GREAT SOUTHERN GRAMMAR

ENROLMENT POLICY

EMBARK ON A JOURNEY OF DISCOVERY

CONTENTS

1 PURPOSE 3
2 SCOPE 3
3 DEFINITIONS 3
4 ACRONYMS 3
5 ROLES AND RESPONSIBILITIES 3
6 POLICY STATEMENT 3
6.1 Application Process 3
6.1.1 Enrolment Criteria 3
6.1.2 Enrolment Process Overview 4
7 REFERENCE/COMPLIANCE 4
7.1 Legislation 4
7.2 Related Policies 4
7.3 Internal Documents 4
7.4 Other Resources 5
8 DOCUMENT CONTROL 5

1 PURPOSE

To provide information to the school that enables it to meet its legal obligations, as well as to support the safe enrolment of students.

Great Southern Grammar is an independent coeducational, day and residential school for Pre-Kindergarten to Year Twelve students, incorporating the Christian faith.

The school actively supports the policies of equal opportunity, anti-discrimination and freedom from sexual and racial harassment. The GSG Community Relations Department delivers a high-quality personalised service to meet parent expectations.

2 SCOPE

This policy, as amended from time to time, applies to all prospective students of Great Southern Grammar.

3 DEFINITIONS

Date of Application	The date registered on the completion of the Enrolment Application

4 ACRONYMS

5 ROLES AND RESPONSIBILITIES

Principal

Implementation of the policy is the responsibility of the Principal.

Line Managers

Compliance monitoring is the responsibility of Line Managers.

6 POLICY STATEMENT

6.1 Application Process

Prospective parents/guardians are welcome to enquire about enrolling at GSG at any year level from Pre-K to Year Twelve, and students can be admitted if a vacancy exists. Standard entry points to the school are:

- Junior School: Pre-Kindergarten or Kindergarten
- Middle School: Year Seven
- Senior School: Year Ten

The receipt of an Application for Admission form and the payment of the non-refundable application fee place the future student on the waitlist.

The inclusion of a future student on the waitlist does not guarantee enrolment. All applications are processed according to the school's enrolment criteria and procedure.

6.1.1 Enrolment Criteria

The School may not be able to offer places to all students for whom an application is made and the following criteria are used to offer places:

- Date of Enrolment Application and application fee paid
- Boarders
- Siblings of currently enrolled students
- The children of GSG Alumni

Parents are encouraged to register prospective students on the waitlist as early as possible, to ensure the greatest chance of a place being offered, the decision upon entry is determined by the Principal. The Principal has the authority to elevate an enrolment due to special/extraordinary circumstances.

6.1.2 Enrolment Process Overview

Where vacancies exist, a written invitation to an enrolment interview is sent (by mail or email) to the parents of waitlisted students approximately 12 months (for day students) and 18 months (for boarding student) prior to the commencement of the calendar year for which the student is waitlisted.

This includes a link to an online Enrolment Application form , along with a request for copies of previous school reports, NAPLAN results (where applicable), visa/citizenship documentation (where applicable) immunisation records and birth certificate. These documents are returned to the school by parents/guardians before an enrolment interview with the Principal, Deputy Principal or Head of Subschool is scheduled.

Those students where parents/guardians have identified a special educational need on the Enrolment Application form, will be referred to the Learning Support Coordinator to ensure a joint and cooperative process of comprehensive examination of the student's needs with the parents/guardians, in conjunction with the relevant Head of Subschool.

Following a successful enrolment interview, a formal letter of offer is emailed to the parents/guardians along with a contract. The return of the completed and signed contract, plus payment of the non-refundable and non-transferable Endowment Fee secures the student place.

7 REFERENCE/COMPLIANCE

The following documents are associated with this policy:

7.1 Legislation

- *School Education Act 1999*
- *School Education Regulations 2000*
- *Disability Discrimination Act 1992*
- *Disability Standards for Education 2005*
- *Equal Opportunity Act 1984 (WA)*

7.2 Related Policies

- *Attendance Policy*
- *Privacy Policy*

7.3 Internal Documents

- *Enrolment Procedure*
- *Application for Admission form*

- *Enrolment Application form*

7.4 Other Resources

- *Nil*

8 DOCUMENT CONTROL

Approval

Date	By	Approved as per minutes dated
01/06/2017	Executive	1/6/2017
10/04/2019	Executive	10/4/2019
3/5/2022	Executive	3/5/2022