



Enrolment Policy

1. We acknowledge the need for consistent policy and procedures to ensure that, at enrolment, all student details are recorded appropriately. Additionally, the accurate recording of student attendance is taken daily and monitored at regular times to ensure effective record keeping and clear monitoring procedures.
2. The Principal, with the assistance of the College Admissions Manager and/or Administrative Assistant, will ensure that all students enrolled in the College are entered on the electronic College Register of Students. The register will be completed and retained on an Excel spreadsheet/Google sheet file and will include the following fields of data:
 - name, age and address of each student;
 - the name and contact telephone number of parent(s)/guardian(s);
 - date of enrolment and, where appropriate, the date of leaving the school and the student's destination;
 - the previous school and any qualifications;
 - any medical conditions and relevant medication if appropriate;
 - any impediments to the student's learning process;
 - where the destination of a student below seventeen years of age is unknown, evidence that the Department of Education has been notified of:
 - the student's full name; ○ date of birth; ○ last known address; ○ last date of attendance; ○ parents' names and contact details; ○ an indication of a possible destination;
 - any other information that may assist officers to locate the student; and
 - any known work health and safety risks associated with contacting the parents or student.



3. The register of enrolments must be retained for a minimum period of five years before archiving.
4. In the process of enrolment, it will be made clear that any student who accepts a place at Westbourne College Sydney will be enrolled in the International Baccalaureate Diploma Programme or in a registered Year 10 programme approved by NESA. Westbourne College Sydney is registered with NESA but is not accredited to enter students into the award of the HSC or the Record of School Achievement. Parents will be informed of this in writing and acknowledge that the RoSA and HSC are not offered by Westbourne College Sydney.

Conditional Enrolment

At the discretion of the Principal, a student may be offered a conditional enrolment for Year 10 if they

- a. do not meet the standard enrolment benchmarks due to extenuating circumstances, and
- b. where they are likely to meet the standard enrolment benchmarks if they make sound academic progress in the educational environment at Westbourne College.

The process for assessing a student who has accepted a conditional enrolment replicates that of standard enrolment and is conducted in Term 3 of the academic year for Year 10.

ENROLMENT PROCEDURES

1. Before applying for enrolment parent/carer(s) should read the following documents:
 - a. the College Prospectus and website
 - b. the Enrolment Policy
 - c. the current Fees schedule, and



- d. the Terms and Conditions of Enrolment
2. All applications for Enrolment must be:
 - a. on the school's official application form
 - b. signed by the parent/carer(s)
3. When an Application is received, the Admissions Manager will commence the College's consideration for enrolment procedure using our entrance criteria. At this stage a decision will be made either:
 - a. to reject the initial application because the student does not meet the entrance criteria; or,
 - b. to invite the parents to submit documents in support of the student's application; usually the student's school reports for the previous two years and NAPLAN results, if relevant.
4. The student will be invited to complete College based assessments in:
 - a. Written maths and English assessments;
 - b. CEM objective testing administered by the University of Cambridge;
 - c. An interview with the College Principal.
5. On making a formal offer of enrolment, the parent/carer(s) must sign an acceptance of the offer and pay a non-refundable confirmation payment equivalent to the current fees for one term in order to confirm their acceptance.
6. If the College enrolment is at capacity for the year, we will advise the parent/carer(s) that the student's name will be placed on a waiting list and an offer made if a place becomes available.
7. It is the responsibility of the parent/carer to inform the College of any change of address or contact details after an offer of enrolment is made.
8. Any questions concerning enrolment should be referred to the Admissions manager or the Principal.