

Brighton Secondary College

Information on Enrolment Procedures

A number of secondary colleges within Southern Metropolitan Region are unable to accommodate all students seeking enrolment. Brighton Secondary College falls into this category and, as such, approval has been given by the Regional Director to restrict our enrolments because of accommodation constraints. The Region has identified and designated a specific neighbourhood area or zone (*see Zone Map on website*) for us to adhere to when enrolling students. If insufficient places exist at a particular year level, students will be enrolled in the following order of priority:

- students for whom the school is the designated neighbourhood school;
- students with a sibling who has the same permanent residential address, and will be concurrently attending the school;
- students for whom the school is the nearest one to their permanent residential address;
- students seeking enrolment on specific curriculum grounds;
- other students in order of closeness of their home to the school.
- in exceptional situations, and at the Principal's discretion, students may seek enrolment on compassionate grounds subject to significant family or individual circumstances.

ENROLMENT FOR YEAR 7

The Enrolment (Transition) Process for children commencing in Year 7 is managed in partnership between the secondary and primary schools. The process commences early in Term 2 each year.

Most Victorian Primary Schools appoint a teacher as the Grade 6 Transition Co-ordinator, and they have responsibility for liaising with, and providing relevant transition information and forms to, Grade 6 families.

After transition information is distributed to Grade 6 families by their child's primary school, families will then need to make the choice of a suitable secondary college for their child to attend.

To assist with this important decision, a Year 7 Information Evening for prospective families is held at Brighton SC around the middle of Term 2, the time and date of which is advertised extensively in the newsletters of many local primary schools, and is also listed on our website calendar - www.brightonsc.vic.edu.au.

Families apply in writing to their **primary school** by completing the **Year 7 Application for Enrolment** form provided in the information package. The completed Application Form should be **returned directly to the child's primary school** before the closing date.

Towards the end of Term 3, the Primary School will then notify families of the results of their placement requests for their child. The Secondary Colleges cannot provide details of placement to families seeking this information.

ENROLMENT FOR YEARS 8 - 12

To request an Information Package, or make an appointment for prospective enrolment, please contact the General Office, between 8:30am and 4:00pm from Monday to Friday. The Brighton Secondary College phone number is (61 3) 9592 7488. You can also contact the school via our email address - brighton.sc@edumail.vic.gov.au.

Following your contact, an enrolment interview can then be arranged with the College Registrar. For the interview, we request that you bring with you a copy of your student's **most recent** end of semester and end of year school reports.

If you should have any questions prior to your interview, please contact the Registrar on (03) 9592 7488.

ENROLMENT FOR FULL-FEE PAYING OVERSEAS STUDENTS

All enrolment procedures for Full Fee Paying Overseas Students are managed through the Department of Education & Training (DE&T) - International Student Unit.

They can be contacted by phone on (61 3 9651 3700). Please refer to the ISPU website www.study.vic.gov.au for more detailed information regarding enrolment conditions and associated costs.