



# 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 children. 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 children 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 children, maintains enrolment data 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 child’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 means 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.
- Children living outside this designated neighbourhood area may apply for enrolment at Williamstown Primary School. These children will be enrolled at Williamstown Primary provided the enrolment capacity of the school is not exceeded or near to being exceeded.
- Where there are insufficient places for all children who seek entry in any given year, the following priority is used for determining which children should be enrolled, in line with the enrolment capacity stipulated by the South West Metropolitan Region:
  - *Children for whom the school is the designated neighbourhood school.*
  - *Children 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, children who reside nearest the school*
  - *Children seeking enrolment on specific curriculum grounds.*
  - *All other children 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 (Foundation - Prep children 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 child (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 children from May in the year preceding the actual enrolment.
- Williamstown Primary School will conduct a transition program in term 4, so that prospective children can see their new environment, meet the teachers and see the classrooms prior to the first day of school.
- Children 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 children.
- Enrolment can be arranged by the Principal without further approval or by reference to the Regional Director e.g. for early age enrolment.
- Enrolment data is entered for children who are new to the Victorian government school system.
- Data is:
  - *confirmed/updated and signed by the parent/carer when children transfer*
  - *updated when changes occur, such as guardianship*
  - *reviewed half yearly, specifically parent/carer contact information, see: CASES21 Administration User Guide for guidance including processes for generating the Student Enrolment Information Form and Student Information Full Details Report, , see: CASES21*
  - *revised annually for State and Commonwealth reporting*
  - *updated when informed by parents/carers of changes to family circumstances*
- Records are disposed of in accordance with the General Disposal Schedule. See: Archives and Records Management
- If requested, the school can change the name under which a child 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/carer or the child is using another name under a scheme designed to ensure their safety, such as witness protection.
- Note: The majority of children enrolled prior to 2009, with names different from those appearing on their birth certificate due to previous Department policy; can continue to be enrolled in these names.
- The school will maintain an enrolment database on CASES21 which includes admission forms, transfer information, the register, and class lists. Enrolment data is entered at the beginning of the year for Foundation (Prep) and is added when children transfer and updated if information changes.
- The school will check and retain the immunisation status certificate which indicates whether primary children have been immunised against some or all of a number of infectious diseases. Note: It is not sufficient to sight the stamped immunisation booklet.
- The school will maintain a file containing immunisation certificates. This will be referred to if there is an outbreak of disease or if the child transfers in which case it will be attached to the transfer form.

- Parents/carers of children not immunised to keep their children at home for the recommended period, as outlined in the Department of Health's School exclusion table, see: Immunisation.
- Where children are moving from one government school to another government school, enrolment data can be transferred using CASES21 (mandatory from July 2017) and:
  - *parents/carers are not required to complete a new enrolment form if data is transferred using CASES21*
  - *schools must not create a new record in CASES21 – this will create a duplicate record*
  - *schools are required to send a copy of the Student Enrolment Information Form to the parent/carer for checking, updating and signing to ensure data is current and accurate.*
- The school will request the parent/carer to complete a head lice consent form. Please refer to the Head Lice Management Policy.
- If the school enrolls international children CASES21 will be updated to confirm the child's commencement of study within five working days of commencement. Any changes to the child's enrolment should also be recorded in a timely manner. This will ensure an accurate disbursement of funds to the relevant school.
- Please refer also the school's Admission Policy, Immunisation/Exclusions (Infectious Diseases) Policy, Information Privacy Policy, Transfers Policy, International Student Program Policy, the Health Care Needs Policy and the Archives & Records Management 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 August 2019 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 late August 2016)

### Policy History

Version Approval Date	Summary of Changes
August 2014	New Policy
August 2015	Policy Update
February 2017	Policy Update – rewrite (Aug 2016)