



# Williamstown Primary School

## Enrolment Policy

### 1. BACKGROUND

Williamstown Primary School has a responsibility to ensure every child for whom the school is the nearest school to their permanent residential address, has the right to enrol at our school. Williamstown Primary School has an enrolment capacity of 600 students. This is to ensure that the School is able to maximise the use of available facilities, and provide sufficient teaching and play spaces for the students in the school. The Principal will be responsible for the implementation of this policy.

### 2. PURPOSE

- To clarify enrolment priorities for families considering enrolling their child(ren) at Williamstown Primary School,
- To ensure Williamstown Primary School enrolls eligible students, maintains enrolment records and discharges its custodial role.
- To assist the school in ensuring the school implements fair and consistent enrolment processes and ensuring these are adopted at all times.
- To ensure the school complies with DET enrolment policy and guidelines and the legislative requirements of the:
  - *Education and Training Reform Act 2006*
  - *Privacy Act*
  - *Public Health and Wellbeing Act 2008* and
  - *Public Health and Wellbeing Regulations 2009*

### 3. DEFINITIONS

*“Designated neighbourhood school”* is the school that is nearest the student’s permanent residence, unless the Regional Director needs to restrict new enrolments at a school or has designated the neighbourhood boundaries for the school.

*“School”* means Williamstown Primary School

*“DET”* – Department of Education and Training

### 4. PROCEDURES FOR IMPLEMENTATION

- In line with Victorian DET policy, to start primary school a child must be five years of age, or older, by 30 April of the year that they start school.
- A map of the designated neighbourhood area for Williamstown Primary School can be viewed at the school office upon application (or on the school’s website). Families who do not live within this defined area will be referred to their closest state primary school.
- Students living outside this designated neighbourhood area may apply for enrolment at Williamstown PS. These students will be enrolled at Williamstown provided the enrolment capacity of the school is not exceeded or near to being exceeded.
- Where there are insufficient places for all students who seek entry in any given year, the following priority is used for determining which students should be enrolled, in line with the enrolment capacity stipulated by the South West Metropolitan Region:
  - *Students for whom the school is the designated neighbourhood school.*
  - *Students with a sibling at the same permanent address who are attending the school at the same time.*
  - *Where the Regional Director has restricted the enrolment, students who reside nearest the school*
  - *Students seeking enrolment on specific curriculum grounds.*

- *All other students in order of closeness of their home to the school.*
  - *In exceptional circumstances, compassionate grounds*
- Families with prospective enrolment/s are to be informed of this policy as part of their normal enrolment process.
- Once a family's residential status has been verified, families will be asked to complete an enrolment form and a School Preference Sheet (Prep students only).
- Additional supporting documentation will also be sought:
  - Proof of Birth Date (Birth Certificate or Passport)
  - Certificate of Immunization
  - Proof of residential address; each of the following: driver's license or Centrelink card, rates or rental agreement and utility bill.)
- Families are recommended to make an appointment with the Principal where there are circumstances surrounding the enrolment or transition of the student (e.g. special learning needs, medical conditions, family circumstances,)
- An opportunity for school tours by all prospective families will be available and conducted by one of the Principals prior to enrolment.
- Enrolments for the Prep intake will begin at the commencement of Term 2 in the preceding year and enrolments will be confirmed in writing by the final day of Term 3, following consultation with local schools.
- Enrolment applications will be accepted for siblings and all other prospective students from May in the year preceding the actual enrolment.
- Williamstown Primary School will conduct a transition program in term 4, so that prospective students can see their new environment, meet the teachers and see the classrooms prior to the first day of school.
- Students must attend the nearest school to be entitled to free school contract bus travel or a conveyance allowance.
- Enrolment Application Appeals are considered by the Regional Director or nominee based on the following department placement principles:
  - Provide each child with a place in the designated neighbourhood school
  - Provide parents/guardians with an opportunity to enrol their child at the same school as an older sibling who resides at the same address
  - Allow parents/guardians to send their child to any alternative school where space is available
  - Contain enrolments in each school within the limits of available resources as determined by the Regional Director.
- The Regional Director has the authority to effect placement of students.
- Enrolment can be arranged by the Principal without further approval or by reference to the Regional Director e.g. for early age enrolment.
- The Principal will
  - Enrol eligible students, who are new to the Victorian government education system under the name contained in the documents supporting their admission; primarily that is their birth certificate.
  - Keep copies of sighted documents
  - Verify changes to student enrolment names.
  - Maintain student details and movements in an enrolment history.
  - Keep all information confidential and managed in accordance with the DET's
  - Privacy policy and Victorian privacy laws.
- If requested, the school can change the name under which a student is enrolled if new legal documentation with an amended name is provided, such as an officially amended birth certificate, proof of adoption, court order authorising another name, supporting documentation, which was not originally available, differs from the name provided during conditional enrolment or proof is provided that the enrolling parent or the student is using another name under a scheme designed to ensure their safety, such as witness protection.

- The school will maintain an enrolment database on CASES21, which includes admission forms, transfer information, the student register, and class lists. Enrolment data is entered at the beginning of the year for Foundation (Prep) students and is added when students transfer and updated if information changes.
- An enrolment form available on CASES21 will be used and must include:
  - Date of birth (note: evidence of date of birth can be official, such as a birth certificate or where this is not able to be produced, unofficial, such as a doctor's note attesting to a child's age).
  - Names and addresses of the student and enrolling parent or guardian
  - Details of medical and other conditions that may require special consideration
  - Emergency telephone numbers, including a nominated doctor
  - The name of the previous school and the student's current year level, where students transfer from another school
- The school will check and retain the immunisation status certificates, which indicate whether primary students have been immunised against some or all of a number of infectious diseases. (All certificates will be retained in a file established for this purpose.) This will be referred to if there is an outbreak of disease or if the student transfers in which case it will be attached to the transfer form.
- The signature of the parent as defined in the *Family Law Act 1975* is required. Please note that in the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility.
- If parents are separated, both parents must sign or a copy of the court order with any impact on the relationship between the family and the school must be provided. An informal carer with a statutory declaration is eligible to sign.
- When (parent) consent is disputed the Principal and staff will avoid becoming involved or avoid favouring one parent. School personnel will act in accordance with the best interests of the student and the school community and should realise that a resolution, satisfactory to both parents, may not be possible.
- For more information on enrolment where there is disputed parental consent, refer to the school's *Parental Responsibility Policy*.
- If the school enrolls international students CASES21 will be updated to confirm the student's commencement of study within five working days of commencement. Any changes to the student's enrolment should also be recorded in a timely manner. This will ensure an accurate disbursement of funds to the relevant school.
- At initial enrolment a Victorian Student Number (VSN) is allocated to a student in the name certified in admission documents. When students transfer between schools, the subsequent enrolment is in the name attached to the VSN, unless new legal documentation with an amended name is provided.
- Please refer also the school's *Admission Policy, Immunisation/Exclusions (Infectious Diseases) Policy, Information Privacy Policy, Transfers Policy, International Student Program Policy* and the *Health Care Policy*.
- **Reference:**  
[www.education.vic.gov.au/school/principals/spag/participation/pages/enrolment.aspx](http://www.education.vic.gov.au/school/principals/spag/participation/pages/enrolment.aspx)

## 5. REVIEW AND POLICY HISTORY

This policy is due for formal review in November 2018 although it may be changed at any time as required after discussion with School Council and the Principal or if guidelines change (latest DET update mid April 2015).

**Policy History**

<b>Version Approval Date</b>	<b>Summary of Changes</b>
May 2012	New Policy
September 2013	Updated for noting
August 2014	Policy Update
November 2015	Policy Update