Department of Education
South-Eastern Victoria Region

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COR25160513

Christian Woodcock
Principal
Cranbourne East Secondary College
Christian.Woodcock@education.vic.gov.au

Dear Christian,

RE: Enrolment Management Implementation Plan – enrolment restriction for your school

The Department of Education (the department) is supporting schools under enrolment pressure to ensure every child is able to attend their local school. As part of this yearly review, schools under or at risk of enrolment pressure are being supported with enrolment guidance and information. You are receiving this letter because Cranbourne East Secondary College has been identified as under enrolment pressure.

Action
This letter sets out your enrolment restriction for the 2026 school year and will remain in place for future years until you are advised otherwise. You must follow the restriction outlined below. You must also include information about your restriction on your school website (sample wording is available at Restricting enrolments).

Enrolment Management Implementation Plan (EMIP)
The department recognises that there are many challenges involved with managing enrolments and acknowledges your efforts to ensure enrolment offers are made in accordance with the Placement Policy. Thank you for actively ensuring that every child that lives in your zone is able to attend your school if they choose.

To support this work, I am providing you with an EMIP that sets an enrolment restriction for your school and is comprised of the entry criteria outlined below.

Enrolment restriction
I am specifying entry criteria for Cranbourne East Secondary College under section 2.2.16 of the Education and Training Reform Act 2006 (Vic). Approved entry criteria for your school are:

- **Students who live within the school zone** (guaranteed entry)
- **Students with a sibling** attending the school at the same time (priority 1 of the priority order of placement)
- Students seeking enrolment on **compassionate grounds**.

Students seeking placement in all year levels must meet one of the above criteria to be eligible for enrolment.

Your details will be dealt with in accordance with the Public Records Act 1973 and the Privacy and Data Protection Act 2014. Should you have any queries or wish to gain access to your personal information held by this department please contact our Privacy Officer at the above address.

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Please note: This EMIP will remain in place until you are advised otherwise. Your enrolment restriction will be reviewed yearly and, if required, updated to reflect any changes to accommodation and in-zone demand.

Enrolment information pack

To further support you with long-term enrolment planning, the department will develop an enrolment information pack for your school. This will be distributed in Term 3 and will contain useful information on your local student population and enrolment trends.

For further information on enrolment management, please see the attached Frequently Asked Questions document. You can also refer to the Placement Policy, Restricting enrolments guidance and Find my School.

If you would like further information or support, please do not hesitate to contact Tamina Taylor, Executive Director Area – Southern Melbourne, Department of Education on (03) 5194 4292 or by email: tamina.taylor@education.vic.gov.au.

Yours sincerely

IAN BURRAGE
Regional Director
South-Eastern Victoria Region

15/05/2025

Cc: James Fletcher, Executive Director, School Provision and Establishment Division