



Alkira
Secondary College

Personalised learning for all. Respect for the individual learner.

15 Nurture Avenue, Cranbourne North 3977
PO Box 4314, Narre Warren South 3805
Victoria, Australia
Phone: 5991 3500 Fax: 5991 3599
Email: alkira.sc@edumail.vic.gov.au
Website: www.alkirasecondarycollege.com.au

Alkira Secondary College- Grade 6 to Year 7 Transition:

Enrolment

As part of the Grade 6 to Year 7 transitional process, Primary Schools will identify the designated neighbourhood secondary school for each Grade 6 student based on the student's permanent residential address.

Alkira Secondary College has a **designated enrolment zone**. This was provided by the South-Eastern Regional Director of Education to support the notion of community schools; ensuring equity of local government schools and to best manage student capacity and educational resources. Students are, in the high majority, enrolled under Category 1 and Category 2 priorities.

If a Grade 6 applicant has listed Alkira SC as its first preference school; however, their permanent residential address is outside Alkira's designated enrolment zone, the application will be automatically declined and their Primary School informed.

My child was not enrolled into Alkira SC. Can I request a review of the decision?

A parent /carer may appeal against Alkira Secondary College's decision not to provide a Year 7 placement. This request must be made in **writing** to the Principal (Mr John Shaw), using the attached *Enrolment Review Form*. This must be undertaken by **Friday 18th August, 2017** and will only be considered against Category 3 or Category 4.

Enrolment categories

Alkira SC enrolls students into Year 7 in accordance with the DE&T placement policy. Students are placed in the following **priority** order:

Category 1: Students for whom the school is the designated neighbourhood government school.

Category 2: Students with a sibling at the same permanent residence who are attending the school at the same time.

Category 3: Students seeking enrolment on specific curriculum grounds, where it is not provided by the student's nearest government school. (For example, this criterion applies to specialist programs, senior secondary programs including- VCE, VET, VCAL and language continuity).

Category 4: All of the other students in order of closeness of their permanent residence to the school. In exceptional circumstances, compassionate grounds will also be considered.

How do I apply on specific curriculum grounds (CAT 3)?

Families seeking admission for students on specific curriculum grounds will need to complete Alkira's *Enrolment Review Form*. The parent must include a short written or typed response as to what specific program/s Alkira Secondary College possesses which is not available at a neighbouring school and why this is vital for the educational needs of the student.

How do I apply on either close proximity, exceptional circumstances or compassionate grounds (CAT 4)?

Families seeking admission for students on either close proximity, exceptional circumstances or compassionate grounds will need to complete Alkira's *Enrolment Review Form*. The parent must include a short written or typed response, demonstrating their close proximity to the College and / or indicating exceptional circumstances or compassionate grounds that Alkira SC will resolve on an academic, behavioural or wellbeing need for their child.

What is the 2017 enrolment timeline for Grade 6 to Year 7 transition?

Wed 9th Aug	Primary schools notify parents/carers of Year 6 students, in writing, with placement offers
Thurs 10th Aug	Secondary schools may from this day communicate with parents/carers of future Year 7 students
	Parents/carers may commence lodging non-placement appeals with secondary schools
Wed 18th Aug	Closing date for parents/carers to lodge a non-placement appeal with secondary schools
Fri 1st Sept	Secondary schools notify all parents/carers who have lodged a non-placement appeal with outcome
Fri 8th Sept	Closing date for parents/carers to lodge a non-placement appeal with the Regional Director
Tue 12th Dec	Secondary schools host an Orientation Day for Year 6 students

Notification of a parent's enrolment review

Parents / carers will be notified of the outcome of their enrolment appeal by **Friday 1st Sept 2017**.

If the parents wish to make a further appeal after this notification, this should be lodged in writing outlining the grounds for appeal, to the South-Eastern Regional Director by **Friday 8th September 2017**. Appeals are considered based on the priority order of placement.



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Enrolment Review Form

Primary School: _____

Student Information:

Legal given name: _____

Legal surname: _____

Gender (please circle): Male / Female

DOB: _____

Current residential address: _____

Family Information:

Father's name: _____

Phone: (M) _____ (W) _____ (H) _____

Mother's name: _____

Phone: (M) _____ (W) _____ (H) _____

Carer's name if applicable) _____

Phone: (M) _____ (W) _____ (H) _____

