

# ENROLMENT 2023 FREQUENTLY ASKED QUESTIONS

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This document contains the most frequently asked questions about enrolments and school zones for Victorian government schools including specialist schools.

**NOTE:** In this document, **your local school** refers to a **designated neighbourhood Government school**. Your child has the right to enrol in their designated neighbourhood Government school. This right is set out in the [Education and Training Reform Act 2006 \(Vic\)](#).

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## GENERAL INFORMATION

### Who can I contact if I need more information about school zones?

Call the Victorian School Building Authority (VSBA) hotline on 1800 896 950 or email us at [vsba@edumail.vic.gov.au](mailto:vsba@edumail.vic.gov.au). Your enquiry will be directed appropriately.

Free translation services are also available. Call your regional office on 1800 338 663.

### Who can I contact if I need more information about enrolments?

Contact your designated neighbourhood Government school (referred to as your local school) or your [regional office](#).

### How can I help someone who cannot access the internet or speak English, find their local school?

Those requiring translation assistance can call their regional office on 1800 338 663. Free translation services are available.

Those without internet access can call the Victorian School Building Authority (VSBA) hotline on 1800 896 950 for assistance to find their local school.

## SCHOOL ZONES

### Finding your local school

#### What is a designated neighbourhood school (referred to as your local school)?

Your designated neighbourhood government school (your local school) is generally the government school closest to your child's permanent residential address. Each residential address has both a local government primary and secondary school.

All children of compulsory school age have a right to be enrolled at their local school.

#### How can I find my local school?

Visit [findmyschool.vic.gov.au](http://findmyschool.vic.gov.au) and type in your home address. The website will then find your local school.

#### Are all schools on the website?

Yes, all government primary, secondary and specialist schools are presented on the [Find my School](#) website.

#### Which schools have a school zone?

All mainstream government primary and secondary schools have a zone. Some campuses of multi-campus schools also have their own school zone.

Schools with different enrolment criteria, such as English Language Schools and Select Entry Schools, do not have a school zone.

Specialist schools (for students with disabilities) also do not have a school zone but are included on the [Find my School](#) website to support parents and carers to make informed decisions about school options.

### **What is a school zone and how are they determined?**

A school zone defines an area's designated neighbourhood government school (local school).

For children residing in metropolitan areas, or in Ballarat, Bendigo or Geelong, their local school is usually the nearest government school in a straight line from the child's permanent address. In any other area of Victoria, it is the nearest school by the shortest practical route, recognising the additional travel distances often experienced in regional settings.

Restricted school zones generally reduce the enrolment area of a local school and are put in place to ensure the school can continue to meet the demand of its local community.

### **Why does Find my School show zones for 2022 and 2023?**

School zones are shown for both the 2022 and 2023 school year in case they have been adjusted as part of the Department's annual review of zones. When a new school is established, zones for neighbouring schools are adjusted to accommodate the new school.

If you are considering enrolling your child in a government school in 2022 or 2023, you can use the Find my School website to identify your local school or closest specialist school options for either year.

Note: Most school zones do not change.

### **Why has my school zone changed between 2022 and 2023?**

The Department reviews school zones annually. Zones may be adjusted to reflect new schools, changing provision at existing schools or to address changing demographics of the local population.

If your child is already enrolled at a school, they retain their existing enrolment, irrespective of the zone change.

### **If my school zone is changing between this year and next year, can I enrol my child at either school?**

You may seek enrolment at either school, but your child only has the right of enrolment at their local school for the year they are seeking enrolment.

### **Why is my local school not in my suburb?**

School zones are not defined by suburban boundaries. For further information on how school zones are defined, refer to '[What is a school zone and how are they determined](#)'.

### **Why am I in a different school zone to my neighbours?**

In most instances, school zones are determined based on proximity. This means that you and your neighbour are closer to different schools.

### **What happens if Find my School cannot find or correctly locate my address?**

In rare cases, an address may be imprecisely located and matched to an incorrect school zone. If your property is near a school zone boundary, zoom in when using the Find my School website to verify that it has been correctly matched by referring to the parcel boundary outlined on the map.

The address search function on Find my School uses your street address to identify the parcel of land which contains your residence. If your unit address doesn't appear on Find my School, your local school is the school designated for the street address.

If you are unable to locate your address, then please contact [vsba@education.vic.gov.au](mailto:vsba@education.vic.gov.au).

### **Why do other mapping websites, such as Google Maps, show that I'm closer to a school that is not my zoned school?**

The location point for all government schools is taken from the Department's State Register. This location may be different from what is used in other web maps such as Google.

For further information on how school zones are defined, refer to '[What is a school zone and how are they determined](#)'.

### **My child will have to cross a significant road to attend their local school. Why doesn't the zone stop at the main road?**

The Department recognises that some zones need to be aligned with natural geographical and structural barriers such as rivers and freeways, however, a main road is not usually considered to be a barrier to accessing a school. In metropolitan areas it is difficult to align school zones to main roads. In rural areas, shortest possible route has been used to define school zones because in these areas the road network does affect whether a child can access their local school.

### **My property sits across two/multiple school zones. Which is my local school?**

If your property sits across multiple zones, i.e. intersected by a school zone boundary, then your child has the right to attend any of these schools.

## **Restricted zones**

### **What is a restricted zone and why have some schools been given restricted zones?**

Some schools face particularly high enrolment demand. If this is the case, it may be necessary to put in place a restricted zone to help the school continue to meet the needs of its local community. This sometimes reduces the area for which it is a local school.

If a restricted zone is in place, then the zones from surrounding schools are adjusted to ensure that all children are designated a local school.

### **I want my child to attend a particular school, but it has a restricted zone. Can they still attend?**

If it is your local school, then your child has a guaranteed a place at the school.

You may also seek enrolment at the school if it is not your local school. Your application will be considered in line with the Department's Placement Policy and available space.

## **Other zones and school types**

### **My address is showing both a secondary and senior secondary school zone on Find my school. Which one is my local school?**

Both schools are your local school. Your child has the right to attend either school, however the senior secondary is only available for the year levels offered at the school.

### **Which campus do I attend at a multi-campus school?**

Contact the school directly and they will be able to direct you to the right campus for your child. You can see all the campuses on the [Find my School](#) website. In some cases, a campus of a multi campus school may have its own school zone.

### **How have school zones for bilingual schools been determined?**

Bilingual schools are treated as a local school and have a zone consistent with the standard methodology.

### **My child's local school is bilingual and half of the school curriculum is in a language other than English. Does my child have to attend this school?**

If it is your local school, then your child is guaranteed a place at the school.

If you do not want your child to attend the school, you have the choice to request enrolment at your preferred government school. Applications are considered in line with the Department's Placement Policy and available space.

### **Do single-sex schools have school zones?**

Most single sex schools have a school zone.

Zones for single-sex schools are not determined in the same way as other schools, as they do not represent a local school for all children, just a single sex.

### **Do flexible learning government schools have a zone?**

No. Flexible learning government schools are an important part of Victoria's education landscape. They provide an alternative offering to students and do not just draw from their local area.

### **Do select entry schools have a zone?**

No. Select entry schools do not have a zone because they are open to all students across the state.

### **Do you have a map of Catholic and independent schools?**

For more information on Catholic schools, you can contact the Catholic Education Office or visit: [cecv.catholic.edu.au/School-Directory-Search](http://cecv.catholic.edu.au/School-Directory-Search)

For independent schools that are members of Independent Schools Victoria you can visit: [is.vic.edu.au](http://is.vic.edu.au)

## ENROLMENT IN A MAINSTREAM GOVERNMENT SCHOOL

### General enrolment queries

#### How do I enrol my child in school?

Everything you need to know about enrolling in a school can be found on the Department's website at: [Starting school](#) and [Starting, attending and leaving school with disability](#).

If you require further information, contact your local school.

#### My child has a disability. Can my I still enrol them in our local school?

Every child has the right to enrol at their local school. Reasonable adjustments are made for students with disability.

For more information, see:

- [Disability rights and adjustments in school](#)
- [Starting, attending and leaving school with disability](#)
- [Disability support at school](#)

#### What if I'm an international student?

International students should submit an application at [International Student Program](#) or apply directly to their school of choice if a non-government (Catholic or independent) school.

For more information, see:

- [Victorian Government Schools International Student Program](#)
- [International Student Program](#)

### New schools

#### How do I know about new schools opening in my area?

Refer to [100 new schools](#), which lists all the new schools opening in 2023 and 2024.

#### What are the new schools opening in 2023?

The interim names of the 13 new schools and campuses due to open in 2023 are:

- Camms Road Primary School
- Hayes Hill Primary School
- Holyoake Parade Primary School
- Lollypop Creek Primary School
- Merrifield West Secondary School
- Mount Ridley Special School
- North Melbourne Primary School (new campus)
- Officer Rix Road Primary School
- Riverdale East Primary School
- Rockbank Murray Road Primary School
- Tarneit Missen House Primary School
- Wollert East Secondary School
- Wollert West Primary School

The names of these schools may change prior to opening. The zones for these schools are available on the [Find my School](#) website.

## How do I enrol at a new school opening in 2023?

Visit [100 new schools](#) to find helpful information about each new school opening in 2023. Information will become available progressively during the year, including which principal has been appointed, when you can attend an information session and how to enrol.

For other questions, contact the [regional office](#) or the VSBA hotline on 1800 896 950.

## Placement Policy

### What is the Placement Policy?

Schools manage enrolments using the Placement Policy. The Placement Policy:

- sets out the legal right for eligible children to enrol at their local school
- provides schools guidance on how to prioritise students when they have limited places available.

### What is the priority order of placement?

The priority order of placement is what schools use to prioritise enrolments fairly and consistently, when they have limited places available. The priority order of placement is:

1. students for whom the school is the designated neighbourhood school
2. students with a sibling at the same permanent address who are attending the school at the same time
3. where the Regional Director has restricted the enrolment, students who reside nearest the school
4. students seeking enrolment on specific curriculum grounds
5. all other students in order of closeness of their home to the school.

### Is my child guaranteed a place at their local school?

Yes, your child is guaranteed a place at their local school, regardless of the school's capacity.

### Can I choose which school my child attends, or does my child have to attend their local school?

Yes, you can seek enrolment at schools other than your local school. Applications are considered in line with the Department's Placement Policy and available space.

### I can see that siblings who do not live in the school zone are prioritised for enrolment. What is considered a sibling?

A sibling is defined to reflect modern family living arrangements. It includes, but is not limited to:

- younger and older siblings
- step-siblings residing together at the same permanent address
- students residing together at the same permanent address as part of statutory out-of-home care arrangements, including foster care, kinship care and permanent care
- students permanently residing together in the one residence as part of multiple family cohabitation.

Students seeking enrolment on sibling grounds should be residing together at the same permanent address and must be attending the school at the same time. Where siblings do not reside together on a full-time basis, families may still seek enrolment on sibling grounds. These applications will be considered on a case-by-case basis.

**Can my younger child attend the school their older sibling attends even though we are no longer in the zone?**

Yes, your child will be prioritised for enrolment if they live at the same permanent address and will be attending the school at the same time.

**Schools can only enrol students who do not live in the school zone if they have sufficient accommodation. How do I know if a school has enough space to accept my child?**

Your child is guaranteed a place at their local school, regardless of the school's capacity.

If you are seeking enrolment at another school, you can reach out to the school directly and ask if they are accepting out of zone students. Schools should be able to indicate if they are under enrolment pressure and only able to enrol local students and siblings.

**My child attends an early childhood or kindergarten on school grounds. Are they eligible to enrol at the school?**

You may seek enrolment any school, however attendance at a nearby early childhood facility or kindergarten does not guarantee that your child will be offered a place at the school.

Your child is guaranteed a place if they live within the school zone.

If you do not live in the school zone, you still have the choice to request enrolment at your preferred government school. Applications are considered in line with the Placement Policy and available space.

**My circumstances are challenging and my local school is not suitable, what should I do?**

We understand that not everyone's circumstances are the same, and that there are instances where enrolment on compassionate grounds may need to be considered. If this is the case, you should talk to the principal or a Community Liaison Officer in the [regional office](#).

**What evidence do I need to provide if seeking enrolment on compassionate grounds?**

You may be asked to provide supporting documentation to demonstrate exceptional circumstances. Supporting documentation may include (but is not limited to):

- legal documentation
- reports from allied health and/or medical professionals, Department of Families, Fairness and Housing Practitioners, Victoria Police, family violence services or court orders.

Each application will be dealt with on a case-by-case basis though and schools will let you know what information is needed.

**What circumstances are not considered on compassionate grounds?**

The following examples are generally not considered exceptional circumstances:

- Ease of transportation – ease of access via car, foot, public transport or carpool, or closer to your workplace and/or the school of other siblings.
- Individual needs – every Victorian government school has established programs and practices to support a wide variety of student needs and are able to plan and adjust support for students throughout all stages of their schooling.
- Anticipated move – families who are planning to move into a new school zone after the beginning of the school year. This includes situations where families are building/buying a new home or commencing a new lease agreement. Your preferred school may not be able to offer placement until after you have taken possession of the property and can provide proof that it is your new permanent residence.



### **Can secondary schools make ‘early offers’ for Year 7 placement on curriculum grounds?**

No, secondary schools are not able to make Year 7 placement offers before the state-wide release of placement offers in July/August each year.

### **I want my child to get into an accelerated learning program. Do they need to take an early test?**

No, students should not participate in testing before a placement offer has been accepted.

Schools may assess eligibility to participate in programs after you have accepted their placement offer.

### **My child has studied a particular subject and wants to attend a school that offers that subject. Why have they not been offered placement on ‘curriculum grounds’?**

Some schools are under enrolment pressure and have limited places to offer students who do not live in the school zone. Students seeking enrolment on curriculum grounds are only considered after students eligible under the first three criteria of the priority order of placement.

In instances where a particular subject is not available, flexible learning opportunities can be explored. For example, [Virtual School Victoria](#) allows students to complete subjects not on offer at their school or unavailable due to timetabling clashes.

### **Can I appeal a non-placement decision?**

Yes, you have the right to appeal a non-placement decision with the school.

First, lodge a written appeal with the school. Your appeal will be considered by the school’s placement committee and/or principal.

If your appeal is unsuccessful and you are not satisfied that it has been adequately considered, it can be escalated to the relevant Regional Director. To escalate an enrolment appeal, email your regional office with the subject line ‘Enrolment Appeal’ and the school’s name. Include your contact details in your email.

For more information contact your local school or [regional office](#).

## **Verifying your address for enrolment**

### **What is my child’s permanent address?**

Your child’s permanent place of residence is the address at which they permanently reside at the time of enrolment. If your child lives at multiple addresses, their permanent residence is the address at which they spend the majority of their weekdays.

### **How does the school verify my child’s permanent address?**

Schools may request supporting documentation, such as copies of rental agreements or unconditional contracts of sale, to verify your permanent residence. To support their request, you may be asked to complete a 100-point residential address check. Documents should show the same parent/carer name and address as recorded on the school enrolment application form.

If unsure what you need to provide, ask your local school or refer to the Residential address check on the [Enrolling in school](#) webpage.

**My child lives some of the time with their other parent, does this mean they have two local schools?**

If your child resides at multiple addresses, their permanent residence is the address at which they spend the majority of their weekdays. If they spend an equal amount of time at two addresses, both addresses will be considered their permanent address and they will be entitled to enrol at either school.

The final choice of which school they attend rests with the parents/carers (or with the student if they are an adult or mature minor for the purpose of making enrolment decisions).

**Can schools reject an enrolment application if my lease is shorter than 12 months?**

It is not acceptable for a school to disregard a rental agreement that is shorter than 12 months if it accurately reflects your residential circumstances. However, the school may seek further information closer to enrolment. If your child's permanent residence changes after a placement offer is made, the offer may be withdrawn.

**I am unable to provide evidence of my child's permanent residence. What should I do?**

If you are unable to provide proof of permanent address because of your individual circumstances, you are encouraged to seek advice from your local school or a Community Liaison Officer in the [regional office](#).

## SPECIALIST SCHOOLS

### What is a specialist school?

A specialist school is an education setting that only accommodates students with disability and high needs. Specialist schools and campuses can be co-located with mainstream schools or operate as standalone facilities.

### Do specialist schools have school zones?

No, specialist schools do not have school zones. You may choose to enrol your child at any specialist school, provided they are eligible for enrolment and there is available space at the school.

Specialist schools do have Designated Transport Areas (DTAs). DTAs are geographic areas established around government specialist schools. To find which specialist school DTAs you live in, use the search function on [Getting to and from school for students with disability](#).

### How do I find my nearest specialist school?

Visit the [Find my School](#) website, type in your home address and click on the 'Specialist' schools tab to find your five nearest specialist schools (listed by order of proximity to your home address).

Find my School also provides contact details for each school and their specialisation.

### How do I find out if my child is eligible to attend a specialist school?

Contact the specialist school directly to find out what their enrolment criteria are, using the details available on the [Find my School](#) website. Alternatively, you can contact your [regional office](#) who can provide information about various school's eligibility criteria.

### The specialist school search results include each school's specialisation. What does this mean?

Specialist school programs are designed to meet the education and support needs of students with specific disabilities and are categorised according to the type of disability they cater for. These school categories are called 'specialisations' on the [Find my School](#) website.

For more information on the specialisations (specialist school category), click on the information icon next to each specialisation on Find my School. It is important to note that this is only a guide. It is recommended that you contact the school to discuss your child's eligibility.

### How do I enrol my child in a specialist school that specialises in teaching children with a disability?

For help identifying which government schools would best meet the needs of your child, you can visit school websites, contact schools directly or contact the [regional office](#).

You can find all specialist schools and their contact details on the [Find my School](#) website.

### Can I get help with transporting my child to a specialist school?

If you enrol your child in a specialist school, you may be able to get support with transport.

The Students with Disabilities Transport Program (SDTP) provides help with travel for eligible students attending specialist schools. To meet the criteria for transport help, a student must live in the Designated Transport Area of their specialist school. Designated Transport Areas (DTAs) are geographic areas established around government specialist schools. To find which specialist school DTAs you live in, use the search function on [Getting to and from school for students with disability](#).

## TRANSPORT

### Transport for students attending a mainstream school

#### Is there any assistance with travelling to school?

Yes, there are a range of transportation options for eligible young people, including the:

- School Bus Program
- Students with Disabilities Transport Program
- conveyance allowance.

Students may also be eligible for discounted travel through a child myki card or a Victorian Student Pass.

For more information, see: [Travelling to School](#)

#### Will my child still be able to catch the bus to school if zones change, if they are already attending the school?

Yes, they will be granted an exemption to continue with their existing travel arrangements.

Any child – and their siblings – who currently catches a school bus will still be able to catch a school bus.

While school zones will continue to be reviewed annually, the Department will work with schools to identify active travel opportunities.

### Transport for students with disability

#### What is a Designated Transport Area (DTA)?

Help with travel is available for eligible students attending specialist schools. To meet the criteria for transport help, your child must live in the Designated Transport Area (DTA) of their specialist school. DTAs are geographic areas established around government specialist schools.

DTAs are not school zones. You may choose to enrol your child at any specialist school, provided they are eligible for enrolment and there is available space at the school. However, only students residing in the DTA of the specialist school they attend are eligible for transport assistance.

For more information, see: [Getting to and from school for students with a disability](#).

#### How are Designated Transport Areas determined?

DTAs are designed to ensure that bus travel times do not exceed 120 minutes in either direction for any student. DTAs are established or amended via a process overseen by the Student Transport Unit of the Department of Education and Training.

#### Which schools have Designated Transport Areas?

Most specialist schools have DTAs. There are a small number of specialist schools that do not have DTAs, generally because they are state-wide providers. This includes the deaf education schools. Students attending these schools may still be eligible for transport assistance under the Students with Disabilities Transport Program (SDTP). Families can contact these schools directly for information about student transport assistance.

### **How can I find out if my address is in the Designated Transport Area for a specialist school?**

Enter your address into the [Find my transport area](#) search function on the [Getting to and from school for students with a disability](#) webpage. Clicking on any result will show a map of the full DTA for that school.

You can also contact schools directly for information about their DTA.

### **Has the Designated Transport Area for my child's specialist school changed?**

With new specialist settings opening in 2023, there are likely to be changes to DTAs. These changes will be released later in 2022 once the DTAs for the specialist settings opening in 2023 have been confirmed. Where a student attends the same school, transport arrangements will continue to be supported in line with the DTAs when the student was first enrolled.

### **If the Designated Transport Area search function says I live in the DTA for a particular school, does this mean my child can enrol at this school?**

DTAs are not school zones. Specialist schools have enrolment criteria that determine a student's eligibility. To learn more about a specialist school's enrolment criteria, visit the school website, contact the school directly or contact the relevant [regional office](#).

### **If the Designated Transport Area search function says I live in the DTA for a particular school, does this mean my child is eligible for transport assistance?**

The DTA search function allows families to find which specialist school DTAs they live in. Residing in the DTA of the specialist school is only one of the eligibility criteria for the Students with Disabilities Transport Program (SDTP). In addition, to be eligible for the SDTP, your child must:

- meet the criteria for the [Programs for students with disability](#);
- be enrolled at the school for three or more days each week; and
- be of school age and live in Victoria.

### **The Designated Transport Area search function says my address is in the DTA for multiple specialist schools. What does this mean?**

If your address is within the DTA for multiple specialist schools, your child may be eligible for transport assistance if you choose to enrol your child at one of these schools

### **How do I apply for transport assistance to a specialist school?**

When enrolling your child at a specialist school, please speak with the school regarding access to transport assistance. The school will provide the relevant information and forms and may assist in completing your application.

### **When do Designated Transport Areas get updated?**

DTAs are reviewed if:

- a new specialist school nearby is established
- an existing school is closed or re-located
- the principal or the Department requests a review, or change to, a school's DTA
- the demographics of an area change significantly.

DTAs are established or amended via a process overseen by the Student Transport Unit of the Department.

## SCHOOL BUILT CAPACITY

### What is capacity?

#### Built capacity

A school's current built capacity is the number of students that can be accommodated in the school's existing learning spaces (permanent and relocatable buildings) according to the Department's School Facilities Schedule.

The schedules are tables that set out the number and type of learning spaces and/or square metres of space that are required for a school of a certain size to deliver the curriculum based on a certain number of enrolled students. The schedules include the requirement for both general learning spaces and specialist learning spaces; for example, art rooms. The facilities schedules enable a consistent indication of the facilities requirements of schools.

#### Site capacity

A school's site capacity is the maximum number of teaching spaces that can be accommodated on a school site, whilst considering other relevant site factors, including physical characteristics of individual sites and the needs of the school community. More specifically, the key factors in considering the capacity of a site are:

- safety
- physical constraints
- curriculum
- health and wellbeing
- the effect on, and capacity at, surrounding schools.

### Why is this policy being introduced?

This is not a change in policy. This is about ensuring that schools and the Department of Education and Training have a shared understanding of the capacity of each school site across Victoria.

It is important for principals, school councils, parents and the broader school community to understand the capacity of their school. This is so that students receive the best educational outcomes in a safe environment.

To ensure Victoria remains the Education State, school infrastructure needs to keep pace with the number of children entering the school system each year. By understanding the current built capacity of every school, the Department can better plan for the increase in enrolment numbers in the coming years.

### What does the school built capacity mean for my school?

By knowing the current built capacity of the school site, principals and school councils can plan for future enrolments. The Victorian School Building Authority can also plan for potential capital works projects, or new relocatable buildings, which may be required.

### How is the school built capacity determined?

The Victorian School Building Authority (VSBA) measures the current built capacity of each school based on the information available in its asset management system. This information is updated when the VSBA is involved in projects that change the built form of a school. In addition, when schools make changes to their buildings or room use, they should provide updated school asset drawings to the VSBA.

The VSBA calculates the site capacity of schools on a case-by-case basis, especially if school clusters (groups of surrounding schools) have current or future growth pressures. In some circumstances, to accommodate strong local growth, the built capacity of a site may be increased beyond what was previously envisaged.

If a school is advised of a current built capacity number that is not expected, contact 1800 896 950 or email [vsba@education.vic.gov.au](mailto:vsba@education.vic.gov.au)

### **How does the school built capacity affect future enrolments? Can my child still attend my preferred school?**

Children of school age have the right to be enrolled at their designated neighbourhood Government school. They can attend an alternative government school of their choosing if that school has the capacity to enrol them.

By ensuring each school and the Victorian School Building Authority have a shared understanding of each school's future capacity, enrolments can be planned for and managed.

### **Can't the school just get a relocatable to increase its capacity?**

Relocatable buildings can be an efficient way to address capacity constraints on a school site in some circumstances. However it may not always be an appropriate for solving enrolment pressure. For example, an additional relocatable building should not be put on a site if it:

- encroaches on the school's only or main oval or a reasonable amount of open and play space.
- results in excessive removal of vegetation (although some tree removals may be required in isolated cases).
- impedes safe egress from the site in the case of emergencies.
- would unreasonably impede the provision of and access to site services such as water and electrical infrastructure.
- is not able to be accommodated by the physical constraints of a site, such as slopes or curves.
- has not also considered the need for provision in a school network.

It is important that the provision of a relocatable building does not impede upon the right for every child to have a safe environment in which to learn. In most instances, there are a number of other solutions that a school can use in addition to a relocatable. The Department continues to work with schools across Victoria to actively manage demand, and uses a number of solutions, including relocatable buildings, to achieve this. The move towards accessible and public zones for all designated neighbourhood Government schools will assist schools in managing capacity across the state.

### **Why does there need to be a limit on capacity at some schools?**

The Department is committed to ensuring that every school in Victoria is a great school. This means ensuring that schools have the facilities they need to deliver the full curriculum to every student within the space available. For some schools, particularly on smaller sites, understanding their capacity enables them to plan for the future, and continue to meet the needs of their community in the long term.

## How does capacity link to choice in government schools?

Victorian students will always have a place at their designated neighbourhood Government school. Students can also choose to attend any other Victorian government school outside their zone if the school has capacity.

### The Placement Policy says that it's subject to facility limitations. How do I know what this is?

'Facility limitations' refers to the capacity of a school. In the first instance this is the current built capacity of a school. The capacity of a school cannot necessarily be increased for all schools all the time.

In Victoria, students have the right to attend their designated neighbourhood Government school. This means the Department and the government make every effort to increase the built capacity of a school where that is required to accommodate students from within the school's zone.

Different methods are available to increase the built capacity of a school, however, sometimes there is a limit to how much the capacity of a school can be increased.

A school's site capacity is the maximum number of teaching spaces that can be accommodated on a school site, while considering other relevant site factors, including physical characteristics of individual sites and the needs of the school community. More specifically, the key factors in considering the capacity of a site are:

- safety
- physical constraints
- curriculum
- health and wellbeing
- the effect on, and capacity at, surrounding schools.

Relocatable buildings can be an efficient way to address capacity constraints on a school site. However it may not always be an appropriate solution. For example, an additional relocatable building should not be put on a site if it:

- encroaches on the school's only or main oval or a reasonable amount of open and play space
- results in excessive removal of vegetation (although some tree removals may be required in isolated cases)
- impedes safe egress from the site in the case of emergencies
- would unreasonably impede the provision of and access to site services such as water and electrical infrastructure
- is not able to be accommodated by the physical constraints of a site, such as slopes or curves
- has not also considered the need for provision in a school network.

Every school is a great school. It is important to consider all schools when assessing whether the built capacity of one school needs to increase, and to manage demand across the entire system.

A number of options for additional accommodation are considered by the Department where they are needed. Where the built capacity of a school cannot be increased, the school's zone may need to be reassessed, and the Department will work with schools to ensure a solution for everyone.