

# Glen Eira College Enrolment Policy



## Help for Non-English Speakers

If you need help to understand the information in this policy, please contact the General Office on 03 9571 7838.

## BACKGROUND

Glen Eira College is a Victorian government secondary school with a designated neighborhood zone. The school offers unique specialism programs:

- a French First Language Program accredited by the French Government's Centre National d'Enseignement à Distance
- a French Immersion Program accredited under the **Label FrancÉducation** seal
- a Japanese Immersion Program.

## PURPOSE

The purpose of this policy is to specify the entry criteria for students seeking enrolment at Glen Eira College.

## SCOPE

This policy applies to all students seeking enrolment at Glen Eira College.

Glen Eira College follows Department of Education policy and procedures for all other aspects of student enrolment. Glen Eira College is accredited under the Department of Education's International Student Program (CRICOS code 00861K).

## ENROLMENT CRITERIA

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

Glen Eira College is a designated neighborhood school and has a school zone. Students who permanently reside within the school's zone are entitled to enrol at Glen Eira College.

Students are able to apply for a place at Glen Eira College if they reside outside the school zone. These students should be enrolled if there is sufficient accommodation at the school and in accordance with the priority order of placement specified in this policy.

## PRIORITY ORDER OF PLACEMENT

Where Glen Eira College cannot accept all applications of students residing outside the school zone due to existing or future capacity concerns, out of zone students applying for enrolment will be enrolled in the following order:

1. Students with a sibling at the same permanent address who are attending the school at the same time.
2. Students seeking enrolment into the French First Language Program, French Immersion Program or Japanese Immersion Program on curriculum grounds.
3. All other students in order of closeness of their home to the school.

## VERIFICATION OF PERMANENT ADDRESS

Glen Eira College may ask for supporting documentation to assist in verifying a student's permanent address. The school may also make the following enquiries to verify the information provided:

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

An application for enrolment may be unsuccessful if, after reasonable enquiries, the principal is unable to verify that the evidence provided is genuine and valid.

### **ENROLMENT ON COMPASSIONATE GROUNDS**

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

### **FRENCH FIRST LANGUAGE, FRENCH IMMERSION & JAPANESE IMMERSION PROGRAMS**

Any student applying for enrolment at Glen Eira College and seeking entry into the French First Language Program will be assessed against the following criteria:

- Previous schooling in the French language (e.g., enrolment at an accredited Agency for French Education Abroad school or comparable French immersion program).
- Motivation/aspiration to engage with the French First Language Program at Glen Eira College.

Any student applying for enrolment at Glen Eira College and seeking entry into the French or Japanese Immersion Programs will be assessed against the following criteria:

- Previous schooling in the French or Japanese language (highly regarded but not required).
- Motivation/aspiration to engage with the immersion programs at Glen Eira College.

Please note: Enrolment at the school does not guarantee entry to the chosen specialism program.

### **SELECTION PROCESS**

All students seeking entry into the French First Language, French Immersion or Japanese Immersion programs must follow the selection process outlined below.

1. Parents/carers of Year 6 students are encouraged to preference Glen Eira College and note the relevant language program when completing the Department of Education's *Application for Year 7 Placement Form*. This includes parents/carers of students who reside within the school zone. The placement form must be submitted to their child's primary school by the applicable due date.

Parents/carers of students from non-government primary schools, overseas and interstate can submit this form directly to Glen Eira College following the same timeline.

Please note: Entrance into these programs outside of the Year 7 timeline will be considered on a case-by-case basis and in accordance with the Glen Eira College priority order of placement.

2. The Glen Eira College Principal will make the final determination regarding entry to the programs. In reaching their decision, the principal may consult the relevant language teacher. Placement of students outside the school zone into the French First Language Program, French Immersion Program and Japanese Immersion Program under curriculum grounds is subject to the availability of places following the enrolment of students from within the school zone, and students with a sibling at the same permanent address who are attending the school at the same time.

3. Glen Eira College will notify all program applicants of the outcome from the day after the relevant primary schools provide placement offers.

When applying outside the Year 7 timeline, placement in these programs will be notified along with the enrolment outcome.

### APPEAL PROCESS

Parents/carers can appeal an enrolment decision by lodging a written appeal with the principal.

If this appeal is unsuccessful and parents/carers are not satisfied that their appeal has been adequately considered, they may write to the South Eastern Victoria Regional Director.

### COMMUNICATIONS

The Glen Eira College enrolment policy is available to the school community on the school's website.

### FURTHER INFORMATION

#### Parent Payments

In accordance with the Department of Education's [Parent Payments Policy](#), Glen Eira College provides the French First Program as an alternative form of instruction on a user-pays basis within the Extra-Curricular Items and Activities category. This program requires parent payment for student participation.

### POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2023
Approved by	Principal
Next scheduled review date	September 2026 This policy is reviewed every 3-4 years.

