PARENT INFORMATION REGARDING ENROLMENT

AT WINGHAM HIGH SCHOOL:

1. The process commences with the issuing of an enrolment pack. The pack consists of:
   a) Student details & medical information form
   b) Student Information checklist
   c) WHS Directory
   d) Buss Pass application form
   e) WHS general consent form
   f) WHS Social Code of Behaviour
   g) Permission to share information form (where applicable)
   h) DEC Enrolment application form

2. An Appointment is made with the relevant Deputy Principal or Principal where the information provided in the pack is discussed.

   PLEASE NOTE: The enrolment process is much smoother and faster if...
   ✓ All forms are completed and disclosures made, and brought to the enrolment interview.
   ✓ Proof of address is provided via rates notices, rental agreements, electricity or phone accounts.
   ✓ Copies of recent school reports and other appropriate documents such as medical diagnosis or psychologist reports are provided at the meeting.
   ✓ Identification and custody documents are provided.

3. Wingham High School then makes contact with the student’s current or previous school:
   o An enrolment cannot be processed if the student has an unresolved suspension
   o An enrolment may be refused on the grounds of previously documented violence if there is evidence that the student has not learned the appropriate skills to manage this behaviour.
   (DEC policy 1997, Updated 2012)

4. An Assessment of the Learning Needs of the student is made and any additional support the student may require is organised and put in place PRIOR TO COMMENCEMENT.

   This may involve the following:
   o Risk and / or behaviour management plan
   o Literacy & Numeracy assessment
   o Individual Learning plan

5. If the enrolment is accepted and no further support required then an orientation & / or transition process is implemented and attendance commences.