



THOMASTOWN  
SECONDARY COLLEGE

## ENROLMENT POLICY

### BACKGROUND

Thomastown Secondary College is a Victorian government designed in 1971 on a mini-school model with a strong focus on engagement and student voice. We have retained our core values while responding to the changing needs of our community and that of the broader society.

The College mission is to encourage students to develop strong emotional and academic skills, essential for all citizens on this global world.

We celebrate our cultural diversity and we strive to engage our students in a wide variety of meaningful learning experiences. We offer challenging experiences in core curriculum and a wide range of enrichment programs.

By law in Victoria all children from the age of 6 up until they turn 17 years must be enrolled at a registered school or registered for home schooling unless they have a reasonable excuse. School participation maximises life opportunities for children and young people by providing them with a comprehensive educational program and access to support networks. It also helps to develop important skills, knowledge and values that set them up for further learning and active participation in their local community.

Supported inclusion schools are local government schools that have some additional accessibility facilities that assist them to implement a model of education provision and support for a higher proportion of students with a disability among the general student population. Supported inclusion schools also have enrolment policies that allow them to prioritise enrolment of students with disability who live outside the school zone, provided they meet specialist enrolment criteria. These features support students with disability to attend a school closer to home and study alongside students from their neighbourhood.

### Purpose

This policy specifies the enrolment criteria for students seeking enrolment at Thomastown Secondary College and the evidence required to support applications for enrolment. It ensures that the College enrolment policy takes into account all of the legal requirements relating to the discrimination, equal opportunity, privacy and immunization of potential students. This policy

- outlines enrolment procedures to ensure that all departmental and governmental requirements are met during the process of enrolment and
- ensures that all students enrolling at the College are assigned an appropriate year level and learning program.

### Scope

Thomastown Secondary College is a designated neighbourhood school with a designated neighbourhood zone (school zone). It is an inclusive and multicultural school that embraces cultural diversity and a range of learner needs and preferences. As such, we enrol all students irrespective of their gender, sexuality, religious or cultural background or their personal learner capabilities. We also undertake to enrol students

in accordance with all Victorian Government and Department of Education and Training enrolment guidelines.

This policy applies to:

- i. students seeking enrolment who live within or outside the school zone; and
- ii. students with disability who live outside the zone and seek priority enrolment under the specialist enrolment criteria.

## ENROLMENT CRITERIA AND PRIORITY ORDER OF PLACEMENT

School aged students who reside permanently within the school zone are eligible to enrol at Thomastown Secondary College. All students who reside permanently within the school zone are guaranteed a place.

Students may also apply for a place at Thomastown Secondary College if they live outside the school zone. These students may be enrolled if there is sufficient accommodation at the school, or if the request for enrolment aligns with the school's enrolment management implementation plan (if one is in place).

### Specialist enrolment criteria

Our College is an inclusive College and it will provide programs for all enrollees. A Program for Students with a Disability will be available to cater for students who have special learning needs and an English as an Additional Language or Dialect (EAL) Program will be offered to eligible EAL students in Years 9-12 and in-class support provided in Years 7-8. Before admitting a student the College must:

- collect relevant admission information
- obtain a completed enrolment form
- provide a privacy notice to the enrolling parent explaining the admission information. For sample notices see: Privacy within [Department resources](#)

The following specialist enrolment criteria have been specified and approved by the Regional Director, [Northern Western Region] Victoria Region (as the Minister's delegate), under section 2.2.16(b) of the *Education and Training Reform Act 2006* (Vic).

Students seeking priority enrolment under the specialist enrolment criteria must have a diagnosis for **intellectual disability** from a registered psychologist evidenced by:

- A. sub-average general intellectual functioning which is demonstrated by a full-scale score of two standard deviations or more below the mean score on a standardised individual test of general intelligence, for example a full-scale score of 70 or below on one of the recommended standardised individual tests of intelligence;  
and
- B. significant deficits in adaptive behaviour established by a composite score of two standard deviations or more below the mean on an approved standardised test of adaptive behaviour, for example a Vineland Adaptive Behaviour Scales composite score of 70 or below;  
and
- C. a history and evidence of an ongoing problem with an expectation of continuation during the school years.

Applications from out-of-zone students with disability who do not meet the above criteria may be prioritised on a case-by-case basis by the region, in consultation with the principal, considering the student's education and support needs. Such applications can only be prioritised with approval from the Regional Director, [Northern Western Region] Victoria Region (or delegate). For more information, see [Enrolment in specialist schools](#).

## Priority order of placement

If there is not sufficient accommodation to accept all applications from students living outside the zone, Thomastown Secondary School will prioritise applications in line with their enrolment management implementation plan (if one is in place). In the absence of an enrolment management implementation plan, Thomastown Secondary College will manage enrolment applications in accordance with the following priority order of placement:

1. students with a sibling at the same permanent address who are attending the school at the same time
2. students who meet the specialist enrolment criteria outlined above
3. all other students in order of closeness of their home to the school.

If there is not sufficient accommodation to accept all applications from students who meet the specialist enrolment criteria (once in-zone and out-of-zone sibling enrolments have been confirmed), these applications will be prioritised in order of closeness of their home to the school.

Thomastown Secondary School may stop prioritising applications from out-of-zone students who meet the specialist enrolment criteria if the total number of enrolled students with disability who require extensive adjustments<sup>1</sup> exceeds 10% of the current student population. This will ensure that Thomastown Secondary School can continue to offer the highest quality education and support for all students, including students with disability. Should this condition come into effect, all applications from students who live outside the zone (including those who meet the specialist enrolment criteria) will be prioritised in line with the department's [Placement Policy](#).

## Evidence and supporting information requirements for the specialist enrolment criteria

To support a student's application for enrolment under the specialist enrolment criteria, a signed psychologist's report from within the last 24 months reporting the results of an IQ test and an assessment of adaptive behaviour is required.

The department provides assessment services to help supported inclusion schools determine whether the student meets the specialist enrolment criteria. The department's regional offices also play a role in helping schools with enrolment processes.

**NOTE: Enrolment applications may not be successful if the requested documentation is not provided or is invalid.**

## Verification of permanent address

When assessing enrolment applications under the priority order of placement, Thomastown Secondary School may ask for supporting documentation to assist them in verifying a student's permanent residence. For more information, see [Determining permanent residence](#).

## Enrolment on compassionate grounds

In exceptional circumstances, the Regional Director [Northern Western Region], may approve a student enrolment at Thomastown Secondary School based on compassionate grounds. This is an overarching consideration and does not form part of Thomastown Secondary School's enrolment criteria or priority

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<sup>1</sup> The 'total number of enrolled students with disability who require extensive adjustments' includes (but is not necessarily limited to) all enrolled students who attract *Program for Students with Disabilities* funding or Tier 3 *Disability Inclusion* funding, regardless of whether those students live in the school zone or meet the specialist enrolment criteria. Thomastown Secondary School in consultation with the regional office, will determine the total number of enrolled students with disability who require extensive adjustments in Term 3 of each school year.

order of placement. Further advice and support when considering applications on compassionate grounds is available on the [Policy and Advisory Library](#) and from regional staff.

## APPEAL PROCESS

Parents/carers can appeal against the decision not to approve an enrolment at Thomastown Secondary School. This can occur in relation to enrolments at any age or year level. Further information on appeals can be found at [Appealing enrolment decisions](#).

## POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2023
Consultation	Community consultation via College website – ongoing Leadership Team Consultation with School Council 8 <sup>th</sup> June
Approved by	Principal
Next scheduled review date	June 2027