



## Guildford Grammar School

FOUNDED 1896

# Enrolment Procedure

## Rationale

The School has a fixed capacity in terms of our student roll and it is important for educational and organisational reasons that where possible each cohort is of a similar size. This may require the School to limit enrolments. The selection of students for each year's intake will reflect Guildford Grammar School's philosophy, traditions and curriculum.

## Selection Criteria in Rank Order

Applications will be processed on the basis of the date of the application with priority going to:

1. Brothers and sisters of current students.
2. Brothers and sisters of past students.
3. Sons and daughters of Old Guildfordians.
4. Applications from all other families will be processed on the basis of the date of the application.

## General Principles

1. Guildford Grammar School complies with Australian discrimination law.
2. In all cases the Principal or nominated delegate will interview each applicant and the applicant's family for potential placement up to 2 years in advance. If the School is proceeding with placement, an offer is provided when that process is complete.
3. Guildford Grammar School follows the protocols of the Privacy Act in contact with all current and prospective families.
4. Applicants who have demonstrated behavioural problems that in the School's view could not be adequately catered for may not be offered a place.
5. Some applicants may miss out on first round interviews due to demand for places exceeding places available.
6. Current Guildford families need to enrol their next child by 1st February three years preceding uptake of the position to avoid compromising the availability of a placement.
7. International students will be offered places according to availability and at the discretion of the Principal and Head of Admissions, in accordance with the Council approved guidelines.
8. All applications, particularly for boarding, should be lodged at birth or shortly thereafter to avoid compromising the availability of places.
9. Boarding places are allocated according to the Selection Criteria in Rank Order. We will accept boarding students across all year groups Years 7 – Year 11.
10. Entry at Year 12 is at the discretion of the Principal.
11. Guildford Grammar School does not permit any child to be enrolled at the School before the final year of their early education period (Little Explorers program) and the child has turned 3 years of age.

12. Applicants for the Little Explorers program are assessed against age and must be 3 years old to commence.
13. Prior to commencement of attendance parents/guardians must provide the School with an updated copy of the child's IHS. The date of the IHS must be no older than 2 months on the day that it is sighted by the School. If the child's IHS does not reflect an immunisation status of 'up to date' or that the child is on an approved catch up schedule, the child's enrolment will not proceed, unless the child satisfies one of the other acceptable criteria.

## The Process and Prerequisites

- An Application for Enrolment can be lodged at any time from birth and are recorded according to date of receipt. A non-refundable Registration Fee of \$120 must be received with this Application for Enrolment Form and associated paperwork. Signatures of both, parents or guardians must be recorded at application. In the case of a split family, full disclosure of updated parental contact details is required.
- Non-disclosure of information relevant to an applicant in relation to a student's individual needs, medical conditions, health care requirements and or Court Orders can result in an applicant being refused or an offer being terminated on these grounds. Copies of a student's birth certificate, educational history and a record of learning is required prior to an interview being scheduled.
- A meeting of the parents and the child is arranged with the Principal up to two years in advance. Attendance of both parents is preferable.
- The candidate is offered or declined a place subject to availability and suitability.
- The School will advise the parents that the child is enrolled and will send a formal letter of offer, including an acceptance of enrolment agreement, student health record and data collection form. All documentation must be signed by both parents unless a court order directs us otherwise.
- An Acceptance and Endowment Fee of \$3,000 payable upon acceptance of the position for the eldest child in the family. The child may only commence at Guildford Grammar School once paperwork and the Acceptance and Endowment Fee have been received.
- A copy of the applicant's latest dated Australian Immunisation Register (AIR) history statement to be provided.
- Should there be a family break-down, the School will assume both parents have equal responsibility for the fees and day to day decision making for the student, unless directed otherwise by a court order.