WERRIBEE SECONDARY COLLEGE

Duncans Road, Werribee,
Victoria 3030, AUSTRALIA

Phone: 9741 1822
Email: werribee.sc@education.vic.gov.au
Web: werribeesc.vic.edu.au

APPLICATION TO ENROL

This form has been designed to support students to apply for a *place* at Werribee Secondary College.

Please return this completed application and supporting residential documents to: enrolment@werribeesc.vic.edu.au

If the student is successfully offered a place at the college, an interview and further enrolment form will need to be completed to finalise their enrolment prior to commencement.

YOUR CHILD'S RIGHT TO ENROLMENT

Your child is guaranteed a place at the school they are zoned for, as shown on the Find My School website.

This means that if your child lives within the school zone, they must be offered a place when seeking enrolment.To find the school you are zoned for (referred to as your local school) visit www.findmyschool.vic.gov.au

GOING TO A SCHOOL OUTSIDE YOUR ZONE

Werribee Secondary College has limited places and applications are only considered, if space permits, using the priority order of placement. The priority order of placement prioritises out-of-zone siblings and then students in order of closeness of their home to the school. In exceptional circumstances, a student may be enrolled in a school based on compassionate grounds. Family and student privacy will be maintained when considering applications on compassionate grounds.

To find out more, visit www.vic.gov.au/how-choose-school-and-enrol

STUDENT DETAILS

Surname:	
First Given Name:	
Second Given Name: *(if applicable)*	
Preferred First Name: *(if applicable)*	
Date of Birth: *(dd-mm-yyyy)*	**Gender:** ☐ Male ☐ Female ☐ Self described:_____

Which year level are you seeking to enrol this student?	**Commencing this enrollment in the year of:**
Student's current school:	

Does the student live in the Werribee Secondary College school zone? *Go to www.findmyschool.vic.gov.au to find your local school*	☐ Yes ☐ No
Is the student an Australian citizen or permanent resident? **Werribee Secondary College can only enrol those who permanently reside in Australia. Fee-paying international students must apply through the Victorian Student Program at www.study.vic.gov.au If unsure please contact the school before proceeding.*	☐ Austalian Citizen ☐ Permanent Resident *(permanent visa)* ☐ Temporary/Visitor *(*ineligible to enrol direct)* Visa Number:

STUDENT'S PERMANENT RESIDENCE

Your child's permanent residence is the address where they spend the majority of their days during the school week. If they spend an equal amount of time at two addresses, both are considered their permanent address and your child will be entitled to enrol in the designated neighbourhood school for either address. **Please submit proof of permanent residence, adding up to 100 points, to the school as part of this application.** For more information, please refer to the Residential Address Checklist, available at: www.education.vic.gov.au/Documents/parents/going-to-school/100-point-addresschecklist.pdf, **and included on page 4 of this document.** When assessing your application, the school may make enquiries to verify the information provided, such as checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office; checking with a real estate agent; or checking whether there are any regulations/codes limiting the occupancy, for example if a rental property is a studio or one bedroom unit.

No. & Street Address:			
Suburb:			
State:		**Postcode:**	
How often does this student live at this address?			
☐ Always	☐ Mostly	☐ Balanced (50%)	
If the student lives at another address during the school week, please provide further details including the address, who they reside with, and how many days a week the student lives there:			
I will submit (attach) valid proof of residential address documents, adding up to at least 100 points, along with this application to the school: *Go to www.education.vic.gov.au/Documents/parents/going-to-school/100-point-addresschecklist.pdf or see page 4 of this document for the document checklist.*	☐ Yes (attached)	☐ No* _____ *(*Application will not proceed until all documentation provided)*	

SIBLINGS

A sibling is defined broadly and can include step-siblings and students residing together as part of a multiple family cohabitation or out-of-home- care arrangements, including foster care, kinship care and permanent care.

Does the student have any siblings at this school?		☐ Yes	☐ No *(move to next page)*	
Name		**Current Year Level**	**Reside at same residential address as the student**	
1			☐ Yes ☐ No	☐ Sometimes
2			☐ Yes ☐ No	☐ Sometimes
3			☐ Yes ☐ No	☐ Sometimes
4			☐ Yes ☐ No	☐ Sometimes

OFFICE USE ONLY				
Proof of the student's permanent residence provided?	☐ Yes	☐ No		
Eligible for enrolment:				
☐ Yes - DNS	☐ Yes - Sibling	☐ Yes – Closeness	☐ Yes – Compassionate	☐ No

PARENT/CARER DETAILS

This form should be completed by parents or carers who are responsible for enrolling their child in school. It is the responsibility of the person completing this form to consult with all other adults that need to be involved in the enrolment process. If required information is not provided or there is a dispute between parents about a child's enrolment, the enrolling principal is required to consider the student's education and wellbeing when deciding whether to defer or accept the enrolment.

ENROLLING ADULT 1

Surname:				
First Given Name:				
Contact Mobile Number:				
Contact Home Phone:				
Contact Email Address:				
Correspondence Address:				
Student lives with Adult 1:	☐ Always	☐ Mostly	☐ Balanced (50%)	☐ Occasionally
Adult 1 Relationship to Student:	☐ Parent ☐ Relative	☐ Step Parent ☐ Friend	☐ Foster Parent ☐ Self	☐ Host Family ☐ Other: _____

ENROLLING ADULT 2

Surname:				
First Given Name:				
Contact Mobile Number:				
Contact Home Phone:				
Contact Email Address:				
Correspondence Address:				
Student lives with Adult 2:	☐ Always	☐ Mostly	☐ Balanced (50%)	☐ Occasionally
Adult 2 Relationship to Student:	☐ Parent ☐ Relative	☐ Step Parent ☐ Friend	☐ Foster Parent ☐ Self	☐ Host Family ☐ Other: _____

DECLARATION

Information is collected and handled in accordance with the Schools' Privacy Policy, available here: www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx.

Please also refer to the Victorian Government School Privacy Collection Notice for details on handling of personal and health information in schools: www.education.vic.gov.au/Pages/Schools'-Privacy-Collection-Notice.aspx

I/We confirm that:

- **I am/We are the person/people named as completing this form.**
- **The information provided in this form is true and correct.**
- **I/We agree to authorise this form by electronic means with an electronic signature.**

Signature of Enrolling Adult 1: _____ Date: _____/ _____/ _____

Signature of Enrolling Adult 2: _____ Date: _____/ _____/ _____

RESIDENTIAL ADDRESS CHECK

Your child is guaranteed a place at their designated neighbourhood school. You can find your designated school and school zone at **findmyschool.vic.gov.au**

100-POINT RESIDENTIAL ADDRESS CHECK

Please provide documents to verify your child's permanent residence. Any combination of the following documents is acceptable, as long as they add up to at least 100 points.

DOCUMENT SHOWING THE FULL NAME OF THE CHILD'S PARENT/CARER AND ADDRESS	POINTS
1. One of the following **1.1** Council rates notice **OR** **1.2** Lease agreement through a registered real estate agent or rental board bond receipt **OR** **1.3** Exchanged contract of sale	**40**
2. Any of the following **2.1** Centrelink payment statement showing home address **2.2** Electoral roll statement	**20**
3. Any of the following documents **3.1.** Electricity or gas bill showing the service address* **3.2.** Water bill showing the service address* **3.3.** Telephone or internet bill showing the service address* **3.4.** Driver's licence or government issued ID showing current home address **3.5.** Home building or home contents insurance showing the service address **3.6.** Motor vehicle registration or compulsory third-party insurance policy showing home address	**15**

**up to three months old*

VERIFICATION OF PERMANENT RESIDENCE

When assessing your child's enrolment application, schools may make some enquiries to confirm the information provided is correct.

This can include:

- Checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office
- Contacting your real estate agent to confirm lease or contract of sale
- Checking whether there are any regulations/codes limiting the occupancy of rented studio apartments or one-bedroom units.

Your enrolment application may be unsuccessful if the school is not able to verify your address using the documentation provided.

INABILITY TO PROVIDE EVIDENCE OF PERMANENT RESIDENCE

If you are unable to provide proof of permanent address because of your individual circumstances, you are encouraged to seek advice from the school or a Community Liaison Officer in the Regional office.

MORE INFORMATION

For more information, contact the school or visit Starting school.

To find out how your information is protected, visit Schools' privacy policy.

RETURN THIS COMPLETED APPLICATION FORM, ALONG WITH PROOF OF ADDRESS DOCUMENTS TO: ENROLMENT@WERRIBEESC.VIC.EDU.AU OR TO THE GENERAL OFFICE AT THE COLLEGE.

Please note: No applications are processed during school holiday times.

Successful applicants will be required to attend an interview with an Assistant Principal and must bring the following documents to this interview for the enrolment to proceed:

- A copy of the student's last two semester reports *(full reports, not transcripts or progress reports).*
- A copy of the student's birth certificate.
- A copy of the student's passport and visa *(if not an Australian citizen).*
- If applicable, details of any disabilities or additional supports required *(for consideration in class allocation).*