



Enrolment Policy

1. Purpose and Scope

- 1.1 The purpose of this Policy is to provide clear principles and requirements for prospective students seeking to enrol at the School.
- 1.2 Parents should read this Policy when applying for a place at the School for their child. It should be read in conjunction with the Conditions of Entry, Fee Schedules, Business Notices, any Addenda to Conditions of Entry, as amended from time to time, all published on the School's website.

2. Principles

- 2.1 The School is committed to ensuring students are enrolled at the School in a manner that is fair, transparent and non-discriminatory.
- 2.2 The School will publish clear criteria as to the basis on which admissions are made.
- 2.3 The School will provide accurate information about the enrolment process including information about the School, the suite of services offered and the School's expectations of parental and student behaviour so that parents are in a position to make fully informed choices when entering into an enrolment agreement with the School.
- 2.4 The School values diversity and this principle shapes the way in which the School's admissions criteria are applied.
- 2.5 The School requires, prepares and retains accurate records of School enrolments that comply with its Commonwealth and State legal and regulatory requirements.

3. Responsibilities

- 3.1 The Principal is responsible for authorising this Policy and for approving the criteria for enrolments.
- 3.2 The Admissions Manager is responsible for implementing this Policy and ensuring compliance with its principles and enrolments criteria.
- 3.3 In conjunction with the Admissions Manager, the School's Executive and Senior Medical Officer may review an enrolment application should there be any factors pertaining to the enrolment application which may require further consideration and documentation prior an offer being made.

4. Application Process

- 4.1 An application for a place at the School may be made at any time from the birth of a child.
- 4.2 The disclosure of all medical, physical, psychological/ psychometric and educational testing information relating to a child's application is a condition of the acceptance of their enrolment at the School. Such information is an important requirement in assessing an application for the purposes of duty of care and educational obligations for the student and to fully support the student's academic needs and progress.
- 4.3 An application must be accompanied by the following (Overseas Students on a student visa should also refer to Clause 8 of this Policy):
 - 4.3.1 online application form (available on the School's website under Enrolments);
 - 4.3.2 a copy of the child's Australian birth certificate and / or passport;
 - 4.3.3 a copy of a Visa Grant Notice (if applicable);
 - 4.3.4 immunisation status by provision of a Child History Statement;
 - 4.3.5 a copy of the two most recent School reports (and if applicable, provision of a certified English translation);
 - 4.3.6 NAPLAN results (if applicable);
 - 4.3.7 any applicable Court Orders; and
 - 4.3.8 a non-refundable application fee (as amended from time to time) of \$150.00 (inclusive of GST) for Australian citizens, permanent and temporary residents, or \$350.00 (inclusive of GST) for Overseas Students.
- 4.4 Acceptance of the application form and associated documents does not guarantee a place at the School, but constitutes an expression of interest by parents.

5. Pre-Enrolment Questionnaire and Interview

- 5.1 Parents and their child will be invited to participate in an enrolment interview with the Admissions Manager or delegate approximately twelve months to two years prior to the nominated date of entry. If possible, the child and both parents should attend the interview in person.
- 5.2 Parents will be asked to complete a Pre-Enrolment Questionnaire prior to an enrolment interview. The information in this form will be used to assist the School in planning the child's educational and welfare needs should the child proceed to enrolment. The School cannot progress the child's application until all required information is provided on the Pre-Enrolment Questionnaire; including but not limited to:
 - 5.2.1 psychologist, psychiatrist or medical reports;
 - 5.2.2 educational or IQ testing results;
 - 5.2.3 learning plans;
 - 5.2.4 diagnostic or English language proficiency testing; and/or
- 5.2.5 Court orders or parenting plans.

6. Offer of Place Criteria

- 6.1 The School commences the confirmation of enrolment process approximately twelve months to two years prior to each entry year. Occasionally, a place may be offered in the current school year if a place becomes available.



- 6.2 The School takes into account a range of criteria when making offers to students, in line with the principles of this Policy, including but not limited to:
- 6.2.1 student enrolment interview (including interests and activities of the student, what the student can contribute to the School, and how the School can support the student);
 - 6.2.2 suitability of the child to board at the School (if applicable);
 - 6.2.3 academic record;
 - 6.2.4 whether reasonable adjustments can be made by the School to accommodate a child;
 - 6.2.5 family association with the School;
 - 6.2.6 siblings currently at the School; and
 - 6.2.7 date of application.
- 6.3 The needs of the School at a particular time will also be taken into account when applying any of the above criteria.
- 6.4 Subject to the availability of places, it may be possible to bring forward or defer the offer of a place to Term 1 of the following year save for students enrolled for Year 8 who may not defer the offer of a place to a later year. Only current Year 8 students of the School may automatically proceed to Year 9, therefore it is not possible to defer a place for entry at Timbertop. Where a place is deferred, the student's latest school reports must still be provided in the year prior to admission to the School.
- 6.5 Where a place is accepted but is not subsequently taken up, the place and the enrolment fee will be forfeited to the School.

7. Year Prior to Commencement

- 7.1 During the year prior to commencement, the School will seek further information from parents, and provide information to prepare students for commencement at the School, including but not limited to:
- 7.1.1 medical forms;
 - 7.1.2 government reporting data;
 - 7.1.3 uniform lists;
 - 7.1.4 information on boarding arrangements (if applicable);
 - 7.1.5 academic and co-curricular programs; and
 - 7.1.6 orientation and arrangements for commencement of the School term.

8. Overseas Students on a Student Visa

- 8.1 Overseas Student Enrolments are conducted as per this Policy, with the variations in this clause 8.
- 8.2 Overseas Students on a student visa (subclass 500) are not permitted to be charged the Australian domestic tuition fees.
- 8.3 All Overseas Student applications must be accompanied by the following documentation:
- 8.3.1 a copy of an Australian English Assessment Standard (AEAS) test report (if applicable);
 - 8.3.2 a copy of the child's current passport and visa grant notice;
 - 8.3.3 a copy of the most recent school report (and if appropriate, a certified English translation must also be provided); and
 - 8.3.4 a copy of the child's birth certificate or similar document showing the child's date of birth and gender.
- 8.4 The child and parents attend an enrolment interview with the Admissions Manager or delegate. A telephone or virtual interview may be arranged.
- 8.5 The child may be required to complete additional English language testing to confirm readiness to commence. If an external test is required, the cost will be borne by the parents.
- 8.6 If a place is offered, a Letter of Offer and Written Agreement will be provided to the parents and education agent (if applicable).
- 8.7 Subject to clause 8.8, acceptance of the School's offer is made by signing the Written Agreement and returning it to the School accompanied by a non-refundable Enrolment Fee of \$2,000, one term's tuition fees, and the Overseas Students Health Insurance levy.
- 8.8 If an Overseas Student is refused a student visa, the School will only withhold a \$500 administration fee and otherwise refund the balance of the Application fee and Enrolment fee to the Overseas Student, Parent or third party debtor nominated on the Application Form.
- 8.9 All new Overseas Students commencing at the beginning of Term 1 each year must attend the compulsory Orientation Program prior to the commencement of Term 1. Overseas Students who commence at other times of the year will be provided with an individual orientation at the time of commencement.
- 8.10 Overseas Students must also pay their second term's fees in full prior to their commencement at the School.

9. Bostock House Enrolments

- 9.1 Children in the three (3) year old class must be three (3) years old on or before 30 April in the year of entry at the School.
- 9.2 Children in the four (4) year old class must be four (4) years old on or before 30 April in the year of entry.
- 9.3 Children in the three (3) year old class must enrol for 2 or 3 days per week. The School cannot guarantee specific days of attendance.
- 9.4 Children in the four (4) year old class must enrol for 3 or 4 days per week. The School cannot guarantee specific days of attendance.
- 9.5 All students entering the School's ELC must be fully vaccinated for their age in accordance with the National Immunisation Program or be on a recognised catch up schedule or have a medical reason for not being immunised.
- 9.6 It is an expectation that children are daytime toilet trained to attend the three (3) and four (4) year old ELC programs.
- 9.7 Children in Prep must have turned five (5) years old prior to 30 April in the Prep year.
- 9.8 Children who enter in Year levels 1 to 4 are placed in the appropriate age group unless there are exceptional circumstances.



10. Toorak Campus Enrolments

- 10.1 Children in the three (3) year old class must be three (3) years old on or before 31 January in the year of entry at the School.
- 10.2 Children in the four (4) year old class must be four (4) years old on or before 30 April in the year of entry.
- 10.3 Children in the three (3) year old class must enrol for a minimum of three (3) days per week and may attend full time.
- 10.4 Children in the four (4) year old class must enrol full time.
- 10.5 All students entering the School's ELC must be fully vaccinated for their age in accordance with the National Immunisation Program or be on a recognised catch up schedule or have a medical reason for not being immunised.
- 10.6 It is an expectation that children are daytime toilet trained to attend the three (3) and four (4) year old ELC programs.
- 10.7 Children in Prep must have turned five (5) years old prior to 30 April in the Prep year.
- 10.8 Children who enter in Year levels 1 to 6 are placed in the appropriate age group unless there are exceptional circumstances.

11. Bostock House and Toorak Campus ELC Bond

- 11.1 Prior to being offered a place at the School at Bostock House ELC or Toorak Campus ELC, parents may choose to pay a Bond of \$2,500.00 at Bostock House ELC and \$3,000.00 at Toorak Campus ELC, which indicates a commitment to the child continuing at the School after the conclusion of the ELC year.
- 11.2 The Bond is not required for children with siblings currently attending the School.
- 11.3 Those parents who pay the Bond will be granted higher priority for a place in the Bostock House ELC or Toorak Campus ELC over those families who choose not to pay a Bond, however, a place is not guaranteed.
- 11.4 If a Bond is paid and the student is unsuccessful in securing a place at Bostock House ELC or Toorak Campus ELC, the Bond will be refunded in full.
- 11.5 If a student is offered a place at Bostock House or Toorak Campus ELCs after paying the Bond but declines the place prior to the closing date for accepting the place, the Bond will be refunded in full.
- 11.6 If enrolment at Bostock House ELC or Toorak Campus ELC is successful, the Bond will be credited against the Term 3, Prep fee account in the year the student enters Prep.
- 11.7 Once an offer of a place at Bostock House ELC or Toorak Campus ELC is accepted, then the Bond will be non-refundable.
- 11.8 If a student commences at Bostock House ELC or Toorak Campus ELC after payment of the Bond but does not proceed to Prep at the School, the Bond is non-refundable.

12. Middle School Age Criteria

- 12.1 It is important for a student to be placed into their appropriate year level. The following table indicates the age requirement for entry into Years 5 to 8, and Years 10 to 12. This allows for a sixteen (16) month variation in any one year level. Students born outside these date parameters may not be able to enter at their requested year level, unless there are exceptional circumstances.

Year of entry	Age in years	Dates
5	10 turning 11	Student can turn 10 from January in their Year 4 to 30 April in their Year 5
6	11 turning 12	Student can turn 11 from January in their Year 5 to 30 April in their Year 6
7	12 turning 13	Student can turn 12 from January in their Year 6 to 30 April in their Year 7
8	13 turning 14	Student can turn 13 from January in their Year 7 to 30 April in their Year 8

13. Middle School Reserved Place

- 13.1 To obtain a reserved place in Middle School, parents must apply at least four (4) years prior to the student's proposed enrolment year.
- 13.2 Upon receipt of an application, which is more than four (4) years in advance of the proposed enrolment year, the Admissions Department will send an offer of a reserved place to the parents. The offer of a reserved place is subject to clause 13.4 of this Policy.
- 13.3 To accept this offer, parents are required to pay a non-refundable enrolment fee of either \$1,000, (Year 5 and 6 Australian students) \$1,250 (Year 7 and 8 Australian students) or \$2,000 (for overseas students) (as amended from time to time).
- 13.4 In the year prior to enrolment, parents will be asked for school reports and NAPLAN results, an interview will be conducted and the student's place confirmed, subject to satisfactory reports. Overseas Students with a reserved place must have obtained the appropriate ELICOS requirements.
- 13.5 Parents may defer the place up to entry into Year 8. If, at this stage the place is declined by the parents, then the non-refundable enrolment fee will be forfeited.
- 13.6 The application may be changed to entry into Year 9, Timbertop, or to another year level. However there is no guarantee of a place in those years. If a place is offered for another year level, an enrolment fee will be requested at that stage.

14. Timbertop Age Criteria

- 14.1 It is important that a student is placed into their appropriate year level. The following table indicates the age requirement. This allows for a sixteen (16) month variation in any one year level. Students born outside these date parameters may not be able to enter at their requested year level, unless there are exceptional circumstances.

Year of entry	Age in years	Dates
9	14 turning 15	Student can turn 14 from January in their Year 8 to 30 April in their Year 9



15. Senior School Age Criteria

15.1 It is important that a student is placed into their appropriate year level. The following table indicates the age requirement. This allows for a sixteen (16) month variation in any one year level. Students born outside these date parameters may not be able to enter at their requested year level, unless there are exceptional circumstances.

Year of entry	Age in years	Dates
10	15 turning 16	Student can turn 15 from January in their Year 9 to 30 April in their Year 10
11	16 turning 17	Student can turn 16 from January in their Year 10 to 30 April in their Year 11
12	17 turning 18	Student can turn 17 from January in their Year 11 to 30 April in their Year 12

16. Associated documents

- 16.1 Conditions of Entry;
- 16.2 Fee Schedules (domestic or Overseas Students);
- 16.3 Business Notices;
- 16.4 Overseas Students Written Agreement; and
- 16.5 any other associated addenda.

17. Definitions

Bostock House ELC	means Bostock House Early Learning Centre
Child or Children	for the purposes of this Policy means a student enrolled at the School, whether or not they are over 18 years of age
ELICOS	means English Language Intensive Courses for Overseas Students
Family Association	means a child having a close relative who attended the School or a School that has since amalgamated with the School. Close relative means a parent, grandparent, cousin, aunt or uncle.
Overseas Student	means a student who does not hold an Australian passport, or is not a permanent or temporary resident and is on a student visa, and enrolled at the School pursuant to a CAAW Letter (Confirmation of Appropriate Accommodation and Welfare)
Parents	means and includes the natural and/or adoptive parents of the student and/or the guardian or guardians of the student whether appointed guardians by order of any court or otherwise and, where relevant, includes a person or persons who have agreed to be responsible for payment of fees and sundry charges
the School	means Geelong Grammar School
Siblings	means one of two or more children having one or both parents in common
Toorak ELC	means the School's Toorak Campus Early Learning Centre
Visa Grant Notice	means the notice provided by the Department of Home Affairs which outlines a student's visa conditions and unique visa grant number

18. Review and circulation

Responsible Department:	<input type="checkbox"/> Academic <input checked="" type="checkbox"/> Corporate Services and Risk <input type="checkbox"/> Finance and Operations <input type="checkbox"/> Head of Campus <input type="checkbox"/> Human Resources <input type="checkbox"/> Medical <input type="checkbox"/> Vice Principal (Community and Culture)
Version:	3
Approved by:	<input type="checkbox"/> Principal <input type="checkbox"/> School Council <input checked="" type="checkbox"/> Director of Corporate Services
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Review Date:	06.10.2022
Location:	<input checked="" type="checkbox"/> School wide <input type="checkbox"/> Bostock <input type="checkbox"/> Corio <input type="checkbox"/> Timbertop <input type="checkbox"/> Toorak
Audience:	<input checked="" type="checkbox"/> School Community <input type="checkbox"/> Students <input type="checkbox"/> Parents <input type="checkbox"/> School Employees
Publication:	<input type="checkbox"/> Portal >Staff Resources <input type="checkbox"/> Portal >Student Resources <input type="checkbox"/> Portal >Parent Resources <input checked="" type="checkbox"/> School Website