



# Enrolment Policy



## Rationale:

Footscray West Primary School is an inner-suburban school that is experiencing a strong demand for student places. The current enrolment capacity is 600 students. As it was apparent the school was nearing capacity, School Council forwarded a request to SWVR to consider an enrolment strategy to ensure we can accommodate families within our neighbourhood boundaries. This request was acceded to.

## Aim:

To provide an efficient process for enrolment that enables students within our neighbourhood area to be guaranteed a placement.

## Implementation:

- Where the regional director has restricted the enrolment and there are insufficient places at FWPS for all students who seek entry, students are enrolled in the following priority order:
  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. Students who reside nearest the school.
- Students residing in the school neighbourhood area will be guaranteed a place. The map available on the website at <http://fwps.vic.edu.au/wp-content/uploads/2013/07/footscray-west-ps-catchment-map-2014.pdf> indicates the boundaries of this area. Please contact our office if you have any queries.
- Footscray West Primary School Enrolment Information folders will be available from the school office and will include an enrolment form.
- Completed Student Enrolment applications need to be accompanied by original or certified copies of:
  - Birth certificate
  - Immunisation certificate
  - Visa (if applicable)
  - Proof of residential address with documentation in the parent's names (min. rates notice or 12 months rental agreement and utilities account [water, electricity, or gas])
- Student Enrolment applications for Prep students will be available on the day of the first information session and tour early in term 2, in the year prior to school start.
- The school will provide first round Prep placements offer late in September for the following school year. Parents will have until early in fourth term to accept the placement in writing.
- The Principal will consider whether further placements will be provided as second round offers. Any subsequent offers will be determined by the priority placement process outlined above.
- Information regarding the enrolment of overseas students can be obtained from the International Education Division (03) 9651 3700
- Students with Disabilities and Impairments will be enrolled along with all other children as per eligibility parameters.
- The department's online enrolment register will be maintained with details of all approved enrolments.

## Evaluation

- This policy will be reviewed as part of the school's four year review cycle.