

ENROLMENT PROCEDURES FOR WILLIAMSTOWN NORTH PRIMARY SCHOOL - 1409

1. All families wishing to enrol their child/ren at Williamstown North Primary School should contact the school office on 9397 5722.
2. The school office will verify your residential eligibility to enrol at Williamstown North.
Please note: -
 - A. Williamstown North has an Enrolment Ceiling Agreement in place with the Regional Office of the Department of Education and Early Childhood Development. This agreement requires that our school only enrol children from families who live in the defined 'School Enrolment Neighbourhood'.
 - B. A map of the Enrolment Neighbourhood for Williamstown North Primary School can be viewed at the school office. Families who do not live within this defined area will be referred to their nearest state primary school.
 - C. As from 2010, in line with the 'School Ceiling' endorsed by the Department of Education and Early Childhood Development, only families who reside within the defined school neighbourhood are able to seek enrolment. Families with siblings who concurrently attend the school and who reside outside the school neighbourhood **are able to seek enrolment**.
3. Once a family's residential status has been verified they will be asked to complete an **Enrolment Form** and **School Preference Sheet** and submit it to the school office.
4. The Enrolment Form must be accompanied by the following documentation:
 - A. Proof of Birth (Birth Certificate or Passport).
 - B. Certificate of Immunization.
 - C. Three pieces of proof of residential address, (including Driver's License, a rates notices and utilities bill).
 - D. For families in a rental property, **a copy of the original and current Lease Agreement** must be presented at the school.
 - E. School Preference Sheet.
5. If your child has any 'Special Needs' or 'Medical Conditions', that the school needs to be aware of, please make an appointment with Wendy Emin the Assistant Principal.
6. Enrolment Forms and general information regarding our enrolment procedures for 2010 are also now available on the school website. This information can also be collected from the school office.