



## EMPOWERING YOUNG MINDS

### STUDENT ADMISSION POLICY- OAKLEIGH GRAMMAR

#### Introduction

The information below is provided to assist parents to understand how to apply for Admission, how offers of places are made and the procedures that follow at Oakleigh Grammar.

#### Entry Points

The main enrolment intakes are in our Early Learning Centre K3, Prep, Year 6 7, 9 and 10. Entry at all other year levels is dependent on vacancies in those levels.

#### Step 1: Application

May be made online or by downloading and lodging a completed Application for Enrolment Form with the Oakleigh Grammar Admissions Office. The required Application Fee must be paid at the time the Application for Enrolment Form is submitted.

- A copy of the child's birth certificate or passport must be provided with the Application Form. All applications for the Early Learning Centre must also be accompanied with a current immunisation certificate downloaded via the MyGov site.

For children who hold non-Australian passports or birth certificates, evidence of Australian Citizenship/Residency or current Visa must be provided.

An application is a pre-requisite for admission but not a guarantee of admission. Waiting lists apply at many year levels and a wait-list status will be applied (see below).

The Head of Admissions who will place your child on the waiting list will forward acknowledgement of receipt of Application to you.

#### Step 2: Offers

The School will take into account a range of criteria when offering places to new students who will become part of the School community. These criteria will be upheld at all times but not in any particular order. Criteria for wait-list status which are taken into account for entry of all new students include:

- Family or other association with the School
- Siblings currently at the School
- Staff members Children
- Students of Clergy
- Date of application
- Acceptance of Prep Offer



#### OAKLEIGH GRAMMAR

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Website: [www.oakleighgrammar.vic.edu.au](http://www.oakleighgrammar.vic.edu.au)  
Correspondence to: PO Box 2120 Oakleigh Vic 3166  
CRICOS Registration Number: 03423G

In applying these criteria, the needs of the School at any particular time are taken into account, including the fact that Oakleigh Grammar is a co-educational school, with preference given to family enrolments and gender balance when able. When a child is accepted, a non-refundable enrolment fee, Prep acceptance fee or Family Admission fee as set by the School Board from time to time is payable to confirm the place. These fees are non-refundable and will not be refunded, or transferred to a sibling or family account if the student does not commence. Acceptance at one point of entry does not confer the right to defer the entry to another year level.

### **Entrance Scholarships are awarded for entry at Year 7 and Year 9**

Scholarship examinations are held in February/March each year for external students only and applications can be made via the Oakleigh Grammar School website from October the year before.

### **Change of Address**

To ensure our records on your child's enrolment are correct and up to date, changes of addresses or contact information should be notified promptly to the School's Admission Office:

[admissions@oakleighgrammar.vic.edu.au](mailto:admissions@oakleighgrammar.vic.edu.au). Failure to maintain up to date contact information may result in the application being cancelled or a student missing an offer sent by the school.

### **Points of Entry**

**Early Learning Centre:** K3 is the main intake year in our Early Learning Centre. We start to offer places for entry one year prior to commencement. For families wishing to join our Early Learning Centre, a Prep offer will first be made and on acceptance, the student will be added as a priority to the wait list for entry in our K2, K3, or K4 classes to allow them smooth entry to our Prep class in Junior School.

When an offer is made, you will be asked to confirm acceptance of the place by payment of a non-refundable acceptance fee. If your son or daughter does not receive a place at this time you will be notified after places have been filled and will remain on the waiting list for future placement and rolled over to the next year level.

If your child is on the waiting list, you may receive an offer of a place at any time if a vacancy has arisen. Commencement in Prep may be dependent on a meeting with the Head of Junior School or delegate to determine readiness for school. In some instances, an additional year of pre-prep may be recommended.

**Prep-5 Junior School-** Prep is the main intake in our Junior School and offers are dependent on a vacancy being available. Places may be offered 12-36 months before commencement to those wishing to join us at the Early Learning Centre and moving across to the Junior School. External families will be offered a place based on availability 12-24 months prior to commencement. Meetings are offered to those who are at the top of the waiting list and they must be taken at this juncture or the meeting time will be offered to the next on the list. If an offer of a place is subsequently made, you will be asked to confirm acceptance of the place by payment of the acceptance fee. If your son or daughter does not receive an offer you will remain on the waiting list for all future year levels.



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**Year 6- 9 Middle School-** Applicants are asked to submit copies of their latest school reports, Naplan and details of co-curricular activities and hobbies for consideration. If an offer is made, you will be asked to confirm acceptance of the place by payment of a non-refundable acceptance fee. If your child does not receive a place at this time you will be notified and he/she will remain on the waiting list. If your child is on the waiting list, you may receive an offer of a place at that time if a vacancy has arisen.

**Year 10 – 12 Senior School-** A smaller intake of new students commence at this year level. Your child will be invited to meet the Head of School or their delegate. Entrance requirements will include a copy of your child’s latest school report, Naplan and details of his/her co-curricular activities and hobbies. If an offer is made you will be asked to confirm acceptance of the place by payment of a non-refundable acceptance fee.



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