



Oakleigh Grammar

Policy Document Name	Admissions
Date Ratified by Management Committee	November 2023
Date for Review	August 2026

1. 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.

2. Priority of Admission

Priority of admission is given as follows:

- To siblings of existing or past students
- To children of permanent staff members
- To children of alumni
- By date of application

3. 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.

4. 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
- Previous two years' school reports and NAPLAN reports and other additional testing results applicable to supporting the educational needs of the child (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

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

The Principal or his /her representative prior to an offer being made for a place at the school interviews applicants for all year levels from Prep to Year 12.

Where there may be educational or medical reports that provide additional information about the specific needs of an enrolling student, these reports are required to be reviewed by a senior member of the Learning Enhancement team and Head of School. A meeting with the parents and Learning Enhancement team will occur to ensure that there is a mutual understanding of the needs of the students and the support that the School is able to provide.

At the enrolment interview of International Students, or any student with English as a second language, 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.

Children enrolling in the Early Learning Centre (ELC) will also need to attend an interview with the Head of ELC prior to commencement in this program. Children must have turned two years of age to enter the K2 program and three years of age before they can commence in the K3 Year Old Program in the ELC. This is due to the legislative requirements for specific staff to student ratios for under threes.

All children must provide the following items pre-entry:

- Copy of a passport or Birth Certificate
- Copy of AIR Immunisation Certificate

The Oakleigh Grammar ELC will abide and request that families also abide by the Victorian Government No Jab No Play rules.

<https://www.health.vic.gov.au/immunisation/no-jab-no-play>

Successful applicants are then sent formal written offers of a place at Oakleigh Grammar signed by the Principal or their representative.

All new students to the School and their parents are expected to attend an Open Day or tour. This will also provide an opportunity for them to meet with senior members of the School Leadership, including the Head of School. It is expected that on enrolment, all new students will meet with the Head of School, especially if this did not occur as part of the initial process.

5. 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.

6. Transition

There will be a formal transition program for all new students. Where this does not occur as part of the new school year program, all new students will attend School prior to their first day.

7. 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.

8. Deferral of Enrolment

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

9. 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.

Prior to entry a Term in Advance Payment will be required for each new child entering Prep to Year 12 from 2020. This invoice is due and payable one term prior to the student starting at school for

Domestic students and up to one Semester in advance for International students. Fees must then remain at a term in advance at all times. Payment options are allowed on consultation with the Finance Manager

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.

10. 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 due and payable.

Appendices

<https://www.oakleighgrammar.vic.edu.au/wp-content/uploads/2020/02/2020-Conditions-of-Entry-Oakleigh-Grammar.pdf>

https://www.oakleighgrammar.vic.edu.au/wp-content/uploads/2018/08/Admission_FormWS.pdf