



ENROLMENT POLICY

Clifton Hill Primary School

September 2021

RATIONALE

Clifton Hill Primary School is a Victorian Government school located in the suburb of Clifton Hill. Enrolments are managed in accordance with Department of Education and Training (DET) guidelines.

Children of school age have the right to be admitted to their designated neighbourhood government school at the beginning of the school year unless an approved alternative placement has been arranged.

Clifton Hill Primary School experiences high levels of demand and as such prioritises enrolment applications from students who live closest to the school, as per the Department's Placements Policy.

AIM

As a school within the Victorian public school sector, our school applies all government and department enrolment requirements. This policy applies to the placement of students at all year levels.

The regional director has the authority to effect placement of a student.

IMPLEMENTATION

RIGHT TO ATTEND THE DESIGNATED NEIGHBOURHOOD SCHOOL

Eligible children have the right to be admitted to their designated neighbourhood government school.

A student's designated neighbourhood school is generally the school that is nearest the student's permanent address as determined by the school zone. The website Findmyschool.vic.gov.au provides guidance on which school zone a student's permanent residence is located within.

ATTENDING A SCHOOL THAT IS NOT THE STUDENT'S DESIGNATED NEIGHBOURHOOD SCHOOL

Students are able to apply for a place at a school that is not their designated neighbourhood school.

Excellence in Education

185 GOLD STREET CLIFTON HILL VICTORIA 3068 AUSTRALIA
T 03 9489 8333 F 03 9481 1910 clifton.hill.ps@edumail.vic.gov.au



All students who seek enrolment in a school outside of their designated neighbourhood school should be enrolled in that school, if there is sufficient capacity at the school to accommodate all students who apply.

Clifton Hill Primary School has a waitlist for outside area families when there are insufficient places for all students who seek entry. Please see the school website for details of how to add your name to our waitlist.

PLACEMENT WHEN THERE ARE INSUFFICIENT PLACES FOR ALL STUDENTS WHO SEEK ENTRY

At Clifton Hill Primary School, where demand for enrolments is greater than availability, students are enrolled in following the DET priority order of placement.

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.

Clifton Hill Primary School ensures that all applicants eligible under a criterion have been offered a place before moving to consideration of the next.

Priority Order of Placement

1. Students for whom the school is the designated neighbourhood school (closest government school to permanent place of residence) as determined by the Find My School website: <https://www.findmyschool.vic.gov.au/>.
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.
5. All other students in order of their home to school (as determined by www.street-directory.com.au). Families must have their details recorded on the CHPS waitlist.

Clifton Hill Primary School has a waitlist for outside area families when there are insufficient places for all students who seek entry. Please refer the school website <http://www.cliftonhillps.vic.edu.au/>.

EXCEPTIONAL CIRCUMSTANCES – COMPASSIONATE GROUNDS

The Department 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

Excellence in Education

185 GOLD STREET CLIFTON HILL VICTORIA 3068 AUSTRALIA
T 03 9489 8333 F 03 9481 1910 clifton.hill.ps@edumail.vic.gov.au



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.

The student will generally be offered a place at the school in next closest proximity to the student's permanent address or current address or location where relevant.

If seeking enrolment at a specific school that is not their designated neighbourhood school, families must be able to provide substantive evidence addressing why an enrolment at the specific school would best meet their child's circumstances.

When making an application to the Principal / Regional Director on compassionate grounds, schools and Regions can request that families provide further evidence to support their application, including, but not limited to:

- legal documentation;
- reports from allied health and/or medical professionals, Department of Health and Human Services Practitioners, Victoria Police, family violence services, court orders, etc.

Not all of these documents may be requested from families; they will be requested on a case-by case-basis. These documents may assist schools and regions in their decision making processing in determining if there are exceptional circumstances and whether enrolment should be considered on compassionate grounds.

Instances of compassionate grounds are of a sensitive nature and if they relate to family violence, may pose risks to health and life. Family and student privacy will be maintained in these circumstances.

EVIDENCE OF PERMANENT RESIDENCE

For the purpose of student enrolment in Victorian government schools, the Department considers permanent place of residence is the address at which a child permanently resides at the time of enrolment. If a child resides at multiple addresses, the child's 'permanent residence' is the address at which the child spends the majority of their weekdays.

Excellence in Education

185 GOLD STREET CLIFTON HILL VICTORIA 3068 AUSTRALIA
T 03 9489 8333 F 03 9481 1910 clifton.hill.ps@edumail.vic.gov.au



If the child spends an equal amount of time at two addresses, both addresses will be considered the child's permanent address and the child will be entitled to enrol in the designated neighbourhood school for either address (or any other Victorian government school subject to entry criteria and capacity). The final choice of which school the child ultimately attends rests with the parents/carers.

To assist Clifton Hill Primary School 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.

On request, you may also be required to complete a statutory declaration confirming the student is living in the address provided in the enrolment application and that the arrangement is genuine and intended to be permanent. Enrolment applications may not be successful if the requested documentation is not provided.

When assessing enrolment applications, Clifton Hill Primary School 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.

If, after reasonable enquiries, the Principal does not accept that the address provided on the enrolment application form is the genuine permanent residence of the student, the enrolment application may not be successful.

INFORMATION REQUIRED FOR ADMISSION

Enrolment forms must be completed for all students enrolling at Clifton Hill Primary School

Excellence in Education

185 GOLD STREET CLIFTON HILL VICTORIA 3068 AUSTRALIA
T 03 9489 8333 F 03 9481 1910 clifton.hill.ps@edumail.vic.gov.au



and include;

1. Date of birth (note: evidence of date of birth can be official, such as a birth certificate or extract or where this is not able to be produced, unofficial, such as a doctor's note attesting to a child's age).
2. Name and address of the student and enrolling parent or guardian. Families must provide proof of residential address as detailed in the above section.
3. The signature of both parents for parents who are separated, or a copy of the court order detailing any impact on the relationship between the family and the school
4. Details of medical and other conditions that may require special consideration
5. Emergency telephone numbers, including a nominated doctor
6. Immunisation status certificate regardless of whether the child is or is not immunised. Note: Homeopathic immunisation is not a recognised form of immunisation, and therefore cannot be listed on an immunisation status certificate.
7. The name of the previous school and the student's current year level, where students transfer from another school.

EARLY AGE ENTRY

Where a student is younger than 5 years of age on 30 April in the year of enrolment, an exemption from the minimum age requirements is required.

Early age entry or exemption from the minimum age requirements must be:

- requested in writing to the school by their parent/carers
- considered by the principal, who must make a written recommendation for consideration by the regional director
- forwarded to the relevant regional director, with all supporting documentation attached, via email
- assessed by the regional director, who must consider eligibility, the principal's recommendation and all other relevant circumstances, and make a decision regarding the application
- approved or not approved in writing by the relevant regional director. The regional office should notify both the parent and school of the decision in a timely manner.

To be eligible for an exemption from the minimum age requirements a child must meet both of the following criteria:

- a. the child possesses suitable academic ability; and
- b. it is in the child's best interests to be enrolled at or attend a government school.

Applications that do not address the requirements for both criteria will not be eligible for approval.

Excellence in Education

185 GOLD STREET CLIFTON HILL VICTORIA 3068 AUSTRALIA
T 03 9489 8333 F 03 9481 1910 clifton.hill.ps@edumail.vic.gov.au



Suitable academic ability

The Department's preferred evidence of suitable academic ability is:

- a report from a psychologist confirming that the child has been assessed as ≥ 130 Full Scale IQ (2 standard deviations, or more above the mean), preferably using the Wechsler Preschool and Primary Scale of Intelligence, Fourth Edition, Australian and New Zealand (WPPSI-IV A&NZ), including the 10 sub-tests required to calculate the Full Scale score and Primary Index Scales, conducted after the child has attained the age of 4 years; or:
- where a child is transferring from a school in another state or country after more than one term of enrolment and attendance, evidence from that school confirming that the child has suitable academic ability to attend school.

To apply for a minimum age exemption for early entry to school, use the: [Minimum Age Exemption - Early Entry to School Application \(docx - 51.45kb\)](#) form.

APPEALING A SCHOOL PLACEMENT

In the first instance, parents or carers should lodge a written appeal with the school at which the student has been unsuccessful in gaining a placement.

If this appeal is unsuccessful and parents or carers are not satisfied that their appeal has been adequately considered, they are able to escalate the appeal to the relevant Regional Director.

Appeals to the Regional Director are considered using the criteria in the Placement Policy.

Regional office contact details and locations are on the Department's website.

REVIEW: SEPTEMBER 2023 or as per changes to DET Policy

Excellence in Education

185 GOLD STREET CLIFTON HILL VICTORIA 3068 AUSTRALIA
T 03 9489 8333 F 03 9481 1910 clifton.hill.ps@edumail.vic.gov.au