



# **ENROLMENT PROCEDURE POLICY**

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## Enrolment Procedure Policy 2020

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<b>Review Date:</b>	Biennial	<b>Next Review Date:</b> April 2022
<b>Policy Owner:</b>	School Governing Body	<b>Version:</b> 2.0 <b>Dated:</b> April 2020

The process of enrollment to Wisdom College is as follows:

### Online Enrolment Enquiry

If a child has previously been enrolled at the school, but has not attended for the equivalent of one term (9 weeks) they are to “re-enrol” by completing this process (viz. the online enrolment enquiry), unless they have completed the re-enrolment form when leaving.

### Entrance exam and Interview

Once an online enrolment enquiry has been received, families will be contacted to organise a suitable date and time for both an entrance exam and an interview.

#### Entrance Exam

- Prep and Year 1 - Brigrance exam to be conducted by the relevant coordinator.

Available times are as follows :

Tuesday, Wednesday and Fridays between 8am and 8:30am  
(No interviews are to be scheduled outside of these hours).  
Students must score 25 or higher for acceptance.

- Years 2 - 10 - Acer Oars Entrance exam

To be held either before school or after school.

**Interview**

- Times are to be arranged with the Head of Primary/Secondary;
- An interview/meeting with the family and the child is required; this will be conducted by the relevant coordinator or the Principal if available;
- Special considerations may be made if the child has scored below our acceptance grades; and
- If the child has a poor behaviour record from previous schools this may also require an interview with the child and their parents to discuss possible guidelines for their acceptance at Wisdom.

**Documents required**

Please ensure that at the time of testing the following documents are provided:

- a) Previous terms' reports;
- b) Behaviour Records;
- c) Naplan reports;
- d) Birth certificate;
- e) Passport / Visa;
- f) Custody arrangements / Court orders;
- g) Immunisation Records;
- h) Medical Condition reports; and
- i) If a student has a disability, please provide the disability report.

**Discussion with a class teacher**

After the above steps have been completed, the possible class teacher will be informed of all concerns and known information. This is an opportunity to discuss the dynamics of the classroom and find the "Best fit" room for the child.

**Coordinator's Decision**

Once all of the above steps have been completed the relevant coordinator will create their recommendations for the child's acceptance and the classroom he/she will be enrolled in. This information is then passed on to the Principal for his own records and review.

### **Principal's Approval (Legal and Financial documents needed)**

The Principal will be responsible for checking if any legal documents are required by all parties and provide the final approval or denial of the child's enrolment.

### **Contact family for result**

Once all of the above steps have been completed, the family will be contacted by the Secretary, regarding acceptance or rejection.

### **Meeting with the family**

If there are special circumstances, an additional interview may be required.

### **Coolsis Activation**

The Secretary is to add the newly-enrolled student onto COOLSIS.

### **Start day**

Students will begin school on the following Monday to allow teachers and staff adequate time to organise classrooms and resources (e.g. A student who is approved on Tuesday, will begin school the "following Monday" ).