



IMPORTANT INFORMATION

2019 ENROLMENT

Glen Waverley Secondary College is a State Secondary School bound by the Neighbourhood Schools policy. For families seeking enrolment of their children into the College, the following guiding principles underpin the policy and the College's enrolment process and requirements.

The Neighbourhood Schools Policy seeks:

To provide each child with the right to a place in a designated neighbourhood school

Wherever practical to provide parents with the opportunity to enrol their child in the same school as that being attended by an older brother or sister who resides permanently at the same address

To contain enrolments in each school within the limits of available resources

Where an enrolment application is being considered for 2019 the following information should be noted:

1. **Proof of Residency – owned properties inside the neighbourhood area**

Proof of residency must be determined before the enrolment process can begin. Families who own a property inside the neighbourhood area are required to present documentation that proves they are living in the property. Suitable documentation would include such items as Council rates notices or utility bills/connection notices (e.g. Gas, Electricity). This documentation must include a current drivers licence, indicating a residential address in the school neighbourhood area.

2. **Families who lease properties in the school neighbourhood area**

For families who are leasing a property, the property or lease documents must be under the parent's name. The minimum leasing arrangement is 12 months through a Registered Estate Agent and **must be concurrent to the year of enrolment.**

3. Families will need to provide

- » a copy of the lease,
- » a copy of their bond receipt,
- » a copy of the latest utility (gas, electricity, etc) bills,
- » a valid driver's licence listing that address.

You will also be required to advise us as to the length of time you have been at that address.

The lease must be through a Registered Real Estate Agent. Private lease arrangements will not be accepted.

Further information

- An enrolling student will live with his or her parent(s)^[1]
- Applications to transfer from neighbouring schools on residential criteria may not be granted
- The College should be contacted before accommodation arrangements in the school neighbourhood area are finalised to clarify (a) if the property is in the neighbourhood area and (b) that the College has available spaces
- Property or Lease documents must be under the parent's name. The minimum leasing arrangement is 12 months through a Registered Estate Agent and must be concurrent to the year of enrolment.
- Proof of residency must be determined before the enrolment process can begin.
- If the College is unable to offer a place in the appropriate year level the College will assist the family in enrolling into another neighbourhood school, where the student will complete his/her secondary education
- Students who have a permanent residential address within the school neighbourhood area^[2] are to maintain accurate and up-to-date student, family, and residency records
- Sibling applications may not be granted if the family resides outside the neighbourhood area
- Where the student is coming from an English Language Centre, Glen Waverley Secondary College will complete an English language competency assessment to determine the readiness for enrolment. If the student is deemed not ready, the College will support the student to enrol in further intensive learning of English.

Permanent residency in the School Neighbourhood Area

For the purpose of student enrolments 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 his/her weekdays.

Glen Waverley Secondary College has the expectation that the family will remain permanent residents within the School Neighbourhood Area for the duration of their child's/children's education at Glen Waverley Secondary College.

The requirement of permanent residency in the School Neighbourhood Area will be actively monitored and enforced by the College.

Therefore, should a family move out of the School Neighbourhood Area beyond neighbouring schools, the parent/guardian may be required to enrol their child in the more appropriate neighbourhood school at the end of semester or school year

Enrolment Constraints

The College continues to experience unabated, demand for enrolment places. As a result of that situation an enrolment cap has been introduced. Therefore the College may not be able to accommodate all enrolment requests. Families should contact the College to establish the current enrolment position.