Procedures for Placement of Students in Year 7 in ACT Secondary Schools

These guidelines for secondary school placement for 2014 reflect the Education Participation (Enrolment and Attendance) policy and the Enrolment in ACT Public Schools (Early Childhood Schools-Year 12) procedures. They have been written to provide information specifically for prospective students entering year 7. It also provides the timeline for prospective placement for the 2014 school year.

Students must complete the Request for Secondary Placement form located on the ACT Education and Training Website (www.det.act.gov.au) under School Education/Enrolling in an ACT Public School. The form is to be returned to the school which is your first preference. Placements are accepted for ACT and NSW residents.

Criteria for Placement:

Students are prioritised for placement using the following criteria, listed in order of importance:

- **Capacity:** Each high school has a designated capacity for student placements. The school may not enrol students beyond this capacity

- **Students residing within the Priority Placement Area (PPA):** You live in the Priority Placement Area for Alfred Deakin High if you live in Curtin, Deakin, Garran, Hughes, Lyons, Yarralumla or Phillip (north of Hindmarsh Drive). Verification of your residential address will be requested. Acceptable evidence could be a utilities account belonging to the student’s parents/carer. Rates notices or mobile phone accounts are not acceptable evidence

- **Curriculum Availability:** Disadvantage which may result from the student being unable to access the chosen, overall curriculum pattern in the PPA secondary school

- **Student well-being considerations:** Professional evidence from a school counsellor or medical specialist would be required

- **Concurrent enrolment of a sibling (s) in the school of choice.**

ACT students may apply for an out-of-area secondary school placement. In doing so it is important to give a full rationale for the request ensuring that the claims address the criteria for placement as detailed above. If your application for an out of area school enrolment is unsuccessful, you will be guaranteed enrolment at your Priority Placement Area secondary school according to your residential address.

ACT residents have priority for enrolment in ACT public schools. Parents of students residing in NSW cannot assume enrolment rights for their children at their preferred schools.

Where demand for places at a particular school exceeds available places, applications from NSW students for placement in these schools will not be considered. In these circumstances NSW students will be offered a place in another ACT secondary school.
Appeals Process
An applicant has the right to lodge an appeal if his/her placement is unsuccessful. The appeals panel will be composed of:

- A nominated School Network Leader as the chairperson
- A secondary school principal nominated by the ACT Principals’ Association
- A School Board Chair
- A parent nominated by the P&C Council
- Principals of the secondary school from which appeals are received.

The appeals panel will only consider the grounds expressed on the original application. Applicants may elaborate on these grounds but the appeals panel will not consider additional ground, unless these can be shown to have altered since the original application. The decision of this panel is final.