



KNOWLEDGE IS THE ULTIMATE SOLUTION

Enrolment Policy

Western Grammar School
15 Cannery Road, Plumpton, NSW 2770

Enrolment Policy

Rationale:

- Western Grammar (WG) aims to provide education for children in a supportive and educational environment. The School will teach the NSW Board of Studies curriculum and Islamic Studies subject to the enrolment and needs of the students. All parents and students are expected to support the ethos of the school. First preference of admission will be given to those students who have siblings attending the school subject to the fulfilment of other criteria determined by the school from time to time. Once enrolled, students are expected to support the school's ethos and comply with the school rules to maintain the enrolment. Detailed information regarding SES etc. can be obtained from my school website www.myschool.edu.au

Aims:

- To provide an efficient process of enrolment that satisfies the needs of both students and the school.

Implementation:

- Students enrolling at WGS will be required to provide proof of age. Kindergarten students will be required to show that they will turn 5 years of age on or before the 31 July of the year they commence school.
- Parents and Caregivers need to complete the Western Grammar Enrolment Form and return this to the office as soon as possible.
- The following documents need to accompany the application:
 1. Birth certificate
 2. Immunisation certificate
 3. Previous school reports
 4. Naplan results if applicable
 5. Copy of passport if born outside of Australia

Failure to provide these documents may result in delays in obtaining acceptance into WGS.

- On receipt of enrolment forms and application fee an appointment will be made to have students sit the entrance exams, testing their English and Numeracy skills. The test is to ascertain the literacy and numeracy skills of the student so that school can organise a support programme beforehand.
- The entrance exams will be marked and prospective parents will be contacted to discuss results and advised of the outcome of their application.
- Parents will be given an acceptance of enrolment offer, whereby they agree to abide by our school ethos and rules and pay all fees relating to their child's enrolment at WGS.
- Until and unless the school fees are paid and offer is accepted the registration of the student is not confirmed. If the parent doesn't respond in a timely manner, the offer may expire and their place may be offered to the next student. However the names of the prospective students whose parents have failed to respond within specified time may be placed on waiting list.
- Once the offer of acceptance is received and fees are paid, the student will now be officially enrolled at WGS.
- Students will then be required to purchase their school uniform from admin and books from our book supplier.
- A student will be accepted at Western Grammar subject to the availability of places for the student and school is able to accommodate the student's educational needs, whether or not there are siblings of the student already at the school and subject to the other criteria. Continuing enrolment is subject to the student's adherence to school rules (see Attendance, Uniform, Discipline, Pastoral Care, Fee and other relevant policies) and payment of school fees.
- The confidential and personal details provided by the students or their parents will be entered into school data base. The hard copy will be kept within the student's folder and in securely locked filing cabinets of Principal's office.

Evaluation:

This policy subject to review at any time (as per school's requirement) or will be reviewed as part of the school's three-year review cycle.