



## Enrolment and Admissions Policy

### 1. RATIONALE:

FNPS is a medium-size primary school located in the inner western suburb of Footscray North and is approximately nine kilometres from the Melbourne CBD. The school caters for students from foundation (prep) to year 6. The enrolment has built to 360 students in 2016 and is predicted to build to beyond 560 by 2021. Due to an anticipated period of rapid growth over the next 5 years, an enrolment strategy has been developed to ensure we can accommodate families within our neighbourhood boundaries. This document also outlines the enrolment process so this policy can be implemented in a transparent and equitable, taking into account current and projected facility limitations.

### 2. PURPOSE:

To ensure that FNPS

- Enrols eligible students
- Maintains enrolment and admissions data
- Provides an efficient process of enrolment that satisfies the needs of both the students and the school

### 3. IMPLEMENTATION:

#### **3.1 Enrolment and placement priority**

All families may submit an enrolment form for their child, however placement is not always guaranteed.

The priority order of placement at Footscray North Primary School is:

1. Students for whom the school is the designated neighbourhood school. Placement for these students is automatic and guaranteed.
2. Students with a sibling attending the school at the same time and living at the same permanent address. Placement for these students is automatic and guaranteed.
3. All other students, in order of closeness of their home to the school.
4. In exceptional circumstances, compassionate grounds.
5. Enrolment at Footscray North Primary School complies with all laws relating to discrimination, equal opportunity, privacy and immunisation.

#### **3.2 Designated neighbourhood school**

- In Victoria, all students have a designated neighbourhood school. This is the school nearest to the student's permanent address.
- In metropolitan areas, the nearest school is measured by a straight line from the student's permanent address.
- Each designated area is defined by a designated neighbourhood boundary.
- Designated school area map (Footscray North is the centre area (please see next page): This website may assist in identifying if you are within the designated school area: <http://melbourneschoolzones.com/>
- For further clarification please contact the school.

#### **3.3 Student enrolment age**

- Schooling is compulsory for students aged from 6 – 17 years unless an exemption has been granted. Specifically, students who are:
  - at least 5 years of age by 30 April of the year of enrolment; or
  - are under 18 years of age as at 1 January of the year of enrolment.
- Early age entry must be:
  - requested in writing to the regional director by parent/guardians
  - approved in writing by the regional director
  - approved by the principal, where students are transferring from an interstate school to a Victorian government school, and on receipt of evidence (to their satisfaction) of previous enrolment and full time school attendance.

### **3.4 Enrolment process**

- 3.4.1 All families may submit an enrolment form for their child, however placement is not always guaranteed. Please refer to the 'Enrolment and placement priority' section.
- 3.4.2 All enrolments require the completion of the 'Footscray North Primary School Student Enrolment Information Form'.
- 3.4.3 The form needs to be completed and returned to the school along with copies of documentation below:
- Australian Birth certificate or passport
  - Immunisation certificate issued by Medicare.
  - Proof of address
  - Evidence of residency Status (if child is born overseas), including passport and visa details.
  - Parent visa and passports if either parent is born overseas.
- 3.4.4 All applicants must be an Australian citizen, or a student with relevant visas.
- 3.4.5 If enrolment information is incomplete, the school will attempt to contact the parents and request the information. If information is still incomplete, then the principal may
- defer enrolment of a student for up to 5 days
  - requests that the enrolling parent or guardian provide the missing information
  - advise the parent or guardian they are legally responsible for ensuring a child of school age attends school.
  - conditionally enrol the student:
  - if the information is not provided after 5 days and further delay in enrolling the student is likely to affect the student's education and wellbeing.
- 3.4.6 Parents will receive a letter of confirmation in regards to the status of their child's enrolment at FNPS.
- 3.4.7 Students transferring mid-year from other schools will commence at the start of the following term. Unless one of the following conditions is met:
- The Principal of the previous school is in agreement with the transfer
  - There has been a change of address that places the student closer to the new school
  - If the child is seeking enrolment from a nongovernment school
- 3.4.8 Information regarding the enrolment of overseas students can be obtained from the International Education Division (03) 9651 3700.
- 3.4.9 On a twice yearly basis, information about enrolled students will be sent home, asking parents to ensure all enrolment information continues to be accurate and up to date.

### **3.5 Parental consent**

Enrolment requires parental consent, meaning that the enrolment form has to be signed by:

- Parent, as defined in the Family Law Act 1975  
Note: In the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility.
- Both parents for parents who are separated, or a copy of the court order with any impact on the relationship between the family and the school
- An informal carer, with a statutory declaration. Carers:
  - May be a relative or other carer
  - Have day-to-day care of the student with the student regularly living with them
  - May provide any other consent required e.g. excursions.
  - Notes for informal carer: statutory declarations apply for 12 months, the wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer.
- When (parent) consent is disputed principals and staff should:
  - act in accordance at all times with the best interests of the student and the school community
  - act sensitively and realise that a resolution, satisfactory to both parents, may not be possible.

### **3.5 Immunisation**

- 3.5.1 Schools are required to:
- Request information from parents on the immunisation status of each child, i.e. primary student, prior to enrolment i.e. official immunisation status certificate.
  - Take a copy of the sighted document and record information on the immunisation status of each enrolled child.
- 3.5.2 Parents or guardians must provide an immunisation status certificate to the school regardless of whether the child is or is not immunised. Note: Homeopathic immunisation is not a recognised form of immunisation, and therefore cannot be listed on an immunisation status certificate.
- 3.5.3 Prospective students will not be prevented from enrolling in primary school if they have not been immunised.

- 3.5.4 Collecting immunisation status certificates will assist health authorities in protecting students in the event of a vaccine-preventable disease occurrence at the school. An unvaccinated student may be excluded from school for a period of time.

Date Implemented	May 2015
Author	Kay Willmott
Approval By	School Council
Date Reviewed	June 2018
Responsible for Review	Principal/Assistant Principal
Review Date	June 2020 2018
References	Victorian Government Schools Policy Advisory Guide.