

# information on enrolment procedures

---

## PREP ENTRY

When considering an application for a place into Prep the following will be taken into consideration:

- School readiness as assessed by the School
- Previous association with the School (siblings, children of past students and children of current staff only)
- Date of application
- Gender equity

It is suggested that families submit applications when the child turns one year old.

NB: The same criteria will apply to children from the Westbourne Children's Centre. Parents are reminded that they are required to complete and submit an Application for Enrolment form and application fee if they wish to be considered for a place in Preparatory level. Enrolment in the Westbourne Children's Centre does not guarantee you a place in the Junior School.

Siblings must have submitted an Application for Enrolment form and application fee to be considered for a place.

## PROCEDURE FOR ENROLLING A CHILD INTO PREP

Interviews are conducted approximately 18 months prior to your child entering Prep. (Please be aware that the School receives more applications than it has places available, therefore interviews cannot be guaranteed for all families). At the interview the Registrar will talk to the family about the programs offered by the School and answer any questions. The issue of school readiness would also be discussed.

At this interview the family will be offered a place into Prep. The offer is conditional on the family attending a second meeting in April of the following year. To accept this offer the family will be required to pay a non-refundable \$500 tax deductible donation to the Building Fund to reserve their place. During April/May of the year prior to starting into Prep the family would attend a meeting with either the Head/Deputy Head of the Junior School. This meeting will give the staff member the opportunity to meet with the family. Any further questions will be answered at this time.

After this meeting the student's place will be confirmed by a further payment of \$500. This second amount will be deducted from the first term's fees once the child has started into Prep the following year.

If it is decided by the School, in conjunction with the parents, that the child is not ready to commence school as indicated in the offer, this amount will be rolled over to the next year. This amount is non-refundable to students who do not commence Prep at Westbourne Grammar School.

Sibling applications should be submitted at least two years prior to entry into Prep.

## YEAR 7 ENTRY

When considering an application for a place into Year 7 the following will be taken into consideration:

- Previous association with the School (siblings, children of past students and children of current staff only)
- Results from the Edutest testing together with current school reports
- Gender equity
- Date of application

All students wishing to be considered for a place into Westbourne in Year 7 must sit the Edutest Scholarship/Placement Testing. This testing is held in the February/March of the child's Grade 6 year and includes siblings. Current Westbourne students wishing to be considered for a Scholarship will also sit this test. Siblings must have submitted an Application for Enrolment form and application fee to be considered for a place.

Once the testing is completed, offers of a place into Year 7 are made. Families must then attend an interview and bring copies of school reports with them. At the interview, the Registrar will explain the programs, procedures and expectations of the School and answer any questions.

Please note, as Westbourne Grammar School is co-educational, gender equity is an ongoing consideration with applications at all levels.

---

**FAMILY DATA****Parent Details***Father or Guardian*

Family Name

Given Name

Title – Mr, Dr

Private address (not PO Box)

Postcode

Mailing address (if different to private)

Occupation

Type of Industry

Home Phone

Business Phone

Mobile

Email (that you would like the School Bulletin/or notices sent to)

To receive reports

YES/NO

*Mother or Guardian*

Family Name

Title – Miss, Ms, Mrs, Dr

Given Name

Private address (not PO Box)

Postcode

Mailing address (if different to private)

Occupation

Type of Industry

Home Phone

Business Phone

Mobile

Email (that you would like the School Bulletin/or notices sent to)

To receive reports

YES/NO

*Parent not living with student*

Family Name

Title – Miss, Ms, Mrs, Mr, Dr

Given Name

Private address (not PO Box)

Postcode

Mailing address (if different to private)

Occupation

Type of Industry

Home Phone

Business Phone

Mobile

Email (that you would like the School Bulletin/or notices sent to)

To receive reports

YES/NO

---

**BILLING INFORMATION**

Note: This section is only to be completed and signed if the responsibility for the payment of all school related fees is being undertaken by parties other than the child's parents. In the event of the person/s who has undertaken the responsibility of paying the fees defaulting on the payment, the responsibility will revert back to the parents who have signed the "enrolment and admissions" section of the form.

**PERSON(S) RESPONSIBLE FOR PAYING FEES MUST SIGN**

Family Name

Given Name

Title – Mr, Miss, Ms, Mrs, Dr

Private address (not PO Box)

Postcode

Relationship to student

To receive reports YES/NO

Signature

Signature

---

**LANGUAGES OTHER THAN ENGLISH**

Does the student or their mother/guardian or their father/guardian speak a language other than English at home?

No, English only

student

mother/parent 1/guardian 1

father/parent 2/guardian 2

Yes, Other – please specify

---

**OTHER CHILDREN IN THE FAMILY**

Name of Child

 Currently attending Westbourne Previously at Westbourne Waiting List for Westbourne

Year/House

Year Left

Year Level &amp; Year

Name of Child

 Currently attending Westbourne Previously at Westbourne Waiting List for Westbourne

Year/House

Year Left

Year Level &amp; Year

Name of Child

 Currently attending Westbourne Previously at Westbourne Waiting List for Westbourne

Year/House

Year Left

Year Level &amp; Year

---

**REFEREE**

*We only follow up on the referee in the event that we cannot contact the applicant.*

Name

Address

Postcode

Home Phone

Business Phone

Email

# application for enrolment

Please read the sections “Conditions of Enrolment” and “Business and other Regulations” before completing this application. The following information is important for your child’s well-being at school. The School should be advised of any changes in family circumstances, address or telephone numbers.

PLEASE USE BLOCK LETTERS THROUGHOUT

## STUDENT DETAILS

Family Name  Sex  Male  Female

Given Names Preferred Name

Home Address

Postcode Telephone

In which country was the student born?  Australia  Other (*please specify*)

If not born in Australia, does the student hold an Australian Permanent Residency Status? YES/NO

If you do not hold an Australian or New Zealand passport, please attach a clear copy of the photo page of your passport and your visa to the application form.

Nationality Religious Denomination

Is the student of Aboriginal or Torres Strait Islander origin?  No  Yes, Aboriginal  Yes, Torres Strait

Date of Birth: / /

Intended year of entry Year level at which student will commence on entry

Present school/kindergarten Telephone

Address of school/kindergarten Postcode

What level of education was completed prior to making this application?

The student lives with  Both Parents  Mother  Father  Guardian

Information about the academic background of the student that would be useful for the School to know (eg prizes won or awards given)

Areas in which special needs/remedial help may be required

Musical instrument played (if any) together with AMEB level (if known)

Have you sat the Edutest Scholarship/Placement Test? YES/NO If yes, year

Sporting or hobby interests

## CAMPUS

Truganina Prep to Year 12  Williamstown Prep to Year 3

## ENROLMENT AND ADMISSIONS

I/We have read both “Conditions of Enrolment” and “Business and Other Regulations” submitted to me/us, and each agree to abide by these and any regulations from time to time in force at the School, and pay promptly all fees and other monies falling due at school in respect of the child enrolled.

If my/our child is transferring from another school, I/we authorise you to obtain from that school other information as you may require.

**Both parent signatures are required**, unless the parent is the sole custodian, in which case a copy of the relevant court order (where a custody order exists) should be provided to substantiate this situation.

(signature of) Father or Guardian (signature of) Mother or Guardian Date

## EVALUATION

Please complete the following questions by circling the appropriate letters. The information is of use to us when we evaluate our performance.

### What prompted you to enrol your child?

- A. General reputation of the School
- B. Continuing a family tradition
- C. Academic reputation of the School
- D. Our ability to respond to individual students
- E. The co-curricular program
- F. Co-educational
- G. Wide range of subject choices
- H. Sibling policy
- I. Location
- J. Uniform
- K. Transport facilities
- L. Other (please specify)

### How did you learn about the school?

- A. From family members
- B. News items
- C. My employer
- D. Family friends
- E. From an exhibition or agent
- F. Advertisements in local papers
- G. Advertisements in national publications
- H. Billboard advertising
- I. Website
- J. Other (please specify)

Is either parent an Old Westburnian?	If so, year left school?	House
Family/Maiden Name		
If you are a past student, can you provide us with archival material?		YES/NO

### OFFICE USE ONLY

Date received

Truganina Campus

Williamstown Campus

Application fee \$

Receipt number

### CHECK LIST

#### Please return:

- Completed "Application for Enrolment" form including billing information.
- Copy of Birth Certificate or Extract (this will be retained by the School).
- For Junior School, if child is of required age:  
School Entry Immunisation Certificate which states,  
"This child has received all vaccines required by 5 years of age".
- Application fee of \$50 which is non-refundable (may be changed at School's discretion).

#### Application fee must be submitted with the Application for Enrolment Form.

Payment can be made via Cheque/Money Order/Credit Card. Cheques or Money Orders should be made payable to 'Westbourne Grammar School'.  
Cash should not be sent through the post.

### PAYMENT METHOD

Name

Address

Postcode

Telephone

- CASH  CHEQUE (Made payable to Westbourne Grammar School)
- VISA  MASTERCARD  BANKCARD  DINERS  CLUB AMEX
- AMEX CARDS (Four digit code required)
- VISA/MASTERCARD (Three digit code required – printed on signature strip of card)

Name on Card (Please Print)

Signature

Card Number |||

Expiry Date | Amount \$ \_\_\_\_\_

## CONDITIONS OF ENROLMENT

- An “Application for Enrolment form” must be completed for each student applying for a place at Westbourne Grammar School. This form must be accompanied by the application fee which is current at the time of application (non-refundable).
- The School reserves the right to refuse any application for enrolment.
- All applicants are required to attend an interview at the School prior to commencement. This is to ensure that, as far as possible, those who are accepted are likely to benefit from the courses provided.
- When enrolled at the School student and parents are bound by the rules and regulations authorised and initiated by the Principal for the good running and conduct of the School.
- Parents are expected to encourage their children to observe these rules and regulations in order to strengthen the well being of the School community. (The School Rules are contained in the Student Record Book and included with our letter of offer).
- All students wishing to be considered for a place into the School must sit a ‘Placement Test’. Students applying for entry into Year 7 sit the test in the February/March of their Grade 6 year. In the Senior School students entering at other levels are required to sit an Edutest test prior to being offered a place.
- All students must attend Chapel and School Camps.

## ADMISSIONS POLICY

### Prep Entry

- School readiness as assessed by the School
- Previous association with the School (siblings, children of past students and children of current staff only)
- Date of application
- Gender equity

### Year 7 Entry

- Previous association with the School (siblings, children of past students and children of current staff only)
- Results from the Edutest testing together with current school reports
- Gender equity
- Date of application

## BUSINESS AND OTHER REGULATIONS

### Primary and Secondary Schools

1. Fees are raised and chargeable on a term basis by the School as distinct from being on an annual basis.
2. The due date for payment will be specified on the front of each account. The date will be 1st February, 1st May, 1st July and 1st September.

In accordance with the State Consumer Credit Code, if the fee for a term is not paid by its stated due date an additional Administration or Account charge of \$125 per term will be payable by the parent or guardian until that outstanding term's fee is paid. For example if a parent is in default with the account for three term's fees the total additional accounting fees of \$375 will be payable in that year.

3. Default in the payment of fees and charges renders the persons responsible for the fees to legal action for the recovery of the unpaid fees or other charges with legal costs added to the debt.
4. A full terms notice in writing must be given to the Principal, by the parent or guardian, before the withdrawal of a student. Such notice must be given during a term and determination of the notice period will exclude the holiday periods that arise between terms. Persons who have accepted the responsibility for paying fees will be liable to pay half a term's fees at the current rate if this notice is not given.
5. A student may not be allowed to commence a new term at the School whilst tuition fees remain unpaid.
6. No deduction can be made on account of absence, as the expenses incurred in maintaining the efficiency of the School are not lessened by the temporary absence of individual students.
7. Any query concerning the account should be made to the Accounts Department.
8. If parents or guardians have financial difficulty meeting the account by the due date, they should contact the Business Manager.
9. Year 12 students will not be permitted to purchase items through the bookshop on credit after Term 3.