



**Caulfield**  
JUNIOR COLLEGE

École franco-australienne  
de Melbourne

## Enrolment Policy



### Help for non-English speakers

If you need help to understand the information in this policy, please contact Sophie Laforest via Compass.

### BACKGROUND

Caulfield Junior College is a designated neighbourhood government school (local school) enrolling students from Foundation to Grade 6.

Caulfield Junior College hosts a French binational program accredited by the Agency for French Education Abroad (AEFE). Students enrolled in the program receive instruction in both the Victorian and French Curricula, under a Memorandum of Understanding between the Department of Education and the Association des Parents d'Élèves de l'École Française de Melbourne (2016).

### Purpose

The purpose of this policy is to specify entry criteria for students seeking enrolment at Caulfield Junior College.

### Scope

This policy applies to all students seeking enrolment at Caulfield Junior College.

Caulfield Junior College follows Department of Education policy and procedures for all other aspects of student enrolment.

### ENROLMENT CRITERIA

The following enrolment criteria have been specified and approved by the Regional Director, South Eastern Victoria Region (as the Minister's delegate) under section 2.2.16(b) of the *Education and Training Reform Act 2006* (Vic).

Caulfield Junior College is a designated neighbourhood government school and has a school zone. Students who permanently reside within the school's zone are entitled to enrol at Caulfield Junior College.

Students are able to apply for a place at Caulfield Junior College if they reside outside the school zone. These students should be enrolled if there is sufficient accommodation at the school and in accordance with the priority order of placement specified in this policy.

### Priority order of placement

Where Caulfield Junior College cannot accept all applications of students residing outside the school zone due to existing or future capacity concerns, out of zone students applying for enrolment will be enrolled in the following order:

1. Students with a sibling at the same permanent address who are attending the school at the same time.
2. Students seeking enrolment into the French Binational Program on language grounds.
3. All other students in order of closeness of their home to the school.

Enrolment at Caulfield Junior College does not guarantee entry into the French binational program. Criteria 1 (sibling grounds) and criteria 3 (closeness to school) only apply to entry to the school, not the French binational program.



Only students accepted into the French Binational Program can be prioritised on criteria 2 (language grounds).

### Enrolment on compassionate grounds

In exceptional circumstances, a student may be enrolled on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement.

## FRENCH BINATIONAL PROGRAM

Enrolment at Caulfield Junior College does not guarantee entry into the French binational program.

Entry to the French binational program is dependent on a student meeting language eligibility requirements.

Students are eligible to apply for the French binational program if they can demonstrate they meet at least one of the following criteria:

- a. student is or has been enrolled in one of the following education settings:
  - For Foundation enrolments, student has been enrolled for a minimum of 1 year\* in:
    - an early childhood service that delivered at least 50% of their state-funded four-year-old kindergarten program in French (for a list of some participating funded kindergartens, visit the [Early Childhood Language Program](#)), OR
    - a French early childcare service accredited by the French Consulate of Melbourne:
      - La petite école – [www.lapetiteecole.com.au](http://www.lapetiteecole.com.au)
      - La grande récré – [www.lagranderecre.com.au](http://www.lagranderecre.com.au)
  - For students transferring from other schools seeking enrolment in Years 1 to 6, the student has been enrolled for a minimum of 1 year in:
    - an Agency for French Education Abroad (AEFE) network school (for a list of schools visit the [AEFE website](#))
    - a school accredited by the French Consulate of Melbourne (for a list of schools, visit the [French Embassy website](#))
    - a French language program at an International school
    - an accredited school in a Francophone country
- b. a parent or carer speaks French at home
- c. student, parent or carer have lived in a Francophone country for a minimum of 12 consecutive months

### Selection process

If there are more applicants for the French binational program than available places, admission will be granted to the applicants who have provided evidence totalling the highest number of points (as detailed in the French language evidence requirements table). Closeness to the school will be used to prioritise applications with an equal number of points. This selection process applies equally to students already enrolled at Caulfield Junior College.

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\* To qualify for the French binational program under criteria a, students must have completed 1 year at an eligible early childhood service, for a minimum of 12 hours per week, by the time they start school. Applicants who have attended an early childhood service for less than a year will be considered, provided they will have completed a year by the time they start school.

An enrolment offer may be withdrawn if the 1 year requirement is not met by the start of school.



## EVIDENCE REQUIREMENTS

Parents and carers are required to supply evidence to support their enrolment application at Caulfield Junior College.

### French language evidence requirements

Caulfield Junior College hosts a French binational program which is supported by unique eligibility criteria. Students may be enrolled at the school as part of this program as per these criteria, if the college has sufficient accommodation for in-zone students and out-of-zone siblings.

For entry into the program, parents and carers must:

- complete an Application Form and a Binational Program Eligibility Form, and
- supply evidence, as set out in the French language evidence requirements table below.

**Table 1. French language evidence requirements table**

Language Criteria	Evidence	Points
<p><b>Student has French language school experience</b></p> <p>The student has been enrolled in one of the following school settings:</p> <ul style="list-style-type: none"> <li>• an AEFE network school, AND/OR</li> <li>• a French kindergarten or school, AND/OR</li> <li>• a French language program in an international school</li> <li>• an accredited school in a Francophone country.</li> </ul>	<p><b>One</b> item of proof of enrolment and minimum attendance at the time of application:</p> <ul style="list-style-type: none"> <li>• Certificat de Scolarite</li> <li>• Bulletin scolaire</li> <li>• Certificate of attendance issued by the school or kindergarten that mentions the starting date, finishing date (if applicable) and the total numbers of days of attendance</li> </ul> <p><b>Please note:</b> There must be no gap between attending the early childcare service or school and seeking enrolment at Caulfield Junior College.</p>	1 point
<p><b>A parent or carer speaks French at home</b></p>	<p><b>One</b> item of proof of completion:</p> <ul style="list-style-type: none"> <li>• High school certificate or University degree from a Francophone country</li> <li>• A diploma in French language (Diplôme Élémentaire de Langue Française or DELF) at C2 level, administered by France Education International for the French Ministry of Education. For more information, visit: <a href="http://www.afmelbourne.com.au/exams/">www.afmelbourne.com.au/exams/</a></li> </ul>	1 point
<p><b>The student, parent or carer has lived in a Francophone country</b> for a minimum of 12 consecutive months</p>	<p><b>One</b> item of proof of residence:</p> <ul style="list-style-type: none"> <li>• Rates</li> <li>• Tenancy agreement</li> <li>• Utilities bill (water, gas or electricity)</li> <li>• Driver's licence</li> <li>• Employment contract</li> </ul>	1 point
Other Criteria	Evidence	Points
<p><b>Student lives in the Caulfield Junior College school zone</b></p>	<p><b>Two items</b> of proof of residence at time of application:</p>	1 point



For up-to-date school zones, refer to the Find my School website: <a href="http://www.findmyschool.vic.gov.au">www.findmyschool.vic.gov.au</a>	<ul style="list-style-type: none"><li>• Rates</li><li>• Tenancy agreement</li><li>• Utilities bill (water, gas or electricity)</li><li>• Driver's licence</li></ul>	
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When assessing applications for the French bi-national program, Caulfield Junior College may make enquiries to verify the information provided. For example, contacting the kindergarten to confirm enrolment, for applications relying on French language school experience.

### Permanent address evidence requirements

Caulfield Junior College is a designated neighbourhood government school with a school zone. Students residing within this zone are entitled to enrol at Caulfield Junior College.

To comply the priority order of placement outlined in this policy, Caulfield Junior College may ask for supporting documentation to verify a student's permanent residence.

The school may also make the following enquiries to verify the information provided:

- checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office
- checking with a real estate agent to confirm a rental address
- for a rental property which is a studio apartment or a one-bedroom unit, checking whether there are any regulations/codes limiting the occupancy of these apartments to one person per apartment.

An application for enrolment may be unsuccessful if, after reasonable enquiries, the principal is unable to verify that the evidence provided is genuine and valid.

For more information, refer to [Determining permanent residence](#).

### TIMELINE

For Foundation enrolments, applications should be submitted in accordance with the Department of Education's statewide Foundation Enrolment Timeline. Relevant dates will be communicated to prospective parents and carers via the Caulfield Junior College website.

For all other enrolments, applications are open throughout the year.

### APPEAL PROCESS

Parents or carers can appeal an enrolment decision by lodging a written appeal with the principal.

If this appeal is unsuccessful and parents or carers are not satisfied that their appeal has been adequately considered, they may write to the South Eastern Victoria Regional Director.

### COMMUNICATIONS

The Caulfield Junior College enrolment policy is available to the school community on the school's website.

### POLICY REVIEW AND APPROVAL

Policy last reviewed	April 2024
Approved by	Principal
Next scheduled review date	October 2026 This policy is reviewed every 3-4 years.