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*Westgarth Primary School is a community of students, staff, friends and family working together to create a diverse, engaging, and respectful learning environment.*

## **Rationale**

During the past decade, the changing demographic profile of the Westgarth precinct in Northcote has resulted in a significant increase in school enrolments. Westgarth Primary School (WPS) is located on a small split site and increases in student population can only be accommodated by relocatable classrooms. Unrestricted growth in the student population is likely to result in more students sharing less open space and specialist programs and timetabling becoming more restrictive as programs and facilities are stretched to meet the learning needs of all students.

In the interests of its students, and the school community, the WPS enrolment policy is intended to limit future growth in student numbers whilst ensuring places are available for those students living closest to the school. This policy strives for a fair, consistent approach to intake within the constraints of the Victorian public education system. The policy for enrolling students will be reviewed regularly in light of available teaching spaces and projected enrolment trends and changes to current ceiling. The ceiling, which is set by the Department of Education and Early Childhood Development (DEECD), can and will be exceeded where the number of children eligible for enrolment exceeds the ceiling number.

## **Aim**

The WPS Enrolment Policy aims to deliver a clear, efficient, and fair enrolment process with a priority to provide a place for local students.

## **Eligibility for Enrolment**

- All students for whom WPS is the closest school to their permanent residence have a right to enrol and are guaranteed a place.
- Children who seek to enrol and have siblings currently attending WPS will also be provided a place.
- In exceptional/special circumstances, the Principal may exercise discretion to enrol students.
- Children for whom WPS is *not* the closest school will generally not be enrolled. However, they may be enrolled if there are available places at the respective year level at the time of inquiry (that is, if enrolment numbers are below the ceiling).

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- All applicants for enrolment at WPS must provide the school with proof of their residential address before an application may proceed.
- For the purposes of education provision, the school will liaise with DEECD to ensure that teaching spaces are available to meet enrolment demand, and that classrooms are provided according to the DEECD Facilities Entitlement Schedule.

## **Residential Requirements**

The closest school is determined by measuring a straight line from the Brooke Street administration area of the school to the residence.

Two pieces of evidence, **one from each of list A and list B**, must be sighted in original form as proof of residency.

### **List A**

- Certificate of Occupancy, Rates Notice, or Building Permit.
- A long-term (min 12 month) residential lease, or bond lodgement receipt issued within eight weeks of the application.

### **List B**

- Utility bill – gas, water, electricity, phone – must be less than eight weeks old;
- Drivers licence; or

Applicants may also be called on to sign a statutory declaration as proof of residential address.

The school reserves the right to undertake further checks should it consider that insufficient proof is provided.

The State Government neighbourhood schools policy supports the belief that a student's learning and social needs are best met by attendance at their local school. There is therefore a strong expectation that families that move out of the local area will enrol their child in their new local school. It is the family's responsibility to immediately notify the school of any change of address and contact details during an enrolment period and/or when any details change after the student has commenced at the school.

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## **Age Requirements**

Students seeking enrolment in year prep will be required to provide proof of age (indicating that they have turned 5 years of age by the 30th April of the year they intend to enrol) and an immunisation certificate.

A child who is less than the minimum age of entry for Victorian schools but has transferred from an interstate school is eligible for enrolment if WPS is their closest school to their new residential address. Evidence of age and full-time enrolment at the interstate school must be provided.

Parents seeking early age entry for their children are required to make a written application to the Regional Director at North-Western Region.

## **Overseas Student Enrolments**

Information regarding the enrolment of overseas students can be obtained from the International Studies Unit (03) 9651 3700.

WPS is an accredited International School and is able to accept enrolments where places are available in accordance with the Policy (for example, if enrolment numbers are below the ceiling).

## **Actions**

- A calendar of school tours will be offered each year in Term 1 & 2 for eligible families, comprising up to five families per tour, and will be advertised in term one.
- The school will make every effort to enrol all siblings of current students by March each year and all students of new families where WPS is the closest school by the end of May.
- Enrolments are not complete nor confirmed until a Birth Certificate and Immunisation Certificate have been submitted.
- All children enrolling at WPS will be involved in a transition program according to their age and year level. The purpose of the transition program is for students to start at WPS with minimum disruption and maximum support.
- New prep students for whom WPS is their closest school or who have a sibling claim will receive an enrolment confirmation within three weeks of the school receiving the

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enrolment. An enrolment will be confirmed once the age, closest school, residence, or sibling claim have been clearly established.

- All students for whom WPS is not their closest school who submit an Expression of Interest form must be made aware of the Policy and that their form will be filed for future consideration. Due to the enrolment ceiling, there is no guarantee that the enrolment will be accepted. These enrolments will be considered where possible in term three and accepted enrolments confirmed in writing.

## **Appendix**

1. Expression Of Interest

## **Supporting Documents**

1. Enrolment Process

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