



WOODMANS HILL
SECONDARY COLLEGE

Application for Enrolment at Woodmans Hill

Thank you for choosing to inquire about enrolling your child at Woodmans Hill.

We follow a rigorous enrolment process to ensure:

- That Department of Education processes for enrolment are adhered to, including zoning
- That each student's educational, social and emotional needs are known and met.
- That each student's teachers are provided with accurate information about their learning strengths and needs to ensure a smooth transition into learning.
- That the student is well prepared for the learning and behavioural expectations of Woodmans Hill.

It also ensures that every student is treated equally and they are set up for success. We look forward to hearing from you soon.

Kind regards,

Shannon Turnbull
Assistant Principal

Please note this form is not to be completed for Year 6 students transitioning to Year 7. Transition Forms will be provided by your Primary School or on the Departments Website at: <https://www.education.vic.gov.au/parents/going-to-school/Pages/year-6-to-7.aspx>

Steps to Enrolment at Woodmans Hill

Step One: Complete forms provided.

Included in this pack are TWO forms.

Form 1: Enrolment Application Form: *To be completed by the parent/guardian.*

Form 2: Previous/Current School Enrolment Information Form. *To be completed by the student's previous school.*

Step Two: Contact the College

Once these two forms have been completed forward them to the Woodmans Hill SC Office via email or in person. woodmans.hill.sc@education.vic.gov.au You will also need to include a copy of the student's TWO previous school reports and a utilities bill that verifies your address as Woodmans Hill SC is a zoned school. To find out which school zone you live in visit, findmyschool.vic.gov.au

Please fill in the request form. All information will be treated in the strictest confidence.

Step Three: Attend Enrolment Interview

A Woodmans Hill staff member will contact you to arrange an Enrolment Interview once all this information is received.

Pre-Enrolment Information Request

(To be completed by Parents/Guardian/Carer)

Date of Application: _____

Full name of student	
Date of birth	
Home address of student	
Parent/guardian name	
Relationship to student	
Contact Information	Mobile Phone: Email:

Current school <i>If outside Victoria please give contact phone number.</i>					
Reason for enrolment <i>Please give detail</i>					
Further information:					
Has this student ever repeated any Year levels OR had more than 4 weeks out of regular schooling? <i>If YES, please give detail</i>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; border-bottom: 1px solid black;"></td> </tr> </table>	Yes	No		
Yes	No				
Does this student have a diagnosed learning disability or difficulty? <i>If yes, please detail</i>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;"></td> </tr> </table>	Yes	No		
Yes	No				

Does this student receive any PSD funding at present?	Yes No
Does this student receive any extra support with literacy or numeracy at their current school? <i>If yes, please detail</i>	Yes No _____ _____
Are there any outside agencies involved with this student, who support their learning? <i>If yes, please detail</i>	Yes No _____ _____
Does this child have a diagnosed mental health issue? <i>If yes, please detail</i>	Yes No _____ _____

Thank you for completing this form.

Enrolment Information Request

(To be completed by the student's previous school.)

The student listed below has applied to attend Woodmans Hill. We ask for your assistance in providing information, which will assist us in supporting this student's education and transition. This information will be treated in the strictest confidence.

Regards,
Shannon Turnbull
Assistant Principal

Student name	
Current School	
Current year level	

To be completed by the **Year Level Coordinator, Student Welfare Coordinator** or **Assistant Principal**

Name	
Role	
Contact Details	
Signature	

Does this student attend regularly?	Yes	No
Does this student consistently follow the school's uniform policy?	Yes	No
Does this student consistently bring the correct equipment to class?	Yes	No
Does this student participate well in classroom learning/activities?	Yes	No
Does this student maintain positive relationships with staff and students?	Yes	No

<p>Were there any concerns with this student's academic performance? <i>If YES, please give detail</i></p>	<p>Yes</p>	<p>No</p>
<p>Were there any concerns with this student's behaviour/attitude to learning? <i>If YES, please give detail</i></p>	<p>Yes</p>	<p>No</p>
<p>Please comment on this student's strengths.</p>		

<p>Has this student been linked to outside agencies for support? <i>If YES, please give detail</i></p>	<p>Yes</p>	<p>No</p>
<p>Has this student been involved in any school based support or learning intervention programs? <i>If YES, please give detail</i></p>	<p>Yes</p>	<p>No</p>

<p>Was this student suspended at any time in the previous 12 months?</p>	<p>Yes</p>	<p>No</p>
<p><i>Please give reasons for suspension</i></p>	<p>No. of days suspended: _____</p>	

<p>Other Comments</p>		
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