



Help for non-English speakers

If you need help to understand this policy, please contact the Language Loop: Phone 03 9280 1955 for interpreters or call our school office on (03) 5243 2521.

PURPOSE

- To ensure Montpellier Primary School provides enrolment access for students who reside within its community as defined by the Department's closest school boundaries.
- To set out the conditions under which students may be enrolled into Montpellier Primary School to avoid the school exceeding its capacity.

GUIDELINES

School Zone

The school's capacity to enrol students is dependent upon the accommodation on its site calculated in accordance with the relevant Department Facilities Schedule.

The school's zone is based on distance from other schools. The school's enrolment zone is available on DET's website at findmyschool.vic.gov.au.

All students who reside within the zone are eligible for enrolment at the school. Enrolment of students from outside the zone will be managed to ensure that the total current and forecast enrolments do not exceed the school's current accommodation capacity, which DET has mandated is 650.

IMPLEMENTATION

Enrolment Criteria

When the number of enrolment applications exceeds the number of places available at a school students are enrolled in the following priority order:

1. Students for whom the school is their zoned Government school.
2. Students with a sibling at the same permanent address who are attending the school at the same time.
3. Students seeking enrolment on specific curriculum grounds (applies to senior secondary programs and select entry schools only).
4. Where the Regional Director has restricted the enrolment, students who reside nearest the school.
5. All other students in order of closeness of their home to the school.
6. In exceptional circumstances, students who can demonstrate compassionate grounds.

Proof of Residency

Parents who wish to enrol their child/ren at Montpellier Primary School will need to demonstrate evidence of their permanent place of address.

Current proof of residency at the address indicated can be provided by way of one of each of the following:

One primary source: a current lease agreement, rates notice or unconditional sale agreement and one secondary source: a utility bill (e.g. electricity or gas) showing the same address.

* If unable to provide this proof of residence, a Statutory Declaration confirming that the student is living in the address provided in the enrolment application and that the arrangement is genuine and intended to be permanent, must be provided.

When assessing enrolment applications, Montpellier Primary School may make the following enquiries to verify the information provided about a student's permanent residence:

- Checking the electoral roll 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.

Acceptance and notification processes

Enrolment applications for admission into Foundation will be accepted each year from Term 2 for enrolment to commence from the beginning of Term 1 the following year.

Applications will be recorded in order of receipt and remain current only for the year of submission.

The school will offer places in writing for Foundation the following year in Term 3 each year.

Review

All enrolment applications will be considered in accordance with the enrolment criteria.

Parents wishing to have an unsuccessful enrolment application reviewed may seek clarification from the principal. Parents should provide a written submission seeking a review of an unsuccessful enrolment application. This submission should present evidence to substantiate a claim that the stated criteria have not been applied fairly and equitably.

The principal will review written submissions and the reply should be in writing within 14 days of submission.

RESOURCES

Department of Education [Enrolment Policy](#)

EVALUATION:

- This Policy will be formally minuted and reviewed according to DET.

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2025
Approved by	Principal
Communication and feedback	This policy is always accessible on the school website and feedback from the community can be directed to the school at any time for the School Council to consider.

Next scheduled review date	2029 (3-4 Year Cycle)
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If changes from the Department of Education occur or if there is feedback from the community, this policy will be reviewed.