

## Richmond High School - Enrolment

If you have a question about enrolment at Richmond High School, the answer could be here.

### WHAT IS THE GOVERNMENT'S POLICY ON SCHOOL ENROLMENTS?

The enrolment policy states that all students are entitled to enrol at their designated neighbourhood government school. All schools in Victoria have a designated neighbourhood area and a corresponding boundary.

The *Education and Training Reform Act 2006* underpins the Department of Education and Training (DET) enrolment policy which can be found at:

<http://www.education.vic.gov.au/school/principals/spag/Pages/azindexe.aspx>

### HOW IS THE DESIGNATED NEIGHBOURHOOD SCHOOL DEFINED?

For metropolitan schools, the boundaries between schools are defined by the mid-point of the distance between schools. DET produces maps which show the designated neighbourhood areas for each school. These areas show addresses for which that school is the nearest, measured by direct distance.

Please refer to the map on the Victorian School Building Authority (VSBA)

<http://www.schoolbuildings.vic.gov.au/Pages/Schools/Richmond-High-School.aspx> website which defines the new Richmond High School's designated neighbourhood boundary.

### HOW DO I APPLY FOR ENROLMENT AT RICHMOND HIGH SCHOOL?

If you are applying for a place in Year 7 for the 2018 school year, parents with students in Grade 6 will receive the relevant documentation through your primary school Transition Coordinator. The Year 7 Placement Forms are issued by the Department of Education and Training and returned to your primary school by the specified date.

Enrolment at Richmond High School is directed by Government legislation and Departmental policy on school enrolments which can be found in the School Policy and Advisory Guide at:

<http://www.education.vic.gov.au/school/principals/spag/Pages/azindexe.aspx>

The policy states that all students are entitled to enrol at their designated neighbourhood government school.

Richmond High School's enrolment policy will reflect the Priority Order of Placement clause in the Policy. Where there is insufficient accommodation at a school for all students who seek entry, students are enrolled in the following priority order:

1. *Students for whom the school is the designated neighbourhood school.*
2. *Students with a sibling at the same permanent address who are attending the school at the same time.*
3. *Where the regional director has restricted the enrolment, students who reside nearest to the school.*
4. *Students seeking enrolment on specific curriculum grounds.*
5. *All other students in order of closeness of their home to the school.*
6. *In exceptional circumstances, compassionate grounds.*

### HOW IS PERMANENT PLACE OF ADDRESS DEFINED FOR ENROLMENT AT RICHMOND HIGH SCHOOL?

Permanent place of address is the address a child permanently resides at with a custodial parent or legal guardian at the time of enrolment. Proof of permanent place of address will require families to supply appropriate evidence and in some case a Statutory Declaration.

### I LIVE OUTSIDE OF RICHMOND HIGH SCHOOL'S ENROLMENT BOUNDARY. CAN I STILL APPLY FOR ENTRY INTO RICHMOND HIGH SCHOOL?

Yes, you may apply for entry to the school. The above criteria will determine acceptance of your enrolment application.

### WHO CAN I CONTACT FOR FURTHER INFORMATION?

You can contact the DET North-Western Regional office on (03) 9488 9488 if you have questions about applying for a place in Year 7 for 2018.