

## Year 7 - Enrolment at Hazel Glen College

Dear Parents/Guardians

As you may be aware the Department of Education Year 6-7 Transitions: Application for Year 7 Placement forms are distributed by your child's Primary School early in Term 2. These forms must be returned to the Primary School your child attends. On this form you will nominate the Secondary School you would like your child to attend.

Given the site capacity of Hazel Glen College, the significant enrolment growth and the introduction of additional secondary levels, the Department of Education has implemented a Designated Neighbourhood School boundary (DNS).

Guidelines around our Designated Neighbourhood School boundary require us to adhere to the following enrolment criteria, in the order stated, for assessing all applications:

**1. Designated Neighbourhood School (DNS)**

All students residing permanently in the Designated Neighbourhood School boundary (refer to the interactive map on our website).

**2. Siblings**

Students who reside permanently at the same address as a brother or sister attending Hazel Glen College.

**3. Specific Curriculum Grounds**

Students outside of the Designated Neighbourhood School boundary that choose Hazel Glen College as their first preference must also complete and submit the accompanying Specific Curriculum Grounds form. The College will use this information to determine the success of your child's enrolment at Hazel Glen College. Parents are required to accurately state why the curriculum program at Hazel Glen College will specifically support their child's learning needs.

**Proof of Residence**

In making enrolment determinations all applications under criteria 1 and 3 will require copies of both of the following documents as evidence of their permanent residential address:

- 2 current utilities bill; and
- current rates notice or lease agreement (of minimum 12months)

Documents are to be attached to the Proof of Residence form and returned directly to Hazel Glen College.

What you should do now if Hazel Glen College is your first choice:

- i. List your preferred Secondary Schools and rank in order of preference.
- ii. Return completed **Year 6-7 Transitions: Application for Year 7 Placement form** to your Primary School.
- iii. Provide **Proof of Residence** form and required attachments to Hazel Glen College (if no siblings at Hazel Glen College).
- iv. If you live outside the Designated Neighbourhood School boundary, you may complete and return the **Specific Curriculum Grounds** form.
- v. Required form(s):
  - Proof of Residence;
  - Specific Curriculum Grounds.

Submit directly to Hazel Glen College, 115 Eminence Boulevard, Doreen, by hand or mail by FRIDAY 11 MAY, 2018.

Please note, applicants under criteria 1 and 3 cannot be offered a place without the required residency evidence. Late applications under criteria 2 and 3 may be considered after those submitted on time.

Once again, thank you for your interest in Hazel Glen College. If you have any queries about our enrolment process please contact our Enrolment Registrar, Michelle Fitzsimmons, on 9717 7500 or by email at [mfitzsimmons@hazelglencollege.com](mailto:mfitzsimmons@hazelglencollege.com).

Yours sincerely



**Anthony Stockwell**  
Acting College Principal