Wantirna College is a high demand school and has therefore set clear guidelines to manage enrolment of students to ensure that we do not exceed our capacity. New enrolments are taken each year and the following guidelines set the parameters to protect long-term sustainability of the College.

Wantirna College is a State secondary school bound by the designated neighbourhood area policy as set out by the Department or Education and Early Childhood (DEECD).

The designated neighbourhood school, as defined by the DEECD, is the secondary college that is nearest in a straight line from the student's permanent residential address. The student must be living with the parent or guardian* at the permanent address or spend a substantial amount of their time at the address.

The permanent residential address is defined as one where:

- The home is owned by the parent or guardian
- The home is under purchase
- The home is leased from a registered estate agent for a minimum of 12 months from the time a child is to commence.

Evidence of the above may be required to authenticate residence. Other evidence may also be requested e.g. driver’s licence, rates notice, Medicare card and or relevant VISA documents (showing parent/legal guardian and child’s name) etc.

It is the responsibility of the prospective applicant/family to be able to verify to the satisfaction of the school, that the address provided is in fact their permanent residential address.

The guiding principles for all enrolments are:

- To provide each child with the right to a place in a designated neighbourhood school.
- Wherever practical to provide parents/guardians with the opportunity to enrol their child at the same school as that being attended by an older brother or sister who resides permanently at the same address.
- To contain enrolments at each school within the limits of available resources.

PROCESS

- Parents/guardians are required to complete the schools Expression of Interest form and return to the college. Once received, contact will be made by the relevant Director of Sub-School.

Right of Entry

A student resident with a parent or legal guardian in the neighbourhood area has a right to attend Wantirna College.

Sibling and Family Claims

There is no automatic sibling claim but wherever practical a student should be enrolled at Wantirna College if an older brother or sister, who lives permanently at the same address, attends the college.

There are no automatic sibling claims for older siblings when brothers and sisters are enrolled in the lower levels.
There are no family claims for cousins and friends who may reside temporarily or permanently with Wantirna College students.

**Priority of Enrolments – for current year**
During the last term of each school year, students will be enrolled in classes for the following year in the following order.

1. Students who move into the neighbourhood area.
2. Students who reside permanently at the same address as an older sibling already attending Wantirna College.
3. Students who have specific curriculum grounds for attending Wantirna College, where spaces within a particular year level are available.
4. In exceptional circumstances, a student may be enrolled on compassionate grounds where there are significant family of individual circumstances, where spaces within a particular year level are available.

**Priority of Enrolments – for following year**
During the last term of each school year, students will be enrolled in classes for the following year in the following order.

1. Students who are already at Wantirna College.
2. Students who reside in the neighbourhood area.
3. Students who reside permanently at the same address as an older sibling already attending Wantirna College.
4. Students who have specific curriculum grounds for attending Wantirna College, where spaces within a particular year level are available.
5. In exceptional circumstances, a student may be enrolled on compassionate grounds where there are significant family of individual circumstances, where spaces within a particular year level are available.

*Students already enrolled in a State Government school do not automatically gain right of entry under this policy.*

*A guardian is defined as one who has been legally appointed to take responsibility for the person making application for enrolment.*
EXPRESSION OF INTEREST

Year level applying for: _______ in the year 20__  Date application submitted: ______________

Thank you for your application for enrolment at Wantirna College. Whilst in area and sibling claims take priority, out of area applications will be considered where places are available. Parents/guardians may wish to provide additional information relating to students to assist Wantirna College in its decision. You will be notified by the College after the information provided is considered.

<table>
<thead>
<tr>
<th>FAMILY NAME (surname) of pupil:</th>
</tr>
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<tbody>
<tr>
<td>Pupils first name:</td>
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<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Sex: MALE / FEMALE</th>
<th>Date of Birth: ___ / ___ / ___</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Residential Address:</th>
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<tbody>
<tr>
<td>Number of years at this address ______</td>
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</table>

<table>
<thead>
<tr>
<th>Home Phone Number:</th>
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<tbody>
<tr>
<td>E-mail Contact:</td>
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</table>

<table>
<thead>
<tr>
<th>Current Secondary School:</th>
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<tbody>
<tr>
<td>Please provide the name (and position) of a contact person at the current school:</td>
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</table>

<table>
<thead>
<tr>
<th>Siblings:</th>
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<tbody>
<tr>
<td>Name:</td>
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<tr>
<td>Name:</td>
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<tr>
<td>Name:</td>
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<td>Name:</td>
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</table>

<table>
<thead>
<tr>
<th>Parent/Guardian</th>
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</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Occupation:</td>
</tr>
<tr>
<td>Work Phone:</td>
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</tbody>
</table>
Behavioral history:
Has your child had contact with any of the following people? If so, please outline for what purpose.
Year Level Coordinator?  Yes / No
Assistant Principal?  Yes / No
Student Welfare Coordinator?  Yes / No

Has your child been suspended?  Yes / No
If so, provide grounds for suspension and the number of days in the past year: ______________________________________________________
________________________________________________________________________________________________________________
________________________________________________________________________________________________________________

How would you categorize your child’s…
Behaviour in class?  Excellent / Good / Satisfactory / Unsatisfactory
Social progress?  Excellent / Good / Satisfactory / Unsatisfactory
Academic progress?  Excellent / Good / Satisfactory / Unsatisfactory

Curriculum strengths:
________________________________________________________________________________________________________________
________________________________________________________________________________________________________________
________________________________________________________________________________________________________________

Curriculum needs: please include any information regarding academic assessments that have been completed in previous schools
________________________________________________________________________________________________________________
________________________________________________________________________________________________________________
________________________________________________________________________________________________________________

Musical involvement:  YES / NO
Details: ______________________________________________________
________________________________________________________________________________________________________________
________________________________________________________________________________________________________________

Sporting interests and memberships:
________________________________________________________________________________________________________________
________________________________________________________________________________________________________________
________________________________________________________________________________________________________________

Special Interests: ______________________________________________________
________________________________________________________________________________________________________________
________________________________________________________________________________________________________________

Compassionate reasons (if any):
________________________________________________________________________________________________________________
________________________________________________________________________________________________________________
________________________________________________________________________________________________________________

Attach any relevant information including the most recent school report and documents verifying residential address. In addition verification of birth date (birth certificate or current passport) and/or residency status is required (visa).

Signed:
INFORMATION REQUEST FROM SCHOOL

Date________________

An enrolment enquiry has been received from one of your students. This information is requested to assist us in determining if a transfer to Wantirna College is appropriate.

Please email this form back to Deb Hopper at dho@wantirnacollege.vic.edu.au or fax to 9800 2590

1. To your knowledge why does the student want to transfer?

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

2. Please indicate the student’s school performance by ticking in the appropriate square.

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Additional Comments</th>
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</thead>
<tbody>
<tr>
<td>Literacy Skills</td>
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<tr>
<td>Numeracy Skills</td>
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<td>Academic ability</td>
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<tr>
<td>Social skills</td>
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<td>Classroom behaviour</td>
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<tr>
<td>Out of class behaviour</td>
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<tr>
<td>Punctuality</td>
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<tr>
<td>Attendance</td>
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</tbody>
</table>

3. Are there any significant learning or behavioural difficulties experienced by this student? Yes/No- Details

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Does the student require any special support for this Yes/No-Details

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

4. Has the student been suspended from school in the last 12 months? Yes/No- Total no. Days ______________

Reason/s___________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Reference Name________________________________________________________

Position Held__________________________________________________________

Reference Signature____________________________________________________

Date____________________________________________________________________