

ENROLMENT POLICY

Rationale:

The transition from primary to secondary school is a significant milestone in the life of a young person, and the prospect of beginning secondary school can be a daunting process for a student and his/her family.

As part of the transition and enrolment processes at Wallan Secondary College we seek to make new students and their families feel welcome.

It is our aim to increase a student's confidence and excitement about starting secondary school.

Aim:

The aim of the enrolment policy is to ensure that the College is able to accept the maximum number of suitable applicants. The strives to ensure that Wallan Secondary College upholds its standards and clear expectations while offering the opportunity to new students for a high standard of secondary education.

Guidelines for Implementation:

Enrolment at Wallan Secondary College is based on the understanding that all people within the College will treat each other in a fair non-discriminatory manner. Individuals have the right to learn to the best of their ability. It is also expected that all will follow the code of conduct and clear expectations for Wallan Secondary College. (See Clear Expectations for Wallan Secondary College attached.)

- The code of conduct gives priority to enhancing self-discipline and respect for the rights of others.
- It seeks to promote an environment which maximises the opportunity of all students to strive for excellence.

The principles underlying each of the clear expectations are that:

1. All individuals in the WSC community are valued and treated with respect;
2. All members of the WSC community, including visitors, have a right to work in a secure environment where, without intimidation, bullying or harassment they are able to fully develop their talents, interests and ambitions;
3. Parents and students have an obligation to support the school in its efforts to maintain a positive teaching and learning environment;
4. The Principal and staff have an obligation to fairly, reasonably and consistently implement the code of conduct;
5. The code of conduct is our school's public statement on the management of student behaviour. It is concerned not only with student discipline, but with the general enhancement of positive student behaviour.

Criteria for Enrolment

Wallan Secondary College operates a non-selective enrolment policy but takes most of its enrolments from Wallan and the surrounding areas.

Enrolment Processes for Year 7

Note: this process is strictly controlled and supervised by the Victorian Government Department of Education and Early Childhood Development (DEECD)

Year 6 to Year 7 Transitions: Statewide Placement Timeline and Procedures

Date	Activity	Primary School	Secondary School	Regional Office
Tue 11 Mar	Regional office distributes placement information to all government primary and secondary school principals by this date			
Mon 17 Mar	Information session for school based transitions staff Glen Waverley Monday, 17 March 9am to 10:30am <i>Karralyka Theatre Room Miners Road, Ringwood East</i>			
Wed 19 Mar	Information session for school based transitions staff Benalla Wednesday, 19 March 9am to 10.30am <i>Lakeside Community Centre Benalla Showground (Entrance via Arundel Street)</i>			
Tue 22 Apr	Primary schools distribute a Year 6 to Year 7 transition pack to all parents of Year 6 students by this date, with: • Letter to Parents (from Regional Director) • Frequently Asked Questions (Parents) • Schools in North Eastern Victoria Region with Year 7 • Application for Year 7 Placement form • Privacy Notice <i>Please note: Secondary schools should not distribute copies of the Application for Year 7 Enrolment form</i>			
Fri 23 May	Parents return Application for Year 7 Enrolment forms to primary schools by this date			
Mon 9 Jun	Primary schools submit all initial placement requests (first preferences) to each relevant secondary school by this date, with: • Summary of Placement Requests form • Photocopy of each Application for Year 7 Placement form <i>Please note: Primary schools must retain all original documentation</i>			
Tue 10 Jun	Secondary schools confirm receipt of all initial placement requests made by the primary school			
Fri 18 Jul	Secondary schools advise primary schools of any unsuccessful initial placement requests by this date <i>Please note: Primary/secondary schools must not contact parents regarding the status of placement requests until August (Wednesday 20 August – primary schools; Monday 25 August – secondary schools)</i>			
	Primary schools submit all subsequent preference requests to each relevant secondary school until the student is placed. <i>Please note: Primary schools must retain all original documentation</i>			
Fri 15 Aug	Secondary schools notify primary schools in writing of the names of all students who have been accepted into Year 7, with: • Summary of Placement Confirmation form <i>Please note: Non-government schools have also been requested to submit this information</i>			
Wed 20 Aug	Primary schools notify parents of Year 6 students in writing of the results of the placement process <i>Please note: Parents should not be contacted about the placement process prior to this date</i>			
Mon 25 Aug	Secondary schools may from this day communicate with parents of future Year 7 students			
	Secondary schools initially manage appeals by parents of Year 6 students regarding			

	placements			
Fri 29 Aug	Closing date for parents to lodge an appeal with secondary schools			
Fri 5 Sep	Secondary Schools complete process of informing parents of appeal outcome			
Fri 12 Sep	Closing date for parents to lodge an appeal with the Regional Director regarding placement			
Tue 9 Dec	Secondary schools host an Orientation Day for Year 6 students			
	Secondary schools must accommodate parents who change their mind and/or permanent residential address. • Changes may be made up until the last day of Term 4 and there may be both new placement applications and other changes over the Christmas holidays, including new arrivals from within Victoria, interstate or overseas, and from non-government schools. • In a situation where a parent changes from the allocated secondary school, the newly selected secondary school is required to notify the originally allocated secondary school in order for records to be adjusted.			

- It is the policy of Wallan Secondary College to consider all applications for admission to the College.
- References / requests from School Principals / Class Teachers are taken into consideration when selecting enrolments.
- It is the policy of Wallan Secondary College to give every consideration to families experiencing genuine financial difficulties.
- Special Education needs are taken into consideration and assistance is offered to applicants who may require help.
- Where there are special Pastoral reasons existing, these are duly considered in the enrolment process.

Enrolment Interview:

- An interview will be arranged for the families of all applicants prior to decisions being made.
- If necessary, a second interview will be conducted.
- Previous schools, both Primary and Secondary will be contacted before a decision is made.
- A letter or phone call indicating acceptance, placement on a waiting list and non-acceptance are mailed or made to families.

Date of next review: February 2018 (To be amended each year with State wide transition dates)

This policy was ratified by the Wallan Secondary College Council on	17 th February 2015
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Wallan Secondary College is committed to the protection and wellbeing of all students whilst participating in school activities both during and outside school hours. Staff have responsibility for building and maintaining a child safe environment. This responsibility extends to the identification and timely response to all concerns with regard the safety of any student of our College.