

Alpine Settings Transfer of Enrolment Process

Context

In the North Eastern Victoria Region (NEVR) of the Department of Education and Training (DET) there are three Alpine areas, Mount Hotham (Dinner Plain), Falls Creek and Mount Buller, which have a population influx, of both employees and holiday makers, during the snow season. The snow season traditionally runs from the Queen's Birthday weekend until the end of September. This generates a demand from parents of children in government and non-government schools in Victoria and interstate for education provision in these Alpine areas for Term 3; as they cannot physically access the school at which they are enrolled for other times of the year.

There are currently three Victorian government providers of educational programs in the Alpine settings: Falls Creek Primary School at Falls Creek, Bright P-12 College at Dinner Plain and Mansfield Primary School at Mt Buller.

Falls Creek PS is a Government school providing primary education for the full school year for students who live year round at Falls Creek. The school's enrolment expands during the snow season.

The other two providers, Bright P-12 College and Mansfield PS, only operate in the Alpine settings in leased facilities during term 3 each year (Queen's Birthday at Dinner Plain). These leased facilities operate as a temporary campus of the base school.

It is a principle of the *Education and Training Reform Act 2006* (ETRA) that students have the right to attend a designated neighbourhood school. This is based on the primary permanent residential address of the student. The primary permanent residential address is defined as the address as which the student resides at for the majority of the school year.

The demand for places at these schools can exceed the positions available. The Regional Director North Eastern Victoria has determined to restrict the enrolments to the Alpine Schools as set out below.

Falls Creek Primary Schoolmaximum of 40 students

Bright P-12 College – Dinner Plain campus.....maximum of 80 students

(Building accommodates 40 but school runs two groups on a split timetable)

Mansfield Primary School –Mt Buller campusmaximum of 65 students

Other options for education for students who are unable to enrol at the Alpine schools during this period include the completion of an Absence Learning Plan from the school at which their child is currently enrolled, private tuition or enrolment with another government or non-government registered school in the area.

Process

- 1) Each school will call for transfers of enrolment via an Expression of Interest (Eoi) Form for the Winter snow season at the beginning of November annually. Parents will be required to complete all parts of the Eoi Form and submit it to the school as per details below.

Falls Creek Primary School email to falls.creek.ps@edumail.vic.gov.au

Bright P-12 College – Dinner Plain campus..... complete EOI through website link form

Mansfield Primary School –Mt Buller campus email to mansfield.ps@edumail.vic.gov.au

- 2) The school will accept all Eoi Forms and collate them into a provisional list. An acknowledgment of receipt of the interest in enrolment will be issued by the school.

- 3) After the confirmation of the February 28th census data, schools will determine the number of places that each has to offer to winter snow season transfer of enrolments.
- 4) In determining who has priority of access to these places the [Placement Policy](#) of DET will be utilised. The priority order is as follows:
 - a. Students for whom the school is the designated neighborhood school.
 - b. Students with a sibling at the same permanent address who are attending the school at the same time.
 - c. **Where the regional director has restricted the enrolment, students who reside nearest the school.**
 - d. Students seeking enrolment on specific curriculum grounds.
 - e. All other students in order of closeness of their home to the school.
- 5) The school will determine who to offer places to based on those for whom the school is closest to their primary permanent place of residence until vacant places are filled. DET's [Permanent Address Guidelines for Schools](#) will be referred to here. Google Maps will be used to work out distance between the school and the primary permanent place of residence.
- 6) Transfer of enrolment offers to children on the Provisional List shall be made in writing and bear the signature of the Principal or their delegate. The offer will include all details of parent payments due and information about the school's expectations should the offer to transfer enrolment be accepted. A time period within which the offer may be accepted will be specified in the correspondence/email. If no response is received in that time period then the offer may be withdrawn and the place offered to another child without further notice from the school. Withdrawal of offer of this kind applies to all proposed enrolments including sibling priority.
- 7) Those students not offered a place as a result of enrolment capacity being reached will be placed on a Waitlist, places will be offered in order from the waitlist. Any Expressions of Interest received after the EOI closing date, 28th February, will be placed at the bottom of the Waitlist, regardless of priority order.
- 8) To accept the offer of a Transfer of Enrolment the following must be provided to the relevant school within the time frame specified in the offer:-
 - a. A completed enrolment form signed by the parent/guardian of the prospective student
 - b. If transferring from a Catholic or independent school, a letter from the Principal acknowledging the Transfer of Enrolment. (For Government school students this is done electronically).
 - c. Copy of Birth Certificate and Immunisation Certificate
 - d. Payment of all essential student learning items charges, as described in the Parent Payments Policy. No refunds of these charges will be provided if the student is transferred elsewhere in Term 3.

Appeals

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

- to be sent to the Community Liaison Officer, nev.community.liaison@edumail.vic.gov.au, who will consult with the Provision and Planning Officer, the Services Support Manager and the Area Executive Director to determine if process has been applied correctly and respond accordingly.