



## MONTMORENCY SECONDARY COLLEGE

# ENROLMENT AT MONTMORENCY SECONDARY COLLEGE

### THE 2020 YEAR 7 ENROLMENT POLICY

Thank you for taking the time to consider Montmorency Secondary College as a secondary school option for your child entering Year 7 in 2020.

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 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 2020

#### 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 2020 Enrolment Enquiry Form** for students at Catholic and Independent Schools available on the College website. This form needs to be submitted by 4pm, 17th May 2019. Parents may post the completed form directly to Brigitte Hone, Registrar, Montmorency Secondary College, Para Road, Montmorency VIC 3094, or email it to [hone.brigitte.a@edumail.vic.gov.au](mailto:hone.brigitte.a@edumail.vic.gov.au)



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## The Process

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Once Montmorency Secondary College receives the **Application for Year 7 Placement Forms** from Government schools, and the **Year 7 2020 Enrolment Enquiry Form** for students at Catholic and Independent Schools/parents, 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 zone government school.
2. Students with a sibling at the same permanent residence who are attending the school at the same time.
3. Where the regional director has restricted the enrolment, students who reside nearest the school (not applicable to Montmorency Secondary College)
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 2020*

5. All other students in order of closeness of their home to Montmorency Secondary College.
6. In exceptional circumstances, compassionate grounds.

## CRITERIA 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](http://www.findmyschool.vic.gov.au) and follow the instructions.

## CRITERIA 2 – FAMILIES APPLYING UNDER PRIORITY ORDER – SIBLING

This criterion applies to students who have a sibling at the same permanent address and who are 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.

## CRITERIA 3

This Criteria is not applicable to Montmorency Secondary College.



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### CRITERIA 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 2020 Form*, which can be found on the College website. The College strongly recommends the applicants include some, or all, of the following 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 and school contacts, such as a Sporting Coach, Scout Leader, Dance or Music Teacher or additional Primary School teacher etc)

The College will review written applications and supporting documentation, and interviews will be granted to selected students. Not all students will be interviewed. The interviews will be conducted by a senior member of Montmorency Secondary College staff. **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](http://www.montysc.vic.edu.au) and close 4pm on Friday 17th May, 2019.

**Parents must also complete** in the *Application for Year 7 Placement Form*, which is given to them by their Primary School. This form is returned to the Primary School, not MSC.



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### SCHOOL TOURS AND OPEN NIGHT

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

[www.montysc.vic.edu.au](http://www.montysc.vic.edu.au)

Parents and prospective students are warmly invited to attend our Open Night to discover first-hand the lifetime benefits of a Montmorency Secondary College education. Bookings are essential and can be made by visiting our website. There are two sessions available -

Afternoon session - 4.15 to 6.15pm

Evening session - 7.00 to 9.00pm

### 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.

Any appeals by parents / guardians against the College's decision not to provide a Year 7 placement will be:

- Reviewed by the Placement Committee of the MSC, chaired by the College Principal

Parents have the further option of lodging an appeal to the Regional Director North Western Victoria Region if they believe the MSC has not considered their appeal or applied the Priority Order of Placement Policy fairly.

Appeals are considered based on the following Department of Education placement principles:

The Department of Education aims to -

- Provide each child with a place in the zone school
- Provide parents / guardians with an opportunity to enrol their child at the same school as an older sibling who resides at the same address
- Allows parents / guardians to send their child to any alternative school where space is available
- Contains enrolments in each school within the limits of available resources as determined by the Regional Director.