



HAZELWOOD

INTEGRATED COLLEGE

Admissions Policy (Years 9-12)

Policy Responsibility: Principal
Ratified by: Board of Governors
Date Ratified: May 2026
Next Review Date: May 2027

Our Vision: The Future We Are Building

At Hazelwood Integrated College, our vision is to be an *inclusive* and supportive school, where everyone is valued, motivated, and empowered to succeed.

Our Mission:

At Hazelwood Integrated College, we are committed to nurturing a community where every individual can GROW.

We celebrate Gratitude by recognising the value in others, foster Resilience by encouraging persistence and determination, provide Opportunities that are inclusive for all, and spark Wonder by inspiring curiosity and a love of learning. Through this, we aim to create an environment where everyone is valued, motivated, and empowered to achieve their fullest potential.



We create an environment where everyone is valued, motivated, and empowered to achieve their fullest potential through four core commitments:

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Gratitude

We recognise the value in others and appreciate the support and opportunities we are given.

Resilience

We encourage persistence and determination, helping pupils develop the strength to bounce back and learn from challenges.

Opportunities

We provide a wide range of academic, creative, and extracurricular opportunities that are inclusive for all.

Wonder

We inspire curiosity and a lifelong love of learning, sparking the natural drive to question, explore, and create.

Hazelwood Integrated College

Admissions Policy Years 9-12

Open Enrolment

1. Introduction

Hazelwood Integrated College is committed to providing a nurturing, inclusive, and academically rigorous environment for all students. This Admissions Policy outlines the process for student admissions via open enrolment into Years 9 -12, including timelines, required documentation, and the review procedures aligned with the school's integrated ethos.

2. Entry Dates

Admissions to Hazelwood Integrated College are conducted twice annually on the following entry dates:

- **January Intake** - Applications will be reviewed in December. Term begins on the second Monday of January.
- **September Intake** – Applications will be reviewed in June. Terms begins in September.

Applications may be submitted at any time during the year but will be held and processed in accordance with the nearest upcoming entry date.

Please note, admission of a student can only be made if there is an available space in the applicable year group at the time of review (i.e. January / June).

3. Application Submission

Applications on the College application form must be submitted directly to the school via email, in person at the main office, or by post. All application forms should be completed in full and **must** be accompanied by the following documentation:

- **A copy of the applicant's birth certificate.**
- The applicants most recent **School reports.**

Please note that incomplete applications will not be filed for processing until all required documents are received.

Applicants can also submit any additional documents to support the application (e.g. letters of recommendation, certificates of achievement, psychological assessments, or other medical reports).

4. Admissions Process

Step 1: Application Review

Upon receipt, all complete applications are logged and held until the review period for the next entry date. During the review period, applications are assessed by the Vice Principal for Pastoral Care and the Principal.

Applications are evaluated against the school's integrated ethos, and consideration given to the applicants conduct, attendance and any extenuating circumstances they have faced. Shortlisted applications will move on to Step 2.

Step 2: School Tour

Shortlisted applicants will be invited for a guided tour of the school, allowing both the student and their guardians to experience the environment, facilities, and educational approach.

Step 3: Meeting with Vice Principal / Principal

Following the tour, each applicant and their guardians will attend a meeting with a Vice Principal and / or Principal, where the child's needs, interests, and potential fit with the school community are discussed in detail.

Step 4: Final Decision

After all interviews and tours are completed, the Principal and / or Vice Principal will convene an Admissions Sub-Committee meeting and make their recommendations to the Board of Governor members. Offers of admission will be issued following this meeting and will be made in writing via email and/or post, with responses required within two weeks of the offer date.