



Peter Lalor Secondary College

Enrolment Policy



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Peter Lalor Secondary College on 03 9464 0122 or peter.lalor.sc@education.vic.gov.au.

PURPOSE

To outline the processes that Peter Lalor Secondary College will follow to manage the enrolment of students seeking enrolment in either Year 10, 11, or 12.

SCOPE

This policy applies to the enrolment of students wishing to enrol at Peter Lalor Secondary College in Year 10, 11, or 12.

DEFINITIONS

Overview of enrolment in Victorian government schools: Every Victorian student has a legislated right to enrol at their designated neighbourhood school (section 2.2.13 of the Act) and may be enrolled at another school subject to sufficient accommodation (section 2.2.14 of the Act).

Designated neighbourhood school: Peter Lalor Secondary College is not a designated neighbourhood school.

Fairness and equity: Peter Lalor Secondary College school enrolment practices are fair, equitable and comply with state and federal laws.

POLICY

Peter Lalor Secondary College is committed to implementing and following practices as they are set out in the Victorian Government School Guidelines, including enrolments and the placement and transfers of students between schools.

The procedures set out below are designed to ensure that Peter Lalor Secondary College's enrolment process is fair, equitable and complies with all Victorian Government School Guidelines.

1. Enrolment Criteria

Peter Lalor Secondary College is not a designated neighbourhood school. Students seeking to enrol at Peter Lalor Secondary College must:

1. Be commencing years 10 to 12,

And

2. Have prior attendance at a secondary school within the Whittlesea Network School District, or from an Independent or Catholic School or from Virtual School Victoria. This criterion does not apply for students who are relocating from other regional areas within Victoria to the Melbourne area, or the Whittlesea

area, for students from interstate, or for students who have had an interrupted education due to medical reasons.

2. Priority Order of Placement

In circumstances where Peter Lalor Secondary College will not have sufficient accommodation to be able to accept all applications from eligible students, the school will prioritise enrolment applications based on proximity. Applications from students who do not meet the eligibility criteria will be considered on a case-by-case basis as outlined in our Enrolment Management Plan in consultation with the principal, and by the region (if directed), in consultation with both the principal of Peter Lalor Secondary College and the principal of the school the student is currently enrolled with.

3. Evidence and Supporting Information Requirements

To support a student's application for enrolment, the following evidence and supporting information should be provided:

- The most current student report.
- If enrolling into the Victorian Certificate of Education Vocational Major for year 12 at any point, or for mid-semester enrolment in year 11, students will also need to provide evidence of completion of VCE requirements at the relevant year entry level, in order to confirm eligibility.
- Please note: Enrolment applications may not be successful, as the requested documentation is either not provided, or it has been established that the information provided is invalid and the student is therefore ineligible to enrol.

COMMUNICATION

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

- Available publicly on our school's website
- Included as a link in all invitations to prospective students
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following information: <https://www.vic.gov.au/how-choose-school-and-enrol>

POLICY REVIEW AND APPROVAL

Policy last reviewed	22.7.24
Consultation	August 26 2024
Approved by	Principal
Next scheduled review date	Before August 2026