



Enrolment Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact the school on 9687 1535

Rationale:

Footscray West Primary School is an inner-suburban school that is experiencing a strong demand for student places. The current enrolment capacity is 680 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.
- Students residing in the school neighbourhood area will be guaranteed a place. The map available on the Find my School website at <https://www.findmyschool.vic.gov.au/#school=1389001> 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 (landline/internet account, 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 four early in term 2, in the year prior to school start.
- The school will provide Prep placement offers early in September for the following school year. Parents will have until late term 3 to accept the placement online.
- Information regarding the enrolment of overseas students can be obtained from the International Education Division (03) 9637 2990
- Students with Disabilities and Impairments will be enrolled along with all other children as per eligibility parameters.

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2019
Consultation	Not required.
Approved by	Principal and tabled at school council
Next scheduled review date	2023