



Westbourne Grammar School Admission Policy and Procedures

Enrolment Policy

Westbourne Grammar School is a co-educational school and will endeavour to provide gender balance* across the school. Applications must be completed for each student for entry to the School regardless of whether a sibling is already enrolled and attending the School. Waitlists are developed by date of application, however priority of admission is as follows:

1. Siblings of existing students
2. Children of past students
3. Children of current, permanent staff members

Students come from a diverse range of social, cultural and economic backgrounds both locally and internationally. The School requires all new student applicants from Year 5 onwards to sit a placement test to ensure we are able to offer appropriate academic programs and pathways.

International Student enrolments and entry requirements are managed differently and information can be found on our website

<https://www.westbournegrammar.com/enrolments/international-students> in the International Students Policy and Admissions Policy Handbook.

Processes

The Admissions Office manages enrolments. Applications and all enquiries come through the Admissions Manager at every level of the School. The School also operates Amici, our early learning centre. Amici is a separate entity and requires separate enrolment processes. Families with children in Amici programs who wish to enrol their children at Westbourne, must complete the School's application and enrolment processes. There is not automatic progression from Amici to Prep at Westbourne.

Due to the high level of demand for entry at many year levels, before submitting an Application for Enrolment please contact the Admissions Office to ascertain your enrolment prospects.

The Application for Enrolment form is available on-line or can be mailed to you. It should be completed and returned with the non-refundable application fee \$165 at the time of application. On receipt of the application the name of the student will be added to waiting lists for the requested year levels and the application acknowledged by the School. As places become available, the Admissions Office will contact parents to arrange an interview. For the major intake years – Prep and Year 7 the processes are outlined below.

For entry to all year levels from Year 1 and above, copies of your child's latest reports, NAPLAN results (as appropriate) will be required at interview and for entry from Year 5 onwards, all applicants will be required to sit a Placement Test.

Intake Years

The main intake years are Prep, Year 7 and Year 9.

Entry into other year levels depends upon individual vacancies as they arise. We do not usually accept enrolments into Year 12.

Prep Entry Criteria and Process

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

- ➔ Previous association with the School (as per Waitlist criteria above)
- ➔ Date of application
- ➔ Gender balance*
- ➔ Children need to be five years of age by 31 January of the year they start Prep
- ➔ School readiness as assessed by the School 15 months before starting date

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

Year 7 and Year 9 Entry Criteria and Process

When considering an application for a place into Year 7 and Year 9, the following criteria will be taken into consideration:

- ➔ Previous association with the School (siblings, children of past students and children of current staff only)
- ➔ Results from the Placement Test together with current school reports, NAPLAN results
- ➔ Gender balance*

All students wishing to be considered for a place at Westbourne in Year 7 must sit the Placement Test. The testing registration link is: <https://aus.edutest.com.au/D/?t=111YX6QC>.

This testing is held in February/March of the child's Year 5 year and includes siblings. 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.

Year 9 placement tests are conducted at the time of application. The testing registration link is: <https://aus.edutest.com.au/D/?t=NUTP065J>).

*Please note: Westbourne Grammar School currently operates with an exemption to the Equal Opportunity Act to enable the structuring of waiting lists to ensure greater gender balance in our co-educational school.

Westbourne Grammar School

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