



Important information for families seeking to enrol during COVID-19

The purpose of any student transfer is to seek a permanent enrolment at a new school within the appropriate school zone.

The Department of Education and Training has specified clear requirements for student transfers during the Corona Virus Pandemic and the transfer of students from lockdown areas.

To assist Wonthaggi Primary School determining you child/s eligibility for enrolment, you will need to submit the following documentation with your enrolment application.

1. Rental agreement or unconditional contract of sale

Along with two of the following documents:

- Electoral enrolment confirmation
- Council rates notice
- Other official documentation that demonstrates permanent residency at the listed address. These may include, current drivers licence, health care card

All information must list the same address as the address listed on the enrolment application.

2. You may be asked to also provide the following documentation.
 - A statutory declaration confirming the student/s is living at the listed address provided in the enrolment application and that the arrangement is genuine and intended to be permanent.
 - Copies of relevant court orders, naming the student/s as moving into the ongoing care of the named family member.

Please note: enrolment applications may not be successful if the documentation listed above is not provided.

Application Process:

Once you have completed the enrolment application form along with the required documentation, Wonthaggi Primary School may, in the assessment for enrolment eligibility, make the following enquiries to verify the information provided about a student's permanent residence:

- Checking the electoral role at an Australian Electoral Commission office or the Victorian Electoral Commission head office
- Checking with a real estate agent
- Checking whether the contact landline phone number provided is registered to the residence provided on the enrolment form
- For a rental property which is a studio apartment or a one bedroom unit, checking whether there are any regulations/codes limiting the occupancy of these apartments to one person per apartment



Please note: If, after reasonable enquiries, the Principal does not accept that the address/living arrangement, provided on the enrolment application form **is the genuine permanent residence of the student, the enrolment application may not be successful.**

If the Principal does not accept the application, the school may refuse the enrolment if the school is on a position where it is applying the priority order of the placement to demand for places exceeding supply. The school will ensure that reasons are provided to the parent/carer for not accepting the address and ensure that the parent/carer is aware that they may appeal this decision.

If, after a placement offer is made to the student, the student's permanent residence changes or it comes to light that the address provided on the application form was not the genuine permanent residence for the students, a school may only withdraw a placement offer in the following circumstances:

- Where, after the priority order of placement is applied to the correct address, a place is not available for the student; and
- The new address is not within the designated neighbourhood area for the school; and
- The placement offer and any subsequent material provided to the student and their parent/carer expressly states that the offer may be withdrawn prior to the students first day of attendance if the student's permanent place of residence changes or the school becomes aware that the address provided on the application form was not the genuine permanent residence for the student/s.

Prior to withdrawing an offer of enrolment in the above circumstance, Wonthaggi Primary School will consider any safety or wellbeing issues relating to the students and will consult with the Department of Education and Training's Regional Office or the Legal Division.

Wonthaggi Primary School will do its utmost to ensure that the above listed enrolment practices do not unfairly disadvantage students who are unable to provide proof of permanent address because of their individual circumstances. This is particularly relevant to students experiencing homelessness, family violence or recently arrived immigrant or refugees. In these cases, Wonthaggi Primary School will seek advice from the DET Regional Office before refusing an enrolment application on the basis that the student is unable to provide proof of permanent residence.

If you have any questions regarding the enrolment process, please contact the school to speak with the Principal, Wendy Bradley or Assistant Principal, Tom Burdekin.

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