Enrolment Guidelines

While every effort is made to accommodate all students applying to enrol at Northcote High School, this is not always possible. The demand for places at Northcote High School has increased significantly over the past decade and the school may only be able to enrol students for whom it is the designated neighbourhood school.

The following Department of Education (DEECD) enrolment criteria are applied, in priority order, when determining placements:

1. Students for whom the school is the designated neighbourhood government school (measured in a straight line from door to door).
2. Students who no longer live locally, that have a sibling at the same permanent residence who is attending the school at the same time.
3. Students seeking enrolment on specific curriculum grounds, where it is not provided by the student’s nearest government school
4. All other students are prioritised by how close their permanent residence is to the school.

Permanent residence in the neighbourhood area (designated neighbourhood school)

In accordance with DEECD Placement Policy, the designated neighbourhood school is the school nearest to the student’s permanent residence, measured in a straight line measurement door to door from home to school, or “as the crow flies.”

Proof of permanent residence within the school’s designated neighbourhood area is required for all applications seeking a place based on residential criteria. It is the responsibility of the family to provide satisfactory evidence to the school to demonstrate their permanent residence. Evidence of permanent residence may be a current utility bill or twelve month rental agreement. (Private rental agreements are not acceptable.)

Before an enrolment application can proceed, the student must already be a resident of the neighbourhood, and this permanent residence has been checked by the school.

An enrolled student residing in the neighbourhood area must live with his or her parents. Staying with a relative or friend does not qualify as guardianship and is not a criterion for enrolment unless supported by the relevant papers endorsed by the Family Court of Australia.

Permanent residence does not mean ownership of a business in the area, or that a family have a financial interest in a property in the area unless it is the property that they live in.

The school can provide written advice as to whether a specific address is closest to Northcote High School or not.

There may be exceptional circumstances in which a student will be enrolled on compassionate grounds.
Siblings

When a family whose child is a student at Northcote High School moves out of the neighbourhood area, the School expects that, at the end of that school year, the parent/guardian will enrol their child in the neighbourhood school closest to their new residential address or any other school where places are available.

Due to demand for places from local students, the school cannot guarantee enrolment for siblings when families no longer live in the neighbourhood area.

Curriculum Claims

The Department of Education has determined that where space is available and all local students and siblings have been accommodated, students from outside the neighbourhood area may be enrolled at Northcote High School, based on curriculum need.

We anticipate there will be a limited number of these places available, as we do not have the space to accept all applications.

To seek enrolment from outside Northcote High School neighbourhood area, a Curriculum Claim Application form, articulating the reasons for the application, must be submitted with the Application for Enrolment form. These forms are available on our website and from our General Office.

Tours and Open Morning

Each year the school offers morning tours, several times a week, between February and May. An Open Morning is also offered in April.

How to apply

All Year 7 applications are made using the Department of Education Transition form. This form is given out by Government and Catholic primary schools at the end of Term 1 to Grade 6 students. It is then returned to the Primary school. A copy will be sent to the high school of first choice. Copies of the form are also available from the North Western regional office of the DEECD.

Applications for places in Year 8-12 are made using Northcote High School’s own Enrolment Enquiry form, available from our office and on our website.
Enrolment at Year 7

Enrolment at Northcote High School, Year 7 for 2016

Over the last few years, Northcote High School has experienced unprecedented demand for Year 7 places. For entry in Year 7 in 2015, over 470 applications for places were received, far in excess of the school’s capacity. Northcote High School has accommodated all students for whom the school is the closest, and all siblings of current students, but for 2015 almost no other claims have been accepted. The school’s practice is to fill any vacancies that occur because of change of mind/circumstance, up to the start of the 2015 school year.

The school enrolls students into Year 7 in accordance with the Department of Education (DEECD) Placement Policy.

Students are enrolled in the following priority order:

1. Students for whom the school is the designated neighbourhood government school (measured in a straight line from door to door).
2. Students who no longer live locally, that have a sibling at the same permanent residence who is attending the school at the same time.
3. Students seeking enrolment on specific curriculum grounds, where it is not provided by the student’s nearest government school
4. All other students are prioritised by how close their permanent residence is to the school.

In light of population growth projections, it is likely there will continue to be very few curriculum claims accepted. It is also likely that siblings of current students, whose families no longer live locally, will not be accepted for Year 7 in future years.

How to apply

All Year 7 applications are made using the Department of Education Transition form. This form is given out by Government and Catholic primary schools at the end of Term 1 to Grade 6 students. Copies of the form are also available from the North Western regional office of the DEECD.