



MONTMORENCY SECONDARY COLLEGE

ENROLMENT AT MONTMORENCY SECONDARY COLLEGE

YEAR 7 ENROLMENT POLICY 2023

Thank you for taking the time to consider Montmorency Secondary College as a secondary school option for your child entering Year 7 in 2023.

Please read the following information carefully. Montmorency Secondary College is committed to providing a clear and transparent Enrolment Policy.

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 boundary a place at the school.

The College will work with its feeder primary schools, to ensure addresses are verified, and may request documentation from families such as copies of Rental Agreements and/or Council rates notices as proof of living within the zone boundary.

Privacy Notice - Montmorency Secondary College may need to collect your personal information to establish that you reside within the school's neighbourhood boundary. 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 establish your permanent residence are not retained. If you choose not to provide some or all of the information asked for, we may not be able to enrol your child at Montmorency Secondary College.

Note: Due to expected high local and sibling enrolment demand, it is essential to give close attention to selecting a second and third choice of school if you reside outside our zone boundary.

Further information on the Department of Education and Training's Admission Policy can be found here: <http://www.education.vic.gov.au/school/parents/secondary/Pages/enrol.aspx>

YEAR 6 TO YEAR 7 PLACEMENT TIMELINE FOR 2023

For students attending Government Primary Schools

Students attending Year 6 in a Government primary school are provided with **Application for Year 7 Placement Form** and transition pack in April by their current Primary schools. Once the **Application for Year 7 Placement Form** is completed, parents return this to the primary school who will then forward it on to the secondary school listed as the first preference.

For students attending Catholic and Independent Primary Schools

Parents of students attending Catholic and Independent primary schools in Year 6 should download a **Year 7 2023 Enrolment Enquiry Form** for students at Catholic and Independent Schools available on the College website. This form needs to be submitted by 4pm, 13th May 2022

Parents may post the completed form directly to Brigitte Hone, Registrar, Montmorency Secondary College, Para Road, Montmorency VIC 3094, or email it to: brigitte.hone@education.vic.gov.au



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The Process

Once Montmorency Secondary College receives the **Application for Year 7 Placement Forms** from Government schools, and the **Year 7 2023 Enrolment Enquiry Form** for students at Catholic and Independent Schools, the students are enrolled in the priority order listed below in accordance with the Department of Education and Training's Placement Policy.

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,
4. Students seeking enrolment on specific curriculum grounds (Please see details below about applying under this criteria),
Note: It is essential that families list three school choices on their Placement form if applying under this criteria as Montmorency Secondary College is forecast to place the majority of its students under the first two categories in 2023.
5. All other students in order of closeness of their home Montmorency Secondary College.

* 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.

PRIORITY ORDER PLACEMENT 1 - FAMILIES APPLYING UNDER PRIORITY ORDER

To find out if your address is in the College's zone please go to www.findmyschool.vic.gov.au and follow the instructions.

PRIORITY ORDER PLACEMENT 2 - FAMILIES APPLYING UNDER PRIORITY ORDER - SIBLING

This criterion applies to students who have a sibling who lives at the same permanent address and who is attending the school at the same time. Students who have had a sibling at the school, but the sibling has since graduated, are not eligible to apply under this category.



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PRIORITY ORDER PLACEMENT 3

This Criteria is not applicable to Montmorency Secondary College.

PRIORITY ORDER PLACEMENT 4 - STUDENTS SEEKING ENROLMENT UNDER SPECIFIC CURRICULUM GROUNDS

Students seeking admission on specific curriculum grounds from outside the zone boundary are able to apply separately to the College. There are two categories available:

- **Leadership** – Students who have demonstrated strong leadership qualities and wish to experience leadership opportunities through the highly regarded Student Leadership program offered at MSC are able to apply under this category.
- **General Academic Excellence** – Students who have a demonstrated a strong academic background, and wish to immerse themselves in the unique Challenge Program offered at Montmorency Secondary College from Year 8, are able to apply under this category. The Challenge Program provides curriculum enrichment and enhancement. All students in both Years 7 & 8 will be eligible for entry into the Challenge Program based on testing, teacher recommendations and work habits.

Applicants are required to complete the *Application for Consideration under Curriculum Grounds – Year 7 2023 Form*, which can be found on the College website. The College strongly recommends the applicants include some, or all, of the following documentation to support their application –

- Copy of Grade 5 Reports
- Copy of NAPLAN results (particularly if applying on the grounds of General Academic Excellence)
- Reference/s (from community contacts, such as a Sporting Coach, Scout Leader, Dance or Music Teacher)

The College will review written applications and supporting documentation. **Please note that participation in this process does not guarantee you a place at MSC, as places offered are subject to availability after all local students and siblings have been placed.**

Application forms are available at www.montysc.vic.edu.au and close 4pm, 13th May 2022

In addition, parents must also complete the *Application for Year 7 Placement Form*, which will be provided by their Primary School. The completed form must be returned to the Primary School, not Montmorency Secondary College.

PRIORITY ORDER PLACEMENT 5 – ORDER OF CLOSENESS OF THEIR HOME TO THE SCHOOL

This Criteria only applies to students who are seeking enrolment in a school other than their designated neighbourhood school (where their permanent address is outside of the school's zone).



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EXCEPTIONAL CIRCUMSTANCES/COMPASSIONATE GROUNDS

The Department of Education and Training recognises there may be some situations where, due to exceptional circumstances, a student may be unable to enrol in their designated neighbourhood school, or it may not be in the student's best interests to enrol in their designated neighbourhood school. In these exceptional circumstances, enrolment at another school may be sought on compassionate grounds.

In these instances, 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, citing, for example, family violence or specific wellbeing, safety, physical health 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.

SCHOOL TOURS

Montmorency Secondary College conducts group tours during February, March, April and May. The tour dates are available on the College website. Tours depart at 9.15am. Bookings are essential and can be made by visiting 'Book a Tour' on our website –

www.montysc.vic.edu.au

APPEALS PROCESS

Montmorency Secondary College has established an appeals process in consultation with the Department of Education and Training's North Western Victoria Regional Office.

Parents and carers are able to appeal against the College's decision not to provide a placement for their child. All appeals are considered by the College's Placement Committee, chaired by the College Principal.

Appeals are submitted using the "Year 6 to Year 7 Transition Placement Appeal Form", which is included in the 'Placement Information Pack for Schools' provided to families by the Primary School. Appeals must be received by the College by **Friday 29th July 2022**.

The College's decision will be communicated to the parent or carer in writing. In assessing the appeal, the College will check to ensure compliance with the priority order of placement, and the processes for verifying permanent addresses are appropriate. Schools will assess and make a determination for appeals on compassionate grounds on a case-by-case basis.

If the appeal at the school level is unsuccessful and parents/carers are not satisfied that their appeal has been adequately considered, they are able to escalate the appeal to the relevant Regional Director, by lodging an appeal in writing. Appeals to the Regional Director must be lodged by **23rd August 2022**.

Appeals to the Regional Director are considered by a panel of senior Regional staff who provide advice and a recommendation to the Regional Director who makes the final decision. This concludes the appeal process.