



**Caulfield**  
JUNIOR COLLEGE

École franco-australienne  
de Melbourne

## Enrolment Policy

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### Help for non-English speakers

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

### Purpose

The purpose of this policy is to establish the entry criteria and evidence requirements for Caulfield Junior College's French bi-national program. Entry to the College remains subject to the Enrolment, Placement and Admission Policies of the Department of Education and Training (Department). These Department policies are presented as an appendix to this document.

### Rationale

The Department and Caulfield Junior College host a French bi-national program that is accredited by the Agency for French Education Abroad (AEFE). Students enrolled in the program complete both the Victorian and French Curricula on a 0.5:0.5 time fraction, under a Memorandum of Understanding (MoU) signed by the Department and the Association des Parents d'Élèves de l'École Française de Melbourne (EFM) in 2016.

As students enrolled in the program will be required to complete the French Curriculum (as well as the Victorian Curriculum), there is a requirement for these students and their families to have experience in and a commitment to French language.

### Aims

The aim of this policy is to outline the eligibility and evidence criteria required for entry into the French bi-national program and to confirm the priority order of placement into the program in the event that there are insufficient places in the program for all students who seek entry.

### Implementation

Caulfield Junior College is accredited to deliver both the Victorian and French Curricula. The College enrolls students in accordance with the Department's priority order of placement pursuant to the Department's Placement Policy. Students seeking to enrol in the French bi-national program are enrolled under 'curriculum grounds'.

As the French bi-national program is an above standard curriculum program, entry is contingent on students meeting the language requirements of a bi-national program.

Students are eligible to enrol in the French bi-national program if they are able to demonstrate they meet at least one of the French language evidence criteria, as set out in the below table.



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Eligible applicants living in the same permanent residence as a sibling currently in the program and remaining in the program at the year of entry will receive priority placement in the French bi-national program

Selection into the French bi-national program for all other applicants will be based upon the provision of permanent residence and French language evidence as set out in the criteria table below. The evidence is graded into tiers and allocated points according to the following:

- *Tier 1 – 4 Points*
- *Tier 2 – 2 Points*
- *Tier 3 – 1 Point*

If there is more demand for places in the French bi-national program than there are places available, places will be allocated to the applicants who have provided evidence totalling the most points. Direct proximity to the school will be used to delineate between applications that equally meet the criteria.

The final decision regarding entry into the French binational program is at the discretion of the Principal.

To support your application into the French binational program, please provide the following evidence ([click here to access the application form](#)):

<b>Criteria</b>	<b>Evidence Required</b> (Please note we can only accept the items listed - <b>passports cannot be submitted as evidence</b> )
<b>Proximity (Zone) - 4 Points.</b>	
<p>Applicant residing in Caulfield Junior College zone.</p> <p><a href="https://www.findmyschool.vic.gov.au/">https://www.findmyschool.vic.gov.au/</a></p>	<ul style="list-style-type: none"> <li>○ <b>Two</b> items with proof of residence at time of application:               <ul style="list-style-type: none"> <li>● Rates</li> <li>● 12-month Tenancy agreement</li> <li>● Utilities bill (water, gas or electricity)</li> <li>● Driver's licence</li> </ul> </li> </ul>
<b>Proximity (Region) - 2 Points.</b>	
<p>Applicant residing in South Eastern Victorian Region (SEVR).</p> <p><a href="https://www.findmyschool.vic.gov.au/">https://www.findmyschool.vic.gov.au/</a></p>	<ul style="list-style-type: none"> <li>○ <b>Two</b> items with proof of residence at time of application:               <ul style="list-style-type: none"> <li>● Rates</li> <li>● 12-month Tenancy agreement</li> <li>● Utilities bill (water, gas or electricity)</li> <li>● Driver's licence</li> </ul> </li> </ul>



<b>French Language Experience (Geographical) - 2 Points.</b>	
<p>Child and/or parent has lived in a Francophone Country for a minimum period of 6 consecutive months.</p>	<ul style="list-style-type: none"> <li>○ <b>One</b> item with proof of residence:               <ul style="list-style-type: none"> <li>● Rates</li> <li>● 12-month Tenancy agreement</li> <li>● Utilities bill (water, gas or electricity)</li> <li>● Driver's licence</li> <li>● Employment Contract</li> </ul> </li> </ul>
<b>Criteria</b>	<b>Evidence Required</b>
	<p>(Please note we can only accept the items listed - <b>passports cannot be submitted as evidence</b>)</p>
<b>French Language Experience (Schooling) - 2 Points.</b>	
<p>Child enrolled in an AEFÉ Network School AND/OR Child enrolled in a French Kindergarten or School (accredited school on the French Consulate of Melbourne website) AND/OR Child enrolled in an International School with a French Language Program.</p>	<ul style="list-style-type: none"> <li>○ <b>One</b> item with proof of enrolment:               <ul style="list-style-type: none"> <li>● Certificat de Scolarité or</li> <li>● Bulletin scolaire or</li> <li>● Certificate of attendance</li> </ul> </li> </ul> <p>Document must prove a minimum of one year's attendance at the time of application.</p>
<b>French Language Experience (Family) - 2 Points.</b>	

### Application due dates

Applications for enrolment in the French Elective Stream are due by the end of the third week of May annually.

### Verification of supporting documentation

When assessing enrolment applications for the French bi-national program, Caulfield Junior College may make the following enquiries to verify the information provided in relation to the above evidence:

- 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 rental address
- Checking whether the contact landline phone number provided is registered to the residence provided on the enrolment form
- 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.
- For applications relying on school or university certificates, checking with the relevant school/university for confirmation of enrolment



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Note: If, after reasonable enquiries, the Principal does not accept that the evidence provided is genuine and valid, the enrolment application may not be successful.

### **Appeal process**

Parents and students who are unhappy with their enrolment application outcome may appeal directly to the school Principal within 10 days after receipt of the enrolment decision.

### **Resources**

- Appendix One: Caulfield Junior College Zone Map.
- Appendix Two: South East Victorian Region Zone Map.

### **Evaluation**

This policy was last updated in 2022 and will be reviewed annually as part of the school's review cycle.