



## Enrolment Procedure

If you are interested in enrolling at our school, please request an Enrolment Form from our school office at [dandenong.hs@education.vic.gov.au](mailto:dandenong.hs@education.vic.gov.au) or (03) 9792 0561

Our school follows the Department of Education's [Enrolment Policy](#) for the enrolment, placement, and transfer of students.

Students who live within the school zone are guaranteed a place at our school. To find out whether you live in zone, visit [findmyschool.vic.gov.au](http://findmyschool.vic.gov.au)

All other applications will be considered subject to available space, and prioritised according to:

1. students with a sibling at the same permanent address who are attending the school at the same time
2. all other students in order of closeness of their home to the school.

### Required documents

Required documentation includes:

- Completed enrolment form
- Evidence of identity and date of birth (for example, a [birth certificate](#) or passport)

You will also be required to provide information about:

- your contact details
- emergency contact details
- health information about your child (such as allergies or illnesses they need to manage)
- other legal orders relating to your child and their welfare (if any)

### Year 7 enrolment

Enrolling your child in Year 7 is an important part of their education journey. We want to help you make the transition process as easy as possible. Each year, the department releases Year 6 to Year 7 placement information for schools and for parents/carers, with information packs available from the beginning of Term 2 for students commencing Year 7 the following year. These information packs, and other important information, can be found on [Moving from primary to secondary school](#) page of the Victorian Government website.

### School zones

Our school zone is available on [findmyschool.vic.gov.au](http://findmyschool.vic.gov.au) which hosts the most up-to-date information about Victorian school zones. Students residing in our school zone are guaranteed a place at our school, which is determined on the basis of your permanent residential address. Our school manages enrolments using the [Placement Policy](#) to ensure that students have access to their designated neighbourhood school and may enrol at another school, if there are available places.

For more information, you can:

- visit [School zones](#) for answers to frequently asked questions
- call the Victorian School Building Authority (VSBA) on [1800 896 950](tel:1800896950)
- email the VSBA at [vsba@education.vic.gov.au](mailto:vsba@education.vic.gov.au)

## COMMUNICATION

This process document is communicated to our school community in the following ways:

- Available publicly on our school's website
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

## PROCEDURE REVIEW AND APPROVAL

Policy last reviewed	August 2023
Approved by	Principal
Next scheduled review date	August 2025