



## **Brunswick North West Primary School**

### **NOTICE FOR ENROLMENTS - updated 1 June 2018**

#### **Enrolment applications must be submitted before 1<sup>st</sup> August\* the previous year.**

*\*Please note the school office is not attended during school holidays.*

- This is applicable for new enrolment applications regardless of year level;
- If BNWPS is your designated neighbourhood school, a place is guaranteed, however enrolment forms are still required prior to 1<sup>st</sup> August, for planning purposes.

#### **What is a designated neighbourhood school?**

The designated neighbourhood school is usually the nearest government primary school in a straight line from your child's permanent residential address. This is determined on the basis of your permanent address. Applications to schools other than your designated neighbourhood school are considered subject to the school having available places.

#### **How can I find my designated neighbourhood school?**

To find a list of schools by location, please see:

<http://www.education.vic.gov.au/findaservice/Home.aspx>.

#### **Where there are insufficient places at a school for all students who seek entry, students are enrolled in the following priority order:**

1. Students for whom the school is the designated neighbourhood school. The enrolment will be confirmed in writing as soon as the enrolment is processed.
2. Students with a sibling at the same permanent address who are attending the school at the same time. The enrolment will be confirmed in writing as soon as the enrolment is processed.
3. Students for which BNWPS is not their designated school. **Applications will be considered by the principal and then waitlisted.** The order of the waitlist is from the date when the completed enrolment form with documentation (birth, immunization- **this must be the Immunisation History from the Australian Immunisation Register-no other form of documentation is acceptable as required by the Education Dept-** and proof of address) is received at the BNWPS office. Applications will be either accepted or declined in writing by the second week of August for a student starting the following year.

**All completed enrolment forms must have attached to them, proof of residential address (eg. Current utilities notice, the child's birth certificate and immunization details-this must be the Immunisation History from the Australian Immunisation Register-no other form of documentation is acceptable as required by the Education Dept) before the enrolment can either be accepted or placed on the wait list.**

**Thank you for your interest in Brunswick North West Primary School.**

**If you have any questions, please call the school on 9386 4624**