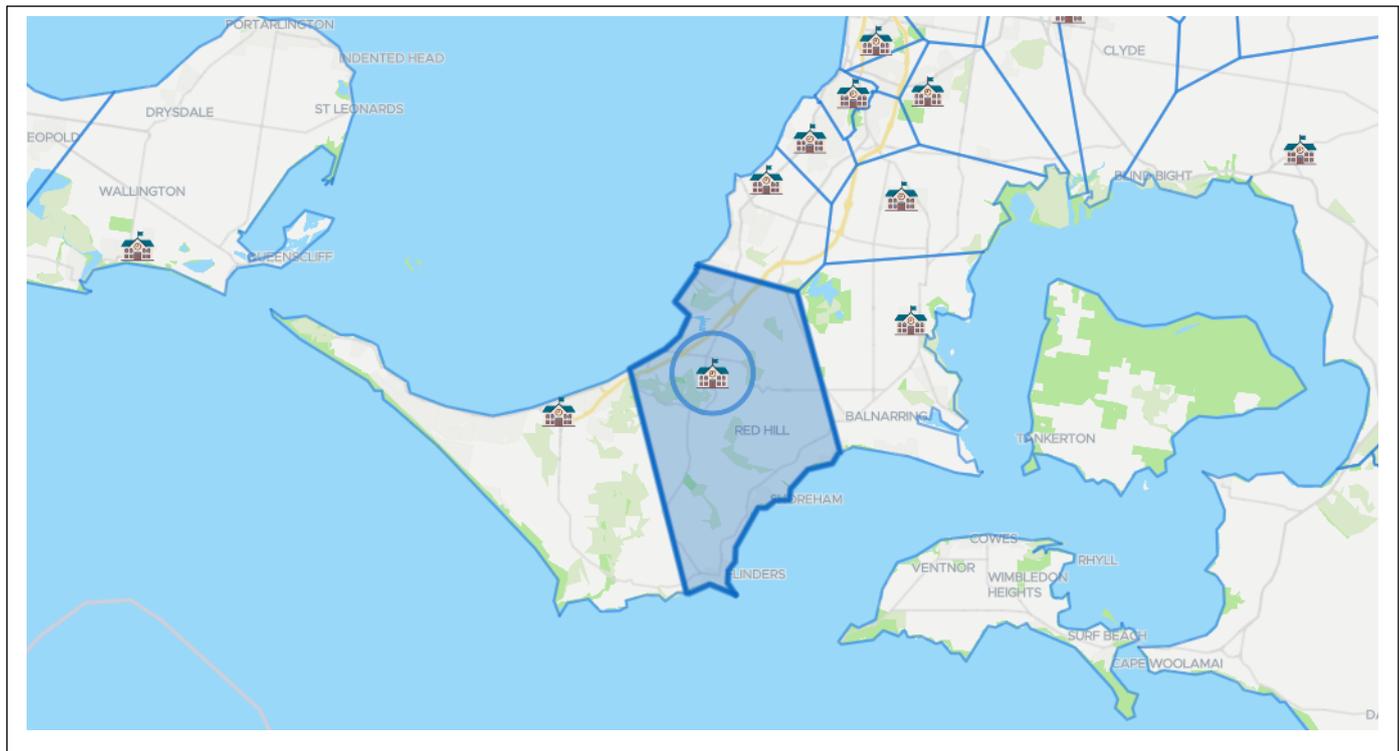


Title	Enrolment Policy
Rationale	To have an enrolment policy which provides prospective students and their families as well as the community at large with a clear understanding of our enrolment protocols which is consistent with DET guidelines
Aim	To provide clear information to the community about enrolment options at Dromana College.

Policy Implementation and Process	
Purpose	To provide effective learning for all students
Mission	'Empowering young people to make a difference'. To provide a caring, inclusive and sustainable community in which students develop skills and personal qualities necessary to participate positively and confidently in a changing, global community while striving to achieve their personal best. We practice our school values of Respect, Responsibility, Integrity and Personal Best.

Values	Responsibility	Respect	Integrity	Personal Best
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Dromana College Zone: <https://www.findmyschool.vic.gov.au/#school=1712201>



Enrolments for Year 7 Students: 2020

IN ZONE ENROLMENTS

Right of Entry

A child residing permanently in the neighbourhood area has the right to attend Dromana College unless already enrolled in a secondary school. Dromana College has a designated neighbourhood zone (see above), as defined by the Department of Education & Training. The student must be living with the parent or guardian at the permanent address or spend a substantial part of their time at that address. The permanent residential address is defined as one where:

- The home is owned by the parent or guardian

- The home is under purchase

- The home is leased from a registered real estate agent for a minimum of 12 months from the time a child is to commence. Evidence of the above will be required to authenticate residence. Other evidence may also be requested e.g. rates notice, utility bill, Medicare card and relevant VISA documents (showing parent/legal guardian and child's name).

There is no automatic sibling claim, but 'wherever practical' a student should be enrolled at the same school as that attended by an older brother or sister who resides permanently at the same address.

Application for Year 7, 2020

Procedure for students living in the College neighbourhood zone:

- Each student will be provided with an application form for Year 7 student enrolment from their primary school. This form is general for all Year 6's and is known as the Southern Metropolitan Region – Application for Enrolment (Year 7) Form.
 - Complete the form
 - The address shown must be the student's current residential address
 - Identify Dromana College as your first choice.
 - Return the completed form to the primary school by the due date.

Note: This form must be returned to the primary school.

You will be contacted by your Primary School after Dromana College has informed them that we have accepted the student placement.

OUT OF ZONE ENROLMENTS

Enrolment Guidelines & Out of Zone Application Process

Process for completing an out of zone application

- Ensure that **Dromana College** is indicated as the preferred school on the Year Application for Enrolment (Year 7) form provided by your child's primary school in April.
- Provide any supporting evidence for an **out of zone application** according to the guidelines below and submit **in writing** to the general office. Address the application to The Transition Coordinator Brooke Mollenkopf

Right of Entry

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- the home is owned by the parent or guardian
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- the home is leased from a registered real estate agent for a minimum of 12 months from the time a child is to commence. Evidence of the above will be required to authenticate residence. Other evidence may also be requested e.g. rates notice, utility bill, Medicare card and relevant VISA documents (showing parent/legal guardian and child's name).

There is no automatic sibling claim, but 'wherever practical' a student should be enrolled at the same school as that attended by an older brother or sister who resides permanently at the same address.

Order for Priority

Enrolments

- Students for whom Dromana College is the designated neighbourhood school.
- Students who reside permanently at the same address as a brother or sister currently attending Dromana College.
- Students seeking enrolment on specific curriculum grounds*.
- In a limited number of cases, a student may be enrolled on compassionate grounds, where there are significant family or individual circumstances. Wherever possible, the College will attempt to enrol students from main feeder primary schools who reside outside of zone provided that there are spaces available.
- Any additional spaces available will filled with students who are the next closest to our school zone.

***Specific Curriculum Grounds Claims**

Parents/guardians who live outside the neighbourhood area may be considered for enrolment on the following curriculum grounds:

- The student has been studying either Indonesian or Japanese at primary school, their child's neighbourhood school does not offer these languages as part of the curriculum and the child is interested in pursuing these studies to a senior level.
- The student has a desire to apply for LEAP
- The student has a desire to participate in the Instrumental Music Program and has a proven interest in that area of the curriculum.
- The student has a desire to participate in an Enhancement Program and has a proven interest in that area of the curriculum.

- The parent/guardian is able to demonstrate clear curriculum continuity links between their child’s primary school and the college.
- The parent/guardian is able to demonstrate that the college provides a specific curriculum focus that is not available at other secondary colleges.

Additional information may be sought to support an application for enrolment on curriculum grounds. It is essential that all communication between the college and parents is in writing and processed according to the above guidelines.

*A guardian is defined as one who has been legally appointed to take responsibility for the person making the application for enrolment.

Learning Extension and Acceleration Program (LEAP) Year 7 Select Entry

Details Refer: <https://www.dsc.vic.edu.au/curriculum/2016-05-25-03-22-13/leap>

Application Form: https://drive.google.com/file/d/0B3_B7MyNmrywRHVEcjNuX2ZfbXc/view

Principal’s Scholarship Program

Principal’s Scholarship Program - Program Information:
https://drive.google.com/file/d/0B3_B7MyNmrywMWhZNFBSamlpNjA/view

Principal’s Scholarship Program - Student Application Form:
https://drive.google.com/file/d/0B3_B7MyNmrywUkk4eWdUemZSUG8/view

Principal’s Scholarship Program - Teacher Confidential Report:
https://drive.google.com/file/d/0B3_B7MyNmrywS1dCcWIHJHEwaXc/view

Policy Direction of the School as a Whole	To ensure Dromana College maintains its commitment to a culture of ongoing improvement
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Approved By	Dromana College Council
Date Approved	October 2019
Responsible For Review	College Principal