



**Alkira**  
Secondary College

*Personalised learning for all. Respect for the individual learner.*

15 Nurture Avenue, Cranbourne North 3977  
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## **Alkira Secondary College – Grade 6 to Year 7 Transition 2019**

### **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.

### **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. (refer to College website for neighbourhood boundary).

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

Category 3: Student 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.

### **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 17<sup>th</sup> August, 2018** and will only be considered against Category 3 or Category 4.

### **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 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 parents 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 2018 enrolment timeline for Grade 6 to Year 7 transition?

Wed 8 <sup>th</sup> August	Primary schools notify parents/carers of year 6 students, in writing, with placement offers
Thurs 9 <sup>th</sup> August	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
Fri 17 <sup>th</sup> August	Closing date for parents/carers to lodge non-placement appeal with secondary schools
Fri 31 <sup>st</sup> August	Secondary schools notify all parents/carers who have lodged a non-placement appeal with outcome
Fri 7 <sup>th</sup> September	Closing date for parents/carers to lodge a non-placement appeal with the Regional Director
Tues 11 <sup>th</sup> December	Secondary schools host an Orientation Day for Year 6 students

### **Notification of a parent's enrolment review/outcome**

Parent/carers will be notified of the outcome of their enrolment appeal by **Friday 31<sup>st</sup> August 2018**.

If the parents/carers wish to make a further appeal after this notification, this should be lodged in writing outlining the grounds for the appeal, to the South-Eastern Regional Director by **Friday 7<sup>th</sup> September 2018**. 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 / non-specific    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) \_\_\_\_\_

