

# Enrolment Information

Thank you for considering enrolment at Woodmans Hill Secondary College.

## Transition from Primary to Secondary School

Comprehensive information on the [transition from primary to secondary school](#) is available on the Department of Education and Training's website.

For students moving from a government primary school to a government secondary school, you will be provided with information and a Year 7 placement application form from your child's primary school.

For students moving from a private primary school to a government secondary school, information and the year 7 placement application form is available from the webpage link above.

We encourage you to review the full suite of resources / links provided from this webpage. Should you require further clarification or additional information please contact the general office or the Central Highlands Area office of the Department on 1300 333 232 or email [swv@edumail.vic.gov.au](mailto:swv@edumail.vic.gov.au) and ask to speak to a Community Liaison Officer.

As a government school, Woodmans Hill Secondary College is bound by the department's Student Placement Policy which is applied consistently across the state. Your child will always be accepted by their designated neighbourhood school.

The Student Placement Policy ensures students have access to their local neighborhood school and the freedom to choose other schools subject to capacity.

## School Zones

Each school has a designated [school zone](#). Your permanent residential address will determine your designated neighbourhood zone/school. Most parents send their child to the public school closest to where they live. You are able to find your neighbourhood school using [Find my school](#).

If you have a question about school zones call the Victorian Schools Building Authority Hotline on

**1800 896 950** or email [vsba@edumail.vic.gov.au](mailto:vsba@edumail.vic.gov.au)

## Student placement – priority order

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.
3. Where the regional director has restricted the enrolment, students who reside nearest 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.

## Permanent Residential Address Requirements

The department has provided guidelines to schools for determining permanent address. This supports the application of the Placement Policy and provides fair and consistent information for schools to assist in the verification of a student's permanent address. Woodmans Hill Secondary College requires the following documentation to confirm that your permanent residential address is within the Woodmans Hill Secondary College neighborhood zone:

All documents must be originals or certified copies and show parent/carer name(s).

ONE OF:

- Unconditional contract of sale property, OR
- Rental Agreement OR
- Certificate of Land Title and building contract / Certificate of Occupancy.

PLUS TWO OF:

- Electoral enrolment confirmation,
- Council rates notice,
- Utility account,
- Other official document that demonstrates permanent residential address.

In some instances reasonable enquiries may need to be made by the school to verify permanent address information.

Where a child resides at multiple addresses, the child's permanent residence is the address at which the child spends the **majority** of his or her **weekdays**.

If at any stage prior to the commencement of schooling at Woodmans Hill Secondary College your permanent residential address changes and the new permanent residential address is out of Woodmans Hill Secondary College's zone, the offer of enrolment may be withdrawn.

## Enrolment at Year 8 or above

We welcome enquiries for enrolments at all year levels throughout the year. The DET's Student Placement Policy applies at all year levels. Should you wish to enquire about an enrolment for your child in Year 8 or above, please complete the following form and return it to the school. You will be contacted by a member of the school leadership team to discuss your enquiry.