Documentation & Process for Prep - Year 12 Enrolment Application

Please assemble the required list of documentation for the Prep - Year 12 enrolment process and read through the outline of the process to enrol at Westside Christian College.

Required List of Documentation

Copies of the child/ren's:

- Citizenship Certificate and/or visa if applicable
- The two most recent report cards
- NAPLAN results: Yrs 3, 5, 7 & 9
- Current Medical Plans (ie Allergies, Asthma, Diabetes)
- Protection orders, Family Court orders or Parenting orders that exist pertaining to the guardianship arrangements for the child/ren
- Individualised Education Plans, Verifications & Specialists' reports.

Review Process & Assessment

- When an enrolment application and all supporting documentation has been received, a letter of acknowledgement will be sent. The application will then be placed in the waiting pool.
- Prospective students may be required to attend a pre-enrolment session
- Throughout the enrolment process, the Enrolments Team will contact you via email or phone to provide you with an update on the progression of your enrolment application or whether it will be placed in the waiting pool.

Interviews

Prep – Year 1

- We may arrange for an interview for you and your child/ren with the Head of Primary
- Interviews are normally conducted around May/June/July the year prior to entry. You will be contacted if required for an interview. A place may be offered subject to the successful completion of the 'Ready, Set, Prep Program' that is held in October each year
- Parents will receive notification of this
- An interview does not guarantee that a place will be offered.

Years 2 – 12

- We may arrange for an interview for you and your child/ren with the Head of College, Head of Primary/Secondary, or their delegate
- Interviews are normally held the year prior to entry (except Year 7 where enrolment applications will be processed up to 2 years prior to entry)
- An interview does not guarantee that a place will be offered.

Outcome/Offer

- Following the enrolment interview or the 'Ready, Set, Prep Program', the College will advise you of the outcome/confirmation.

(continued on next page)

Accepting the Offer - Student Enrolment Agreement & Student Enrolment Deposit

- As we partner together to care for and teach students, the Student Enrolment Agreement form outlines the expectations that the College and parents agree to.
- This will be sent to the parents/caregivers to complete and return to the College Enrolments Officer. Please click Student Enrolment Agreement to view a copy of the agreement.
- Once your Student Enrolment Agreement form and the relevant student/s Student Confirmation Fee have been received, you will be notified of further information pertaining to your child/ren's transition into our Westside family.

The above information is part of our enrolment process policy and subject to change.

If you have any questions regarding the enrolment process or would like to tour the college, please contact the Enrolments Officer, on (07) 3437 9000.