

## ENROLMENT POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact the school office on 9428 8955.

### BACKGROUND:

Melbourne Girls' College is a Victorian government secondary school with a designated neighbourhood school zone. The school fosters the participation of young women in Science, Technology, Engineering, Arts and Mathematics (STEAM). Students may seek Year 7 enrolment at the school based on their interest and ability in STEAM.

### PURPOSE:

The purpose of this policy is to specify the entry criteria for students seeking enrolment at Melbourne Girls' College.

### SCOPE:

This policy applies to all students seeking enrolment into Year 7 at Melbourne Girls' College.

Melbourne Girls' College follows Department of Education policy and procedures for all other aspects of student enrolment, including Years 8-12.

### ENROLMENT CRITERIA:

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

Melbourne Girls' College is a designated neighbourhood school and has a school zone. Eligible students who permanently reside within the school's zone are entitled to enrol at Melbourne Girls' College.

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

#### Priority Order of Placement

Where Melbourne Girls' College does not have sufficient accommodation to accept all students who apply from outside the school zone, the school must manage enrolment applications using the following priority order of placement:

1. Students with a sibling at the same permanent address who are attending the school at the same time.
2. Up to 50% of places remaining after in-zone and sibling allocations will be offered to students seeking enrolment on specific curriculum grounds which are the study of Science, Technology, Engineering, Art and Mathematics (STEAM).
3. All other students in order of closeness of their home to the school.

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.

### Curriculum grounds - STEAM

Any student applying for enrolment under priority order 2 (curriculum grounds) will be assessed against the following criteria:

- their interest and aptitude for STEAM, their ability to demonstrate authentic student voice, and their ability to use clear examples of their STEAM-related interests and pursuits
- motivation/aspiration to engage with the STEAM at Melbourne Girls' College.

### Verification of permanent address

Melbourne Girls' College may ask for supporting documentation to assist in verifying a student's permanent residence.

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.

### International students

Melbourne Girls' College is accredited under the Department of Education's International Student Program (CRICOS code 00861K).

Fee-paying international students who hold a subclass 500 student visa (in their own name) must enrol through the [International Student Program](#)

## SELECTION PROCESS – CURRICULUM GROUNDS:

### Year 6 to Year 7 enrolment

Melbourne Girls' College follows the Department of Education's statewide Year 6 to 7 placement timeline.

All applicants for Year 7 placement must follow the statewide procedure.

The Department of Education's statewide placement process is available at [Enrolment: Year 6 to 7 placement | education.vic.gov.au](#).

All students seeking entry on curriculum grounds into the STEAM Program must follow the selection process outlined below.

- **Year 6 students attending Government primary schools**, will be provided with a Year 6 to 7 Placement Information Package by their primary school by the beginning of Term 2. Parents/carers must complete and return the Application for Year 7 Placement Form to their child's primary school by the due date.
- **Year 6 students attending Catholic or Independent primary schools**, parent/carers must download the Year 6 to 7 Placement Information Pack for Parents and Carers from [Moving from Primary to Secondary School Information Parents and Carers | vic.gov.au](#) by the beginning of Term 2. Parents/carers must complete and submit the Application for Year 7 Placement Form to Melbourne Girls' College by the due date.

## MELBOURNE GIRLS' COLLEGE POLICY

Parents/carers of Year 6 students seeking entry under priority order 2 (curriculum grounds) will be identified when primary schools send completed forms to MGC (government schools), or when parents/carers return completed forms to the College (non-government schools).

Students seeking entry under priority order 2 (curriculum grounds) will be invited to attend the MGC Additional Information Session at the College in late May. The date will be communicated to parents/carers after the application form deadline has passed and primary schools have forwarded forms to MGC.

Students will attend a one-hour session on the designated date and will be asked to respond to a series of questions to help identify students with an interest or passion in STEAM.

Student eligibility for enrolment under curriculum grounds will be assessed against the criteria outlined in this policy by a selection panel made up of MGC leadership staff members who will read all applications and rank student responses.

Placement of students outside the school zone 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.

Melbourne Girls' College will notify all curriculum grounds Year 6 applicants in the following manner:

**Government Primary Schools** – MGC will inform the primary school of students who have been accepted under curriculum grounds. Primary schools will inform parents/carers of the offer in line with statewide deadlines.

**Non-government applicants** – MGC will contact parents/carers directly to inform them of the outcome of their application no later than the day after the statewide deadline.

Students applying for entry outside of the statewide year 6 to 7 placement timeline are to contact Melbourne Girls' College directly. Enrolment processes will be followed in line with other applications as outlined below.

### Enrolments at other year levels

Parents/carers wishing to enrol students at MGC at any time other than the statewide Year 6 to 7 placement timeline are to complete the online enrolment Expression of Interest form [found on our website](#). Enrolment priority will follow the criteria outlined above.

### 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 North Western Victoria Regional Director at [enrolments.nwv@education.vic.gov.au](mailto:enrolments.nwv@education.vic.gov.au)

### COMMUNICATION:

This policy will be communicated to our school community in the following ways:

- available publicly on our school's website

### FURTHER INFORMATION AND RESOURCES:

- [Enrolment: Year 6 to 7 placement | education.vic.gov.au](#).

### REVIEW PROCESS:

Policy last reviewed	February 2024
Approved by	Principal
Next scheduled review date	February 2027

This policy is subject to review by the principal every 3 to 4 years. Any proposed changes relating to eligibility criteria and priority order of placement require approval from the Minister for Education or their delegate.