



Oakleigh Grammar

Policy Document Name	Admissions Policy
Date Ratified by Management Committee	September 2014
Date for Review	September 2017

Preamble

Oakleigh Grammar is an independent, co-educational, open entry school. Students of all learning abilities, nationalities and faiths are welcome to apply.

Enrolment at Oakleigh Grammar is at the discretion of the Principal. Each application is assessed on its merits and the Principal makes offers based on advice, collected information and his/her judgement that the applicant has the potential to benefit from the educational programs and structures of the school and make a contribution to the life of the school. Special circumstances may be taken into consideration. It is noted that although all criteria for enrolment may be met, the number of applications received can exceed places available. Consequently not all those who apply can be offered a place.

Priority of Admission

Priority of admission is given as follows:

1. To siblings of existing or past students
2. To children of permanent staff members
3. To children of alumni
4. By date of application.

Waiting Lists

When the quota for each year level has been filled a waiting list will be opened for applicants who wish to be considered for any vacancy which may occur. Non-refundable registration fees and completed application forms must be submitted for inclusion on the waiting list. Places will be allocated from the waiting list on the basis of the date received or otherwise determined by the Principal. Parents/Guardians will receive written notification when a vacancy becomes available.

Enrolment Applications

Applications will be accepted at any time. An application on an Oakleigh Grammar Registration Form is a pre-requisite but not a guarantee of admission. This application must be accompanied by:

- A copy of the child's birth certificate / passport
- A copy of a School Entry Immunization Certificate
- A small recent photograph of the child
- Previous two years' school reports and / or NAPLAN reports (if available)
- International students are asked to please provide the previous two years of school reports translated into English
- Payment of non-refundable registration fees
- Payment of entrance fees which will be credited against future tuition fees

Applications incorporating the Parent Declaration must be signed by both parents. If both signatures cannot be provided the circumstances should be indicated to the school, in writing as to why this is the case. If parents are divorced or separated, only one signature is required with proof of sole custodianship.

Failure to provide all required information, or the provision of misleading information on the application, may result in the school declining or delaying to make an offer, or in some cases result in the subsequent withdrawal of an offer or place at the school.

Offers

Applicants for all year levels from Prep to Year 12 are interviewed by the Principal or his/her representative prior to an offer being made for a place at the school.

At the enrolment interview of **International Students** each student and their parents/guardians will be required to provide information in order to create an Oakleigh Grammar Language Profile for their son or daughter. Upon enrolment this information will pass to the Head of LOTE who will advise students and their families of options available for the maintenance and further development of their mother tongue.

Successful applicants are then sent formal written offers of a place at Oakleigh Grammar signed by the Head of Junior School (K3-Y5) or the Principal (Y6-12).

Children enrolling in the Early Learning Centre (ELC) will also need to attend an interview with ELC staff or the Head of Junior School prior to commencement in this program. Children must have turned three years of age before they can commence in the 3 Year Old Program in the ELC, due to the legislative requirements for specific staff to student ratios for under threes.

Acceptance

Acceptance of a place requires signed completion of the Oakleigh Grammar Acceptance of Offer. For new families to the school, (i.e. those who do not currently have siblings enrolled in the ELC, Junior, Middle or Senior Schools) a Family Admission Fee payment must accompany the signed acceptance.

It is a condition of the acceptance of a place offered by the school that the parents or guardians agreed to be bound by the School's rules, policies and procedures as outlined in the Enrolment Information and Registration Form. These policies may vary from time to time and will be communicated by the Principal.

Family Admission Fee

The Family Admission Fee is a once only payment for families when they commence at the school. This payment confirms the enrolment and the acceptance of the position. The fee is payable when first child in a family commences at the school in ELC, Junior, Middle or Senior Schools and is non-refundable.

Deferral of Enrolment

Applications can be deferred for possible entry at a later level, without further registration fees, however, future places are not guaranteed.

Fees

School fees and charges will vary from year to year and the persons signing the Parent Declaration and Acceptance of Offer accept liability to meet these fees, interest and charges within the time frame specified. Students may not be permitted to return to the School or the ELC while any part of a fee instalment is in arrears.

Oakleigh Grammar will take any steps deemed necessary, including legal action, to recover unpaid fees. By signing the Parent Declaration and Acceptance of Offer, parents grant Oakleigh Grammar the right to lodge a caveat against real property as valid security for all amounts payable overdue by more than 30 days. Oakleigh Grammar will release any caveat promptly upon payment of all unpaid amounts.

Termination of Enrolment

The School reserves the right to impose any disciplinary action that the School deems appropriate, or to expel or suspend any student from the School on the grounds of unsatisfactory conduct or performance, or failure by the students and parents/guardians to comply with the School's rules, policies and procedures. A student dismissed for breaches of conduct will not be entitled to a refund.

Unexplained, poor student attendance may also lead to the termination of an enrolment.

The parent or guardian must give a minimum of one term's notice in writing to the Principal of the intention to withdraw a student from the school. In lieu of such notice, a term's fees at the rate fixed by the school for the ensuing term will be payable.