

# Enrolment Policy

Georges River Grammar (GRG) is a comprehensive, co-educational K-12 school, located in South West Sydney. This policy provides information pertaining to enrolment criteria and procedures for those interested in joining the School.

## Enrolment Procedures

All enrolments are at the discretion of the Principal.

**Step 1:** Before applying for enrolment, parent/carer(s) should read:

- the GRG Prospectus
- the Enrolment Policy
- the current fees schedule
- the Terms and Conditions of Enrolment

All documents are available on the School's website.

### Step 2:

Parent/Caregiver(s) submit an Application for Enrolment online and pay the \$100 Application Fee (non-refundable).

All applications for Enrolment must be:

- on the School's official application form
- complete with all supporting documents attached
- signed by parent/caregiver(s)

### Step 3:

An Enrolment interview takes place with the Parent/Caregiver(s), the prospective Student(s) and the Principal, Head of Primary and/or their delegate. Following this interview, the School will then advise the parent/caregiver(s) that:

- their child's application has been successful;
- their child has been placed on a waiting list and an offer may be made when a place becomes available;  
or,
- their child's application has been unsuccessful.

### Step 4:

If the School makes an Offer of Enrolment the parent/carer(s) must sign an acceptance of offer on the form provided and pay the non-refundable administration fee and bond (one bond per family). Failure to respond to the offer within ten business days may result in the position being offered to other children waiting for entry to the School.

If an offer of enrolment is made and accepted, no less than a term's notice must be given if the parent/caregiver(s) decide not to proceed with the enrolment to give the School time to fill that position. If the required notice is not given, fees in lieu of notice will be charged.

The School should be informed of any change of address or contact details after an offer (or conditional offer) of enrolment is made or if the child has been placed on the School's Waiting List.

## Enrolment Criteria

Applications for Enrolment may be made at any time throughout the year by the parent/caregiver(s) of students. For Kindergarten, preference will be given to students enrolling who will be five years of age on or before 31 March of the year in which they commence.

The School will base any decision about offering a place to a student on the following factors:

1. Family Relationship with the School: siblings, children of alumni and staff who have applied before advertised cut-off dates.
2. Order of Receipt
3. Contribution to the School: the student's potential contribution to the school, including its co-curricular program.
4. Values: the student and their family holds attitudes, values and priorities that are compatible with the School's ethos.
5. Previous Reports: the student's reports from previous schools or prior to school service.

Enrolment may be declined (this includes potential sibling enrolments) where information obtained by the School suggests a profile of poor attendance, negative behaviour, wilful misconduct, illegal activities or strong anti-school sentiment, that indicates that the student's enrolment at the School is likely to be detrimental to other students, the staff or the School.

The School has absolute discretion in determining the weight of each of the factors it takes into account in determining whether to offer a place for the student.

## School Rights

Continued enrolment at the School is dependent upon the student making satisfactory academic progress, consistent attendance and the student and parent/caregiver(s) following the School's policies and procedures and other requirements of the School. Continued enrolment is also dependent on the prompt payment by parent/caregiver(s) of all fees, charges and student charges.

The Principal reserves the right not to offer any child a place at the School or to defer the offer of a place to any child in its discretion, but particularly when the parents, having been aware of their child's specific needs, decline to declare those needs or withhold relevant information pertaining to their child.

The School also reserves the right to terminate an enrolment where the parents have not declared or have withheld known information pertaining to their child's needs.