



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 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 tour 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.

Evaluation

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