



FOOTSCRAY PRIMARY SCHOOL

School Enrolment Policy



Purpose:

The purpose of this policy is to ensure students have access to their designated neighbourhood Government school. The enrolment process must be transparent, equitable, consistent and take into account the facility limitations.

Aim:

The aim of this policy is to ensure all children at the eligible school age of 4 years and 8 months and who live within our designated neighbourhood area can be enrolled at our school. The policy will support the school to manage enrolments in a fair, equitable and transparent way.

Implementation

1. In Victorian schools all students have a designated neighbourhood area. This is the school nearest to the student's permanent address.
2. In metropolitan areas the nearest school is measured by a straight line from the student's permanent address.
3. Each designated area is defined by a designated neighbourhood boundary- a blue or purple line.
4. We are a neighbourhood school that needs to restrict enrolments due to pressure on enrolment capacity and therefore has a designated neighbourhood zone for the school.
5. Families who live outside the designated neighbourhood area may put in an 'expression of interest' for a place for their child. Request an expression of interest is a completed enrolment form with the specified documents.
6. If this enrolment form is returned to the school parents will be contacted before the first transition and offered a place for the following year..
7. A school's enrolment capacity is the number of students that can be accommodated within the school's grounds, facilities and infrastructure as determined by the Regional Director..
8. The priority order of placement at Footscray Primary School will be the following:
 - Students from whom the school is the designated Neighbourhood Government School.
 - Students with a sibling at the same permanent address who are attending the school at the same time;
 - All other students in order of closeness of their home to the school.
9. Parents living within the designated neighbourhood area of a school have automatic enrolment rights.

10. Enrolment Meetings

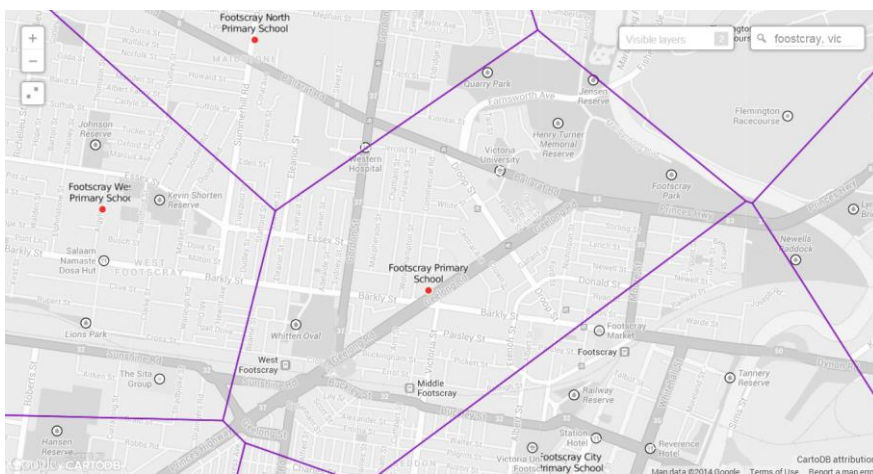
**New Families*

Enrolment meetings are *compulsory* for all new Footscray Primary School families. Families in this category should gain an enrolment form from the main office and have most of them filled in when they attend their enrolment meeting. They also need to refer to the documentation required and make sure paperwork stipulated is also brought to the meeting.

**Current F.P.S families*

Parents who already have a child at F.P.S who will be enrolling a sibling for the following year in prep, may also choose to have an enrolment meeting but, it is not compulsory. If there are any particular changed family circumstances or needs relating to the incoming child then, an enrolment meeting should be booked.

11. School Tours will be held every Thursday from 9:30 am through to 10:30 am during Term 2.
12. Enrolment meetings will be held during Term 2 and 3.
13. Parents outside of the designated area have the right to enrol if there is capacity but not if the school is at capacity.



Evaluation:

This policy will be reviewed as part of the school’s three-year review cycle or earlier as required.

This policy was last ratified by School Council in....

November 2015