Rationale

During the past decade the Westgarth precinct in Northcote has experienced changes to neighbourhood demographics resulting in an increase in school enrolments. In 2010, 80 students enrolled in the preparatory year and in 2011 the prep intake increased to 105 students. Due to the spike in enrolments, the Department of Education and Early Childhood Education (DEECD) approved an enrolment ceiling of 525 students commencing from 2011. This policy has been reviewed to reflect the management of student enrolments in accordance with DEECD guidelines and the ceiling imposed from 2011 and beyond. In summary:-

- Westgarth Primary School has been granted an enrolment ceiling for 2011. The term enrolment ceiling means that students can be enrolled on the basis that W.P.S is their closest school.
- In light of the enrolment ceiling families will be required to provide evidence of where they live prior to being enrolled.
- If it is established that W.P.S is the closest school and / or if there are siblings already attending W.P.S all children who seek to enrol will be provided a place.
- The school will aim to ensure that prospective enrolments are not enrolled at more than one school.
- For the purposes of education provision the school will liaise with DEECD to ensure that teaching spaces are available to meet enrolment demand, or that classrooms are provided according to the DEECD Facilities Entitlement Schedule.

Aim:

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

Guiding Principles-

- All students where Westgarth Primary is the closest school have a right to enrol
- The closest school is determined by a ‘door to door’ measure.
- To determine the ‘door to door’ measure a Melway’s map of the local W.P.S area or Google Maps will be used to identify if W.P.S. is the closest school to the child’s place of residence
- Proof of residency will be required using one of the following:- A certificate of occupancy, lease agreement, facilities bill or other certificate deemed appropriate by the Principal or representative
- Students will only be enrolled where WPS is not the closest school if there are available spaces at the respective given year level.
- All siblings of students enrolled at WPS prior to 2012 have a right to enrol
- The process for enrolling students will be reviewed regularly in light of available teaching spaces and projected enrolment trends and changes to current ceiling.
• 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. 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 Northern Metropolitan Region.

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

• Westgarth Primary is an accredited International School and is able to accept enrolments where places are available in accordance with the Policy.

Actions

• A calendar of school tours comprising up to five families per tour will be advertised in term one

• Families where WPS is the closest school, door to door are eligible for a school tour, these will generally be conducted in semester one

• Families where WPS is not the closest school may participate in school tours by appointment and only where there are available vacancies

• 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

• School tours for local and wider community members will be conducted on the annual open day which falls during Education Week

• Prior to an enrolment form being activated a student’s age, closest school and residency is to be established and confirmed

• All children enrolling at Westgarth Primary School 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 Westgarth Primary School with minimum disruption and maximum support.

• The Principal or delegate establishes which class the student will be allocated based on number of vacancies in each class, identified student needs and balance of gender and academic and socio emotional needs

• New Prep students enrolling for the following year are allocated a class in December in the year prior to their enrolment

• New prep students where WPS is their closest school or who have a sibling claim will receive an enrolment confirmation within three weeks of the school receiving the enrolment—the enrolment can only be confirmed if the age, closest school, residence, or sibling claim have been clearly established

• All students where WPS is not their closest school who submit an enrolment form must be made aware of the Policy and that their enrolment 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.
- Families are to be made aware that submitting an enrolment form at more than one school is not acceptable and can have serious implications for a school’s funding profile.

- Transition Program
- The Principal or Principal’s delegate will contact the previous school of all students seeking to transfer from another school. In accordance with privacy guidelines WPS will ascertain the circumstances of the transfer, seek a transfer note and where applicable an immunisation certificate, and discuss any academic, social, special needs or behavioural matters. The principal has the authority to defer admission in order that enquiries of the previous school are carried out in the interests of the student.

The process for managing enrolment queries or requests:

1. Prospective parents visiting the school (or enquiring by phone/email) will be asked to complete an Enrolment Expression of Interest Proforma, this will be used to establish residency and/or sibling entitlement.

2. If W.P.S is their closest school an enrolment form will be sent.

3. Prospective parents will be asked to provide proof of residency (i.e. rates, 12 month minimum lease agreement or Contract of Sale if newly purchased home) with their completed enrolment form before the enrolment will be accepted.

4. With the exception of Open Day/s prospective parents seeking a school tour prior to enrolling will be requested to make an appointment. Families where WPS is not the closest school may participate in school tours by appointment and only where there are available vacancies. Individual tours will be conducted only on a needs basis.

5. Principal, Assistant Principal and Leading Teachers will conduct tours with the assistance of administration staff.

6. Tours will be conducted on an identified day each week from March onwards for small groups or as part of school Open Day, usually in Education Week. Individual tours will be conducted only on a needs basis.

7. WPS will encourage enrolment of prep students of all local families and current families in terms one and two.

8. A register of all enrolment enquires will be maintained.