

Dear Parent/Carer,

Thank you for your enrolment enquiry with William Campbell College. Please find our enrolment application attached, the next step in your application to enroll with us.

This process may take approximately four weeks from receiving your enrolment application. Please be aware that no enrolment is guaranteed until the Principal assesses the application and a letter of offer has been issued.

*Once you complete the enrolment application the application fee **MUST** be paid before your application can move forward. This is non-refundable.*

Please email or provide photocopies of all the below requirements.

This package includes the following forms to be filled in and completed:

- Application Agreement
- Enrolment Application Form
- Data Collection Form
- Medical Information Form
- Individual Student Profile (Teacher/Caseworker)
- Individual Student Profile (Parent/Caregiver)

Throughout the application process we request documentary evidence that *may* include: -

- Description of behaviour impacting learning
- Description and/or diagnosis of behaviour that is characteristic of mental health problems as listed in the DSM-V in the area of anxiety, depression, and post-traumatic stress disorder
- Description and frequency, duration, and intensity of behaviour in the home, school and community to a level that seriously affects educational functioning and emotional wellbeing
- Description of the impact on the student's education and a list of strategies to address the student's needs at home and at school.
- Attendance records
- Copies of any relevant reports from psychologists and counsellors
- Copies of any relevant court orders that have an impact on the enrolment of the child at the school
- Copies of the child's two most recent school reports
- Copies of most recent Behaviour Management Plan, Individual Learning Plan or Personalised Learning and Support Plan
- Referral letter from current principal or teacher

To ensure the process flows smoothly please ensure you provide all documentation as soon as possible.

Once all paperwork has been submitted our Principal will assess the application to determine suitability for enrolment at William Campbell College. If the enrolment criteria is met, an enrolment interview will be arranged.

Students, caregivers and agency representatives will attend a formal enrolment interview. Consideration will be given to each applicant's individual needs as well as the applicants ability and willingness to support the College's ethos.

As part of the enrolment process, relevant information will be made available to key personnel (teachers and support staff). This will enable staff to plan for your child with regard to educational programs and group allocation. If your application is unsuccessful, all information will be destroyed. We make a commitment to the security and confidentiality of any information you make available to us as a school.

An enrolment decision will be made, and the College will inform the applicant of the outcome in writing.

On completion of the above, please email the enclosed forms including this signed Application Agreement to office@williamcampbellcollege.nsw.edu.au.

Please note that if we are unable to contact you within the four-week timeframe, this application for entry will be cancelled.

If you have any questions, please do not hesitate to contact Amie Hunter on 4422 9111.

Kind Regards,

Amie Hunter

WCC School Principal

Application Agreement

I have read and understand the requirements and entry criteria. I understand that during the enrolment period, if any of the criteria is not met, my enrolment may be cancelled.

Signature		Date	
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