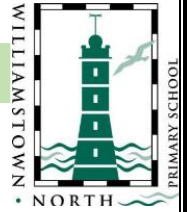




RESPECT – RESPONSIBILITY – RESILIENCE – DOING YOUR BEST



WILLIAMSTOWN NORTH PRIMARY SCHOOL No 1409

Enrolment Policy

Date: August 2017

1. Rationale

In line with the Department of Education and Training (DET) Policy on school enrolments, every child has the right to a place in his or her designated neighbourhood school, However, so that some choice of schooling is available, placement alternatives should be offered to parents/guardians whenever practicable or possible.

Due to our school site restrictions, Williamstown North Primary School has a designated neighbourhood boundary and an enrolment capacity determined by South Western Victoria (SWV) Regional Office.

2. Aims

- To provide each child with the right to a place at Williamstown North Primary as the designated neighbourhood school.

3. Context

This policy applies to students who wish to enter the school at any year level.

4. Implementation

- At the end of Term 1 each year, the school will distribute to neighbourhood Kindergartens, Child Care Centres, Real Estate Agencies and the local Library, copies of the enrolment procedures for the following year. This information will also be listed on the school website
- In Term 2 each year, the school will commence enrolment processes for the following year. This will include an Information Session for prospective families, Guided Tours and, where required, individual meetings.
- The school will liaise with other neighbourhood schools to ensure transparent and consistent processes occur.
- Families who wish to enrol their child at Williamstown North Primary School or the following year will be required to submit an enrolment form and preliminary information sheet which must be signed by all parents/guardians and include:-
 1. Proof of Birth (Birth Certificate, or Passport)
 2. Immunisation History Statement
 3. Three documents as Proof of Residential address. These include: Rates notice, or the original Lease, a Drivers Licence, and a Utilities notice which has your full name and residential address.

Additional proof of residency may be required at the schools discretion where deemed necessary.

4. Copy of Visa (if appropriate) where the school is able to process the application, otherwise the application will be referred to the international schools decision.

5. Copy of any court orders as applicable.

- Families who reside in the Williamstown North Primary School neighbourhood boundary may also seek enrolment at Williamstown Primary School. This is dependent upon Williamstown Primary School having vacancies. Any families who seek an enrolment at Williamstown Primary School are asked to notify Williamstown North Primary School and complete a 'Preference Sheet' that is distributed when enrolments commence in Term 2, each year.
- Where the school does not believe that it is able to offer a family a position for their child at Williamstown North Primary School, the family will be referred to the SWR Office to discuss the family's individual circumstances. The school will seek advice from the Regional Office in relation to each individual case referred, and will follow the requirements as stipulated by the Regional Director.
- Enrolment enquiries that occur throughout the year will be dealt with on a case by case arrangement, applying the same requirements for annual enrolment intakes.
- In determining if a family's residential address is within the Williamstown North Primary School 'neighbourhood', the map provided by the Regional Office will be used as the reference point. This map may be viewed at the school office or on the school website.
- In line with DET policy and in accordance with the 'Education Act', Williamstown North Primary School will enrol siblings of all children concurrently attending the school.
- Williamstown North Primary School will fulfil all other DET directives from the SWV Regional Director in relation to student enrolments.

5. Review

- School Council will review this policy, in line with DET and SWV requirement.

Appendix 1 Preferences Sheet

Appendix 2 Neighbourhood Map

This Policy has been ratified by School Council on August 2nd 2017.

WILLIAMSTOWN NORTH PRIMARY SCHOOL

2017 ENROLMENT PREFERENCE SHEET

Families seeking enrolment for their child at Williamstown North Primary School for 2017 are requested to complete the following Preliminary Enrolment Information sheet.

Child's Full Name: _____ **Child's Date of Birth** ____ / ____ / ____

Gender: Male Female (Please Circle) **Do you have a sibling currently at the school?** Yes No

If yes, the child's Name: _____ **Year Level:** _____

Will you be seeking an enrolment at another school apart from Williamstown North Primary School?

Yes No If 'Yes', please list the schools in preference order?

(Provide the name of the school, including your preference rating for Williamstown North Primary School).

1. _____ 2. _____
3. _____ 4. _____

Please Note: If your neighbourhood school (the school closest to your residential address) is not your first preference you should still submit an enrolment application at your neighbourhood school.

Does your child have any '**special needs**' that require discussion with the school?

Yes No

If yes, please contact the school to make an appointment with Wendy Emin, the Assistant Principal, and provide a brief outline below.

Does your child have any '**medical**' requirements? **Yes** **No** (Please Circle)
Allergy Anaphylaxis (Epi-pen required) Asthma Diabetes Other _____

Please provide details if this is a 'life threatening' condition, or if your child has previously been hospitalised as a result of the condition.

Parent/Guardian Name/s: _____

Parent/Guardian Signature/s: _____

Home Number: _____ **Mobile Number:** _____ **Work Number:** _____

Family Address: _____

Email Address: _____

Name of your child's Kindergarten, Child Care Centre or Pre-School Centre: _____
Contact Person/Teacher: _____

Group Name/Colour: _____ **Phone Number:** _____

Permission for the exchange of information between the Kindergarten, Child Care Centre or Pre-School and WNPS Yes No

Please return your **Preliminary Enrolment Information sheet** with your **Enrolment Form** to the school by;

Hand Delivery to the General Office	Fax 9397 1893	Mail to 133 Williamstown Rd, Williamstown 3016
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The Enrolment Form and Preliminary Enrolment Information sheet can be collected from the General Office, or down loaded from the school website (www.willynthps.vic.edu.au).

Williamstown North Primary School

