

Appeals information for parents/carers

If a government school decides not to offer your child a place, you can submit an appeal.

There are many reasons why a school may not be able to accept enrolments from students who live outside their school zone. These include, but are not limited to:

- **Capacity constraints** – they may not have enough capacity to offer enrolment to out-of-zone students
- **Increased local enrolments** – they might be experiencing, or forecast to experience, an increase in enrolments from within the school zone. This means they may have to leave some capacity for future students living in-zone
- **Staffing constraints** – schools may only have enough staff to take a certain number of enrolments.

Appeals on compassionate grounds

Schools will consider appeals on compassionate grounds in exceptional circumstances. Families must be able to clearly demonstrate the exceptional circumstances which they believe make an enrolment at their designated neighbourhood school unsuitable for their child or children. This may include:

- family violence
- wellbeing and safety concerns
- physical and/or mental health concerns.

Importantly, this is not a comprehensive list of exceptional circumstances whereby a family may seek an enrolment on compassionate grounds; each application will be dealt with on a case-by-case basis.

It is important to provide schools and regional offices with supporting evidence of your claim. This may include:

- legal documentation
- reports from allied health and/or medical professionals, the Department of Families, Fairness and Housing (DFFH) practitioners, Victoria Police and/or family violence services
- court orders.

The following examples do not necessarily meet exceptional circumstances on compassionate grounds:

- **Ease of transportation** – Having a school, that is not your local school, be more convenient for you to access via car, foot, public transport or carpool, or is closer to your workplace, family member's house (that is not the child's permanent address) and/or the school of your child's sibling/s may not be appropriate grounds for appeal
- **Individual needs of a student with a disability** – Under the Disability Standards for Education 2005, education providers are legally required to make reasonable adjustments for students with disability. On that basis, grounds for exceptional circumstances do not include concerns related to a student's disability where those concerns can be addressed by making reasonable adjustments (refer to: www.education.vic.gov.au/school/teachers/learningneeds/Pages/reasonable-adjustments.aspx)
- **Curriculum** – Preference for the school's curriculum program is unlikely to meet the grounds for exceptional circumstances, as all Victorian government schools deliver school-based curriculum programs that align with the Victorian Curriculum F-10 provided by Victorian Curriculum and Assessment Authority.

For further information, please see: www2.education.vic.gov.au/pal/enrolment/guidance/placement-policy

Appeals on permanent residence

When assessing enrolment applications, schools may request that parents/carers provide supporting documentation, such as original or certified copies of rental agreements or unconditional contracts of sale, to assist them in verifying a student's permanent residence.

Please note, the following example does not necessarily meet the requirements under permanent residence:

- Anticipated move** – if you are planning to move into a different address after the beginning of the school year, this does not mean you are guaranteed entry into the local school of the new address. This includes situations where families are building/buying a new home or starting a new lease agreement. The school may not be able to offer your child a place until after you have taken possession of the property and can provide proof that it is your new permanent residence.

If you are unable to provide sufficient proof of your permanent residence, schools may not accept your enrolment. For further information, please see:

www2.education.vic.gov.au/pal/enrolment/guidance/determining-permanent-residence

Appeal timelines

Date	Description
Thursday 18 July to Friday 26 July 2024	If your placement application was not successful, and you believe you have appropriate grounds to appeal the decision, parents/carers can lodge a written appeal with the <u>preferred</u> secondary school. Please use the Appeal Form.
Friday 26 July 2024	Closing date for parents/carers to lodge appeal with <u>preferred</u> secondary school. The school's placement committee and/or Principal will consider your appeal.
By Tuesday 6 August 2024	The secondary school will notify you, in writing, of the outcome of your appeal.
Wednesday 7 August to Tuesday 20 August 2024	If the appeal to your preferred secondary school is unsuccessful, and you believe that your grounds have not been adequately considered, you may lodge a further written appeal to the relevant Department of Education Regional Director. The Regional Director will not consider your appeal if you have not appealed to your preferred secondary school in the first instance.
Tuesday 20 August 2024	Closing date for parents/carers to lodge a written appeal with the Regional Director. A panel of senior regional staff considers appeals and assess them against the Placement Policy. This panel provides a recommendation to the relevant Regional Director who makes the final decision.
Any appeals received after this date will only be considered if the relevant Regional Director considers there to be exceptional circumstances. If you wish to lodge an appeal after the closing date, you should contact your regional office for advice.	
by Friday 18 October 2024	Regions will notify all parents/carers in writing of the outcome of Regional Director appeal. This only applies to appeals received by the closing date of Tuesday 20 August.

Section 1: Student current school details

Student's current primary school	
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Section 2: Student details

Family name			
First name			
Second name			
Preferred name <i>(if applicable)</i>			
Date of birth <i>(dd-mm-yyyy)</i>	___ / ___ / ____	Gender	
Current permanent residential address			
Street number and name			
Suburb		Postcode	
Mailing address	<input type="checkbox"/> Same as residential <input type="checkbox"/> Different <i>(complete below)</i>		
Street number and name			
Suburb		Postcode	
Is the student at risk?	<input type="checkbox"/> Yes <i>(complete the below questions and attach a copy of any relevant orders)</i> <input type="checkbox"/> No		
Please describe risk			
Relevant orders attached	<input type="checkbox"/> Intervention Order <input type="checkbox"/> Protection Order	<input type="checkbox"/> Other <i>(please specify)</i>	

Section 3: Parent / Carer details

Adult A		Adult B	
Relationship to student		Relationship to student	
Title (Ms, Mrs, Mr)		Title (Ms, Mrs, Mr)	
First name		First name	
Family name		Family name	
Phone number		Phone number	
Email address		Email address	
On <u>weekdays</u> , student lives with Adult A <i>(tick one)</i>	<input type="checkbox"/> Full time or mostly <input type="checkbox"/> Equal (spilt with Adult B) <input type="checkbox"/> Sometimes or never	On <u>weekdays</u> , student lives with Adult B <i>(tick one)</i>	<input type="checkbox"/> Full time or mostly <input type="checkbox"/> Equal (split with Adult A) <input type="checkbox"/> Sometimes or never
Permanent residential address	<input type="checkbox"/> Same as Section 2 <input type="checkbox"/> Different to Section 2, please complete:	Permanent residential address	<input type="checkbox"/> Same as Section 2 <input type="checkbox"/> Different to Section 2, please complete:

Section 4: Government school preference

Allocated secondary school	
Preferred secondary school	

Section 5A: Grounds for appeal

Please select **one** of the reasons below as grounds for your appeal and complete **section 5B**.

The below options align with the [Placement Policy](#).

Students for whom the school is the designated neighbourhood school - Appeal on permanent residence	<input type="checkbox"/>
Students with a sibling at the same permanent address who are attending the school at the same time	<input type="checkbox"/>
All other students in order of closeness of their home to the school	<input type="checkbox"/>
Overarching consideration - Compassionate grounds (due to exceptional circumstances)	<input type="checkbox"/>

