



## **Enrolment Process**

To start your journey with William Clarke College we invite you to submit an Application for Enrolment. You can download a copy of the application form on our website – [www.wcc.nsw.edu.au/enrol](http://www.wcc.nsw.edu.au/enrol).

Once you have submitted your completed Application for Enrolment to the College, it will be processed and a letter sent to you acknowledging your Application.

### **Applications for Students to Begin at the Start of an ‘Intake’ Year Group (Preparatory, Kindergarten, Year 3, Year 5 or Year 7)**

- Applications for Preparatory close on 31 May of the year prior to entry eg Applications for P 2020 close 31 May 2019.
- Applications for Kindergarten, Year 3, Year 5 and Year 7 – close on 31 January the year prior to entry eg Applications for Year 7 2020 close 31 January 2019.
- Any applications received after this date are automatically placed onto a ‘Casual Vacancy Waiting List’ that is referred to if an enrolled student has to leave the College for any reason.

All parents/carers who have submitted an application are contacted and invited to an information session at the College. They are asked to provide the College with information and documentation about their child. Depending on the intake year applied for, the enrolment process that follows will be different. Please note that many applicants are invited to an interview, however, not all applicants are interviewed and not all interviewed applicants automatically receive an offer of a place.

#### *Preparatory and Kindergarten*

- For Preparatory and Kindergarten, applicants are invited to come in for a short observation time with a staff member and their parents/carers are invited to an interview.
- Places for Preparatory are made early – mid August. Kindergarten offers are offered in late May or early June.

#### *Years 3, 5 & 7*

- For Years 5 & 7, selected applicants and their parents/carers are invited to an interview at the College.
- For Year 3, applicants are invited to come in for testing and their parents/carers are invited to an interview.
- For these Years, the initial interviewing process continues through most of March and April, with offers of a place being made in late April or early May.

Sometimes, applicants are not able to accept the offer made by the College. In this situation, the Director of Enrolments refers to the Casual Vacancy Waiting List to select further applicants for interview. This process continues until all places are filled.

In recent years, more families have sought enrolment at the College for their children than we have been able to accommodate. Regretfully, it is possible that many suitable families will be disappointed and not be offered a place in the first round of interviews. Applicants who are not offered a place in an intake Year group, or who apply after 31 January, are invited to have their name placed on the Casual Vacancy Waiting List for possible vacancies that may arise.

#### ***Applications for a ‘Non-Intake’ Year Group - to Fill a Casual Vacancy***

Applications for enrolment into Year groups other than Preparatory, Kindergarten, Year 3, 5 or 7 are accepted at any time of the year and are placed on the relevant Casual Vacancy Waiting List. If a casual vacancy occurs, all students on the waiting list are considered equally. The aim in applying the criteria is to determine which student will benefit the most from an education at the College.

To assist the Director of Enrolments in selecting students for an interview to fill a casual vacancy, please provide the following with the application:

- documentary evidence as requested in the ‘Application for Enrolment’ form e.g. school reports; plus
- a statement detailing involvement in activities outside the classroom (religious, sporting and/or cultural), hobbies and interests; and
- an explanation as to why the student wants to enrol at William Clarke College.



***Year 11 & 12 Applications***

Applications for Year 11 casual vacancies are accepted at any time of the year. The number of places available in Year 11 depends on the number of Year 10 students who leave the College to pursue other educational opportunities such as apprenticeships, and other factors. During the enrolment process all applications are considered, however, not all applicants will be interviewed, and not all interviewees automatically receive an offer of a place.

Entry into Year 12 is generally considered only under exceptional circumstances.

**Enrolments Contact Details**

Enrolments Officer: [enrolments@wcc.nsw.edu.au](mailto:enrolments@wcc.nsw.edu.au)

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