



**WTSC**

## **Enrolment Policy**

### **Index**

1. Purpose	2. Scope of Policy
3. Eligibility Criteria	4. Enrolment Process
5. Special Needs and Medical Requirements	6. Class Placements
7. Late Enrolments	8. Early Childhood Years Parental Responsibility

Exco Approval Date:	16-Jan-2025
Policy Created:	January 2025
NEXT REVIEW DATE:	January-2026

## **1. Purpose**

The purpose of this enrolment policy is to detail the criteria and procedures for admitting students to Wentworthville Tamil Study Centre (WTSC) at any campus.

This policy ensures a transparent and consistent approach to enrolment at WTSC.

## **2. Scope of Policy**

This policy applies to prospective students seeking admission to any of the campuses managed by Wentworthville Tamil Study Centre.

This policy also guides parents and guardians of the child with information on procedures to follow in order to successfully enrol their child at WTSC.

## **3. Eligibility Criteria:**

### **Age**

To be eligible for admission, children must be at least 3 years and 6 months old by 31-July of the enrolling year.

The age eligibility criteria remain applicable throughout the entire school year, irrespective of the timing of the admission request.

### **Visa or Residency Requirements:**

Both the parent and child must legally reside in Australia and meet the eligibility criteria for Enrolment at a NSW Public school.

#### **4. Enrolment Process:**

WTSC strongly encourages the parent or guardian of the eligible child to complete the enrolment process *before* Term 1 Week 1 commences, ideally during one of the open days to ensure a smooth start to the school year.

1. Check age eligibility of child. Child must be at least 3 years and 6 months old by 31-July of the current enrolling year.
2. A parent or guardian is required to complete an Online Enrolment Form (<https://wtsc.ueducateus.com.au/enrolment>) preferably prior to attending the centre. All required information needs to be filled before an application can be submitted.
3. Once the application is submitted, Parent or the Guardian then attends one of the WTSC campuses to complete the remainder of the enrolment process.
4. Following this a member of the WTSC Finance Team will collect the school fees (refer to WTSC Student Fee Policy for further information on Student Fees).
5. The Principals team will allocate a class to the child ensuring an even distribution of students across classes or divisions in a grade.
6. The enrolled child will then be guided to their designated classroom.

#### **5. Special Needs or Medical Requirements:**

Any special needs or medical requirements for the child will need to be communicated during the enrolment process and noted in the child's enrolment form.

## **6. Class Placements:**

Students in Year 6 and above will take a 15-minute assessment to determine their class placement.

Parents or Guardians who wish to accelerate their child to a higher grade may submit a request with the WTSC Principal. The WTSC Principal will carefully review each case individually before making a decision.

## **7. Late enrolments:**

Late enrolments are accepted throughout the school year. However, an admission pause may apply during certain periods of the school year. Please check with the WTSC school office for this information.

## **8. Early childhood years parental responsibility:**

A parent or guardian of children enrolled in early childhood years (Playschool to Kindergarten) is expected to remain outside the classroom within school premises during school hours to assist with self-care and emotional needs (help unsettled students, toilet visits, etc).