

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 main office of Western English Language School at the Braybrook campus (9311 9325).

BACKGROUND

Western English Language School provides intensive English as an Additional Language (EAL) instruction to students who have newly arrived in Australia. Eligible primary and secondary students can be enrolled for 2 to 4 school terms, depending on their educational background and refugee or humanitarian status. Students are referred for enrolment at Western English Language School by a Victorian government school or the Department of Education. Parents and carers may also seek enrolment for their child directly with the school.

Purpose

This policy specifies the enrolment criteria and procedures for Western English Language School.

Scope

This policy applies to all students seeking enrolment at Western English Language School.

ENROLMENT CRITERIA

The following enrolment criteria have been specified and approved by the Deputy Secretary, Schools and Regional Services (as the Minister's delegate) under section 2.2.16(b) of the *Education and Training Reform Act 2006* (Vic).

To be eligible for enrolment at Western English Language School, a student must meet all the following criteria:

- be of compulsory school age (between 6 and 17 years old) unless an exception applies, or an exemption has been granted
- be an Australian citizen or hold a visa* that entitles them to enrol in a Victorian government school
- speak a language other than English as their main language at home
- have a level of proficiency in English, determined by Western English Language School in consultation with the referring school, that requires intensive assistance to enable them to participate fully in mainstream classroom programs
- begin at Western English Language School:
 - within 18 months of arrival in Australia, if entering Foundation year, or
 - within 6 months of arrival in Australia, if entering any other year of schooling, or
 - have an exemption to participate from the Manager, English as an Additional Language Unit, on request from Western English Language School, if the student has been in Australia for longer than the above specified time periods.
- be undertaking or intending to undertake primary or secondary education at a Victorian government school as soon as practicable after completing the course.

*Parents and carers can see if their child holds a visa with a study entitlement by referring to their visa

conditions online on the [Visa Entitlement Verification Online system \(VEVO\)](#) or the department's [International Students Visa Fee Table](#).

Priority order of placement

Where Western English Language School does not have sufficient accommodation to enrol all students, the school must manage enrolments in accordance with the following priority order of placement:

1. Students who are Australian citizens or hold a visa type that entitles them to enrol in a Victorian government school and that attracts School Resource Package (SRP) funding.
 - a. Students with a sibling at the same permanent address who are attending the school at the same time
 - b. Students who have refugee or humanitarian status
 - c. Students assessed as having the lowest English language proficiency ([AL&A.1](#), [BL&B.1](#) or [CL&C.1](#))
 - d. Other students that attract SRP funding.
2. International students with a fee-liable visa that requires enrolment in the department's International Student Program (ISP) only when the trend and forecast enrolments for SRP funded students are not expected to exceed available enrolment capacity.
 - a. Fee-liable international students on dependant or temporary visas (including bridging visas)
 - b. Fee-liable international students holding a subclass 500 Student – Schools visa.

When students are otherwise equal within their priority category, they will be prioritised by:

1. The level of EAL support required
2. Date of enrolment enquiry

The department's [International Students Visa Fee Table](#) identifies which visa categories are fee-liable or fee-exempt. International students on fee-exempt visas attract SRP funding. The table also indicates which visa types relate to refugee or humanitarian status and what schools can request as evidence if a student does not have an applicable visa (for example asylum seekers).

Fee-liable international students

Fee-liable international students requiring intensive EAL instruction can seek enrolment at Western English Language School.

All fee-liable international students must first enrol in the department's ISP and pay tuition fees.

Following intensive EAL instruction, fee-liable international students holding a subclass 500 Student - Schools visa can only enrol in a mainstream school that is accredited by the department to deliver the ISP. All other fee-liable international students are entitled to enrol at their designated neighbourhood school, as per the department's Enrolment Policy.

ENROLMENT PROCESS

Students are referred for enrolment at Western English Language School by a Victorian government school or the Department of Education. Parents and carers may also seek enrolment for their child directly with the school. Enrolment may be sought at any point during the school year.

An enrolment appointment will be arranged with the student and their parent or carer. Parents and carers will be required to complete an enrolment form and provide evidence of the student's name and date of birth, visa status and immunisation history. The enrolment form does not need to be completed before the appointment; however, it can be [downloaded here](#).

At the appointment, WELS staff will guide the student and their parent or carer through the enrolment process. WELS can arrange an interpreter where required.

The student will complete an English-language assessment to determine their level of English-language proficiency and assist WELS to plan an appropriate teaching and learning program.

The principal of Western English Language School will determine the student's eligibility to enrol in accordance with the criteria specified in this policy. This may include verification of the student's residency or visa status and consideration of the student's English-language assessment.

Where the student is eligible, the principal will determine the most appropriate WELS campus based on:

- the student's age or year level
- proximity to the student's residential address
- the availability of a suitable enrolment place at the campus.

TRANSITION TO A MAINSTREAM SCHOOL

Students transition to a mainstream Victorian government school once their intensive EAL instruction at Western English Language School is complete. Parents and carers are responsible for applying to enrol their child at another school, with support from Western English Language School as required.

In Victoria, every child has the right to attend their designated neighbourhood government school—their local school—as set out in the *Education and Training Reform Act 2006*. This means that if a child lives within the school's zone, the school must offer them a place when enrolment is sought.

Parents and carers may also apply to schools other than their child's designated neighbourhood school. These schools will consider the application in accordance with the Department's Placement Policy and offer enrolment where places are available. For information about enrolling in a mainstream Victorian government school, please visit [how to choose a school and enrol](#).

WAITLIST

When there are more enrolment applications than places available, the principal will operate a waitlist. Students on the waitlist must enrol at and attend a mainstream school until a place is available. Parents and carers can use the [Find my School](#) website to identify their local in zone school and other nearby options.

The waitlist is ordered using the priority order of placement specified in this policy and the guidance provided in [EAL – Provision for Newly Arrived Students](#).

Re-enrolment

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

- was enrolled and attended initially for a minimum of one term; and
- has been absent for a period of 2 years or more; and
- during the period of absence was not a resident in Australia, was not enrolled a school in another state or territory of Australia or enrolled in a school where the instruction was in English.

APPEAL PROCESS

Parents and carers can appeal an enrolment decision by lodging a written appeal to the principal of Western English Language School.

If this appeal is unsuccessful and parents and carers are not satisfied that their appeal has been adequately considered, they may write to the South-Western Victoria Regional Director at enrolments.swv@education.vic.gov.au.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- made available publicly on our school website, including translations in the main languages of our students and families
- included in enrolment packs
- made available in hard copy from the main office at any WELS campus upon request.

FURTHER INFORMATION AND RESOURCES

The department's Policy and Advisory Library (PAL):

- [Enrolment Policy](#)
- [EAL – Provision for Newly Arrived Students](#)
- [International Student Program \(ISP\)](#)
- [Enrolment: School age requirements and age exemptions](#)
- [Enrolment: Student transfers between schools](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2026
Approved by	Laurence Guttman (Principal)
Next scheduled review date	July 2030

This policy is reviewed every 3-4 years.