_



## MONTMORENCY SECONDARY COLLEGE

### 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.

#### 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](http://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 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
- Checking whether the contact landline phone number provided is registered to the residence provided on the enrolment form
- 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 Placement Order 1 – Siblings**

We have a child currently attending Montmorency Secondary College.

Name \_\_\_\_\_

Year Level \_\_\_\_\_

**Priority Placement Order Number 2 – 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 or instances where on compassionate grounds, a student is seeking enrolment at Montmorency Secondary College, there must be substantive evidence to demonstrate that enrolment at the College is required. Any application received in this category will be dealt with on a case-by-case basis and the College may request written documentation to support a request for consideration on compassionate grounds.

**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.*