



## MONTMORENCY SECONDARY COLLEGE

### Placement appeals

Students applying for a place at Montmorency Secondary College are enrolled in the following priority order, as per the [Department of Education and Training Placement Policy](#):

1. Students for whom the school is the designated neighbourhood government school.
2. Students with a sibling at the same permanent residence who are attending the school at the same time.
3. Where the Regional Director has restricted the enrolment, students who reside nearest the school (*not applicable to Montmorency Secondary College*)
4. Students seeking enrolment on specific curriculum grounds.
5. All other students in order of closeness of their home to Montmorency Secondary College.
6. In exceptional circumstances, compassionate grounds.

The process and deadlines for appeals when applying to Year 7 are set out in the North-Western Victoria Region placement process. If your child doesn't receive an offer for a place at Montmorency Secondary College, you can request a review of the decision in writing to:

- Principal, Montmorency Secondary College, Para Rd, Montmorency VIC 3094

Please ensure your appeal includes the following information

Name of student, and Primary School attending.

Current address, and below documents to certify this -

Original or certified copies of:

1. Rental agreements or unconditional contracts of sale, and
2. A copy of **two** of the following documents:
  - electoral enrolment confirmation
  - council rates notice
  - other official documentation that demonstrates permanent residency at the address, such as a driver licence or Health Care Card.

Documents must show the same address and parent's or carer's name as recorded on the enrolment application form.

Name of any siblings, and their current Year Level at Montmorency Secondary College.

The review will be conducted by the Montmorency Secondary College Placement Committee. The review can only be considered on the grounds that the selection criteria, as above, were not appropriately applied, or that the evidence presented was not appropriately considered.

If the committee cannot resolve the appeal, it can be referred to the Regional Director (North Western Victoria Region).