



PLACEMENT POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Trafalgar High School on (03) 5633 1733

RATIONALE

The Department of Education (DE) in 2018 developed a Placement Policy for all Government schools as a guideline for enrolling students. This policy is written to take into account Trafalgar High School context whilst maintaining the guidelines outlined by the DE.

It is Trafalgar High School's aim to encourage our students to exhibit positive attitudes to learning, high levels of independence, cooperation, tolerance of others, self-discipline, and pride in achievement in an inclusive environment.

PURPOSE

To ensure students have access to neighbourhood schools and the freedom to choose other schools subject to facility limitations.

POLICY

Eligible children have the right to be placed in their designated neighbourhood school.

The Regional Director has the authority to effect placement of students.

Designated Neighbourhood School

The Designated Neighbourhood School is the school that is nearest the student's permanent residence, as measured by the shortest practical route as determined using DE software, unless the Regional Director:

- Needs to restrict new enrolments at a school.
- Has designated the Neighbourhood Boundaries for the school.

N.B. Students must attend the nearest school to be entitled to free school contract bus travel or a conveyance allowance.

Priority Order of Placement

Where there are insufficient places 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.



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3. Students seeking enrolment on specific curriculum grounds. This will include students entering Trafalgar High School as part of the Select Entry Accelerated Learning Program (SEALp)
4. Siblings of students currently enrolled in the school.
5. Where the Regional Director has restricted the enrolment, students who reside nearest the school.
6. Discretionary enrolment where places exist up to classroom size thresholds and there are sufficient classroom spaces to accommodate students in the priority order numbers 1 – 5.
7. Enrolment requests received after the cut off date determined by the DE transition timeline will be considered using a selection process by the enrolment committee based on:
 - Receipt date of enrolment form
 - Student's reports
 - Significant extenuating circumstances

Priority of these enrolment enquiries is dependent on the following criteria.

- a. In order of closeness of the home to the school by shortest practical route by vehicle.
- b. In exceptional circumstances, students may be enrolled where there are significant extenuating family or individual circumstances.

N.B If class and year level thresholds are exceeded, students wishing to enrol from outside the designated area will be placed on a waiting list, with priority determined by the above criteria (sections 1 – 6).

Appeals

Schools not providing a Year 7 place

Any appeals by parents/guardians against a school's decision not to provide a Year 7 placement are:

- Considered by the enrolment committee at Trafalgar High School.
- Escalated to the Regional Director when they cannot be resolved by Trafalgar High School.

Appeals are considered based on the following Department placement principles:

- Provide each child with a place in the Designated Neighbourhood School.
- Provide parents/guardians with an opportunity to enrol their child at the same school as an older sibling who resides at the same address.
- Allow parents/guardians to send their child to any alternative school where space is available.
- Contain enrolments in each school within the limits of available resources as determined by the Regional Director.

Inclusion



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Trafalgar High School is an inclusive school environment. While Trafalgar High School welcomes all students, we are committed to creating a safe and inclusive learning environment for indigenous and gender diverse students, staff and their families.



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Enrolment Guidelines

Future Year 7 Enrolling Students

Information will be provided to prospective students and their families at the year 7 information evening in Term 1 of the prior enrolment year. (i.e. 2019 for 2020 enrolment).

Enrolment forms will be provided to the prospective students from Trafalgar High School via the post or from the Trafalgar High School general office.

Students will be provided a place at Trafalgar High School based on the above placement criteria. Students not able to be accommodated based on the placement criteria will be placed on a waiting list.

Year 8 – 12 Students (new enrolment)

All enrolment enquiries should be made through the general office at Trafalgar High School (5633 1733).

Details will be recorded by the general office staff and referred to the enrolment committee. A follow up telephone call will be made by a member of the enrolment committee to advise:

Students from within designated school area	<ul style="list-style-type: none">- Students will be invited in for an enrolment interview.- Students will be enrolled in Trafalgar High School in years 7 – 10. Students in years 11 and 12 enrolment may be dependent upon threshold of VCE/VCAL classes and availability
Students outside of designated school area	<ul style="list-style-type: none">- Students will be invited in for an enrolment interview and/or- Students will be placed on a waiting list. The family will be advised they will be contacted when as places become available.



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POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2023
Consultation	School Council
Approved by	Principal
Next scheduled review date	September 2027

**This policy was ratified at the School Council Meeting held at Trafalgar High School;
 Date: 13/09/2023
 Scheduled for review in: 4 years**

Signed:
School Council President
Holly Perriam

Signed:
Principal
Brett Pedlow