

WESTERN ENGLISH LANGUAGE SCHOOL ENROLMENT POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school on 9311 9325

This policy sets out details for enrolment at Western English Language School (WELS). For more details on requirements for entry into Victorian government schools, including admissions, enrolments, the placement of students and transfers between schools, please visit: <https://www2.education.vic.gov.au/pal/enrolment/policy>

SUMMARY

- The Department of Education provides access to intensive EAL instruction for eligible students.
- Students who have been assessed as eligible (see ‘Eligibility criteria’ below) typically attend WELS for between six and twelve months, depending on their educational background and/or refugee/humanitarian status.
- WELS caters to students in need of an intensive EAL course residing in Melbourne’s South Western suburbs. Any eligible student for whom WELS is the closest Language School or Centre may enrol.

ENROLMENT PROCESS

Enrolment referrals can be made by mainstream schools or the Department of Education and Training. Parents/carers may also contact the school directly.

1. Check eligibility criteria (below). If you are unsure, please contact WELS.
2. Contact the nearest WELS site to schedule an enrolment appointment.*
3. Please bring your child’s documents to the enrolment appointment:
 - a. Passport/Immicard
 - b. Visa or VEVO documentation
 - c. [Medicare card](#) or [private health insurance card](#)
 - d. [Centrelink Concession and Health Care Card](#)
 - e. Immunisation history paperwork or card

At the enrolment appointment, you will be guided through the enrolment process. WELS can usually provide an interpreter if necessary.

Your child will complete an English language assessment. The purpose of this is to ascertain their English-language level so we can best plan their teaching and learning program.

You do not need to complete an enrolment form before the enrolment appointment. However, the enrolment form can be [downloaded here](#).

FEES AND CHARGES

If you are eligible to attend WELS (see 'Eligibility criteria' below) and you are *not* an International Student, there are no tuition fees, however the following fees apply:

Uniform	Varies depending on age and site	
Myki card	Must reside more than 4.8 KMs from school and be SRP funded	
Concession card	\$9	
Primary-aged students	Classroom stationery	\$10 per term
	Swimming program	Usually runs twice a year. Costs vary at each WELS site depending on transportation costs.
Secondary-aged students	Book packs	\$30 one-off fee
	Secondary activities for CSEF-ineligible students	1 st child - \$25 per term 2 nd child - \$20 per term 3 rd child - \$15 per term 4 th and subsequent children - \$10 per term

ELIGIBILITY CRITERIA

To be eligible to attend WELS (or other English language schools or centres or to participate in the Virtual New Arrivals Program), students must:

- hold a visa that entitles them to enrol in a Victorian government school and that attracts Student Resource Package (SRP) funding
- speak a language other than English as their main language at home
- have a level of proficiency in English, determined at the local level by a school or English language school, that requires intensive assistance to enable them to participate fully in mainstream classroom programs
- begin at an English language school or centre or enrol in the VNAP
 - within 18 months of arrival in Australia, if entering Foundation year
 - within 6 months of arrival in Australia, if entering any other year of schooling
- at the time of enrolling at WELS, be undertaking or intending to undertake primary or secondary education at a Victorian government school as soon as practicable after completing the course
- be school-aged – at least 5 years old by April 30th in the year of enrolment and in most cases no older than 17 (exceptions and exemptions to the maximum age can be made in some circumstances; please contact WELS for details)

RE-ENROLMENT

A student who has previously been enrolled in an intensive English language program in an English language school or centre or VNAP is eligible to re-enrol in an intensive English language program only when the student:

- was enrolled in and attended a new arrivals program in the first instance for a minimum of one term; and

- has been absent for a period of two years or more; and
- during the period of absence was not resident in Australia, in education in another state or territory of Australia, or enrolled in education where English was the medium of instruction

INTERNATIONAL STUDENTS

Fee paying overseas students requiring an intensive English language course before entering mainstream classes can enrol in an English language school or centre to undertake such a course.

Students must enrol in a school through the International Student Program before enrolling in an English language school or centre.

For more information, refer to: [International Student Program \(ISP\)](#)

APPEAL PROCESS

Parents/carers can appeal against the decision not to approve an enrolment. This can occur in relation to enrolments at any age or year level. Further information on appeals can be found at [Enrolment: Enrolment in specialist schools | education.vic.gov.au](#).

COMMUNICATIONS

The Western English Language School enrolment policy will be made available to the school community on the school's website.

POLICY REVIEW AND APPROVAL

Policy last reviewed	15 June 2023
Approved by	Acting Principal
Next scheduled review date	June 2026

This policy has a mandatory review date of 3-4 years