



## Year 7 Placement Protocols

### Purpose:

Keilor Downs College is a proud neighbourhood school and warmly welcomes all students within its designated neighbourhood boundary. Where facility limitations allow, Keilor Downs College will also enrol students from outside this area according to Department of Education & Training placement policy.

### Protocols:

#### 1. Placement of students from within designated neighbourhood boundary:

Keilor Downs College will ensure the enrolment of all eligible students from within its designated neighbourhood boundary.

The designated neighbourhood zone of Keilor Downs College is determined by the Department of Education. A map of the designated neighbourhood zone of Keilor Downs College can be found on this website.

Keilor Downs College will determine an annual intake number for Year 7 enrolments dependent on available facilities and overall enrolment projections. This intake number will clearly allow the enrolment of all eligible students within its designated zone.

**For 2020, the enrolment limit for Year 7 will be 225 students, resulting in a predicted whole school enrolment of 1420 students.**

#### 2. Priority order of placement for students outside the designated neighbourhood zone:

Where there are insufficient places at Keilor Downs College for all students who applied for placement, students will be enrolled up to the annual Year 7 intake limit in the following priority order:

1. Students for whom the school is the designated neighbourhood school.
2. Students with a sibling at the same permanent address who are attending the school at the same time.
3. All other students in order of closeness of their home to the school as measured by a straight line from the student's residence to the front gate of the school.
4. In exceptional circumstances, compassionate grounds may be used.
5. Students who wish to test for the SEAL program must sit the entrance testing for the program and must live within 5km of the school, which is the likely limit of our intake area.

#### 3. International Students

Full fee paying overseas students (FFPOS) applying directly will not be offered a Year 7 placement at Keilor Downs College. In exceptional circumstances an FFPOS student may be offered a Year 7 place if they attended a Victorian primary school and already reside within our designated neighbourhood zone.

#### 4. Appeals for those applicants not provided a Year 7 place:

As prescribed by DET policy, parents/guardians have the right to appeal Keilor Downs College's decision not to provide a Year 7 placement.

Firstly, appeals should be directed to the school in writing (email or letter), providing information on any compassionate or extenuating issues that may be relevant. These appeals will be considered by the placement committee at the school.

Parents/guardians can then direct an appeal to the Regional Director through the South Western Victoria Regional office.