# 1. Purpose

The Admissions and Enrolment Policy (the Policy) provides details of the criteria for enrolment at Christ Church Grammar School (the School), entry points to the School and information on the procedures for the application and enrolment process.

Christ Church Grammar School is an Anglican day and boarding school which was established in 1910. It offers tailored and comprehensive education experiences for boys from Pre-Kindergarten to Year 12. The School provides a diverse academic and pastoral program, supported by a wide ranging co-curricular program.

# 2. Definitions

***Education Services for Overseas Students (ESOS)*** is a framework which includes the ESOS Act (2000), Regulations and the National Code of Practice for Providers of Education and Training for Overseas Students. ESOS legislation ensures that education and training providers meet nationally consistent standards in education delivery, facilities and services and provides tuition fee protection for international students.

***Needs Assessment Summary (NAS)*** is a document which provides information regarding a students' strengths, needs and adjustments required within the School.

***Reasonable Adjustments*** are measures or actions taken by the School to assist a student with a disability or special needs to participate on the same basis as other students, and to have equitable access to the curriculum to learn alongside and with other students. The adjustments balance the interests of all parties, including those of the student with the special need, the education provider, its staff and other students, as well as the values of the School.

# 3. Policy Principles

## 3.1 Standard Entry Points

Standard entry points to the School are Pre-Kindergarten, Kindergarten, Year 3, Year 4 and Year 7. Offers of places for intake years are made three years in advance for Year 7 and 18 months in advance for Pre-Kindy to Year 4.

Places will be offered for other years when and if vacancies arise.

Late applications are managed according to the availability of places.

## 3.2 Entry Criteria

Christ Church Grammar School does not require Australian boys to sit an entrance examination.

If a boy is already attending school, copies of his last two school reports and NAPLAN results (if available) are required.

If applicable, copies of specialist reports are required (e.g. speech pathologist, occupational therapist, educational psychologist, paediatrician, in-school programs or Individual Education Plans etc.).

Students for whom English is not their first language, are required to undertake an English Language assessment conducted by Australian Education Assessment Services (AEAS) and submit the results to the School prior to enrolment. If too young to sit an assessment with AEAS, the School may choose to interview the student to determine his proficiency with the English language.

Priority of enrolment is at the discretion of the Principal. In the determination of enrolments, preference will generally be given in the following priority order:

- Siblings of current and future confirmed students.
- Sons and grandsons of old boys of the School.
- New applicants in order of receipt of application. Date of receipt of completed application may be used if other priorities and factors prove equal.

## 3.3 Application for admission

The application and enrolment process is managed by the Admissions Registrar to whom all enquiries, applications and related documentation must be directed (Phone: +61 8 9442 1703 or admissions@ccgs.wa.edu.au). Parents/guardians of all prospective students are required to adhere to the provisions of this policy and conduct themselves in accordance with the values set out in the School's Code of Ethics.

Completion of the Application Form is the first step in registering for enrolment at Christ Church Grammar School. Both parents/guardians are required to sign and date the Application for Admission Form which is to be accompanied by payment of the application fee ($200 for Australian residents and $300 for Full Fee-Paying Overseas Students (FFPOS)). The Federal Electronic Transactions Act (1992, 2011) applies to the submission of a digital application and online fees payment. The Act obviates the need for a physical signature. The signed and dated Application Form constitutes the first step in the contractual process between the School and a boy's parents/guardians.

## 3.4 Students with additional needs

Disclosure of any known additional needs supported with evidence is an essential requirement at the time of application.

The Peter Moyes Centres (Preparatory and Secondary) at Christ Church Grammar School are facilities for students who require special provisions and access to practical learning opportunities alongside mainstream learning. The Centres are a demonstration of the School's commitment to being an inclusive community.

Parents of boys with learning support needs seeking entry to the Peter Moyes Centre (PMC) are required to complete the Application Form with the box for Additional Needs checked and submit the same supported with copies of all relevant school and specialist reports.

Should a position be available in the PMC, parents will also be required to complete a needs assessment and as per the School's *Students with Disabilities Policy*, all boys with previously identified additional needs will be assessed by the School psychologists/Clinical Nurse Manager/Peter Moyes Centre Co-ordinator/Learning Development Centre (LDC) Co-ordinator, as appropriate, to determine the level of support required. The Needs Assessment Summary (NAS) is broad-based and multi-faceted. It is informed by feedback from specialists including medical professionals, psychologists and allied health professionals.

Christ Church works within the Disability Discrimination Act (1992) and Disability Standards for Education (2005) Guidelines, to provide reasonable adjustments for all students with additional needs and these adjustments will be based on the Needs Assessment Summary.

## 3.5 Full Fee-Paying Overseas Students

Christ Church Grammar School welcomes international students. The School complies with the requirements and regulations of the Education Services for Overseas Students (ESOS) Act 2000 and the National Code for Providers of Education and Training for Overseas Students. School and student obligations in terms of the ESOS framework can be viewed under “information for students and school compliance“ at http://internationaleducation.gov.au.

Applications for FFPOS must include translated certified copies of school reports, passport details and birth certificate. Applicants must have a good academic standard and provide evidence of their English proficiency. They are required to have an assessment of their English language ability. The testing is administered by an independent educational consultancy, Australian Education Assessment Services (AEAS), headquartered in Melbourne with representatives in Perth and most large centres in South East Asia. The test is to be organised by the family. The results are sent to the family and a copy is required to be provided to the School. Should an applicant not reach the required level of English prior to enrolment, then entry will be deferred or denied. If the latter occurs, a refund of monies already paid will be made.

Full Fee-Paying Overseas Students are required to board at the School and parents are required to nominate a relative or friend, who must be at least 25 years of age and living in Perth, to act as the student’s local carer and who will be available in case of illness, withdrawal, suspension or school breaks if the student is unable to return home.

## 3.6 Enrolment

Letters of Offer from the Principal are issued prior to enrolment, and the Offer Acceptance Form constitutes the second step of the contract between the School and the parents/guardians.

As per the School’s Fees Policy, a non-refundable and non-transferable enrolment fee is payable at the time of acceptance of the offer. This confirms a boy’s place at the School for the year of offer as stated in the Principal’s offer letter.

Enrolment fee concessions are provided to sons and grandsons of Life Members of the Old Boy’s Association, sons of staff members, sons of practising Anglican clergy, the fourth sibling in a family and to students entering Year 11 and Year 12.

Students enrolling into Pre-primary to Year 12 must submit a current Health Record including an Australian Immunisation History statement from the Australian Immunisation Register (AIR) prior to commencement.

Students enrolling into Pre-Kindergarten and Kindergarten must submit a current Health Record including an Australian Immunisation History statement from the Australian Immunisation Register (AIR). This statement must be provided within two months prior to the student commencing and must show that they are either **up to date, on a current catch-up schedule or exempt.**

## 3.7 Deferring an Offer of a Place

Acceptance of a place at one level/year of entry to the School does not confer the right to defer entry to another level/year. When an offer is accepted and the family then request a deferral of entry to another year, this will be treated as a new application. The date of deferral will be the new application date. If a place is offered in a subsequent year group, a deferral fee will be required to confirm the place. The deferral fee is the difference between the original enrolment fee paid and the enrolment fee at the time of the new offer. A place in a subsequent year group is not guaranteed and is subject to availability.

## 3.8 Withdrawal from enrolment and/or boarding

Notification of withdrawal of a day student from the School must be **received in writing** (email is acceptable) by the Principal or Admissions Registrar, at least one complete term in advance. In lieu of adequate notice, one term's tuition fee will be charged.

Parents must also complete a withdrawal declaration which is provided by the Admissions Office.

If a boy currently enrolled in Kindergarten at Christ Church will not be continuing his Christ Church journey into Pre-Primary, a written notice to withdraw must be provided to the Admissions Registrar by the last day of Term 3 of the Kindergarten year. Should the family wish to return at a later date, a new application is required and the re-enrolment process is followed. Re-enrolment is subject to availability.

Notification of withdrawal of a boarding student from the School must be received in writing by the Principal or Admissions Registrar, **at least one semester (two complete terms) in advance**. In lieu of adequate notice, one term's tuition and boarding fees will be charged.

The change from a boarding student to a day student may only be possible if availability of a day student position exists. A request must be received in writing by the Principal or Admissions Registrar at least one semester (two complete terms) in advance. If insufficient notice is given, one term's boarding fees will be charged.

## 3.9 Re-enrolment

If a student is withdrawn from the School for a period but the family communicate an intention for their son to return to the School in the future, the withdrawal process must be followed. A new enrolment application will also be required, and the date of that new application for re-enrolment will replace the original application date for that student. Should an offer be possible, a re-enrolment fee will be required. The re-enrolment is subject to availability, and a fee equivalent to 50 per cent of the current enrolment fee is payable on acceptance of offer.

## 3.10 Continuing enrolment

The continued enrolment of a student will be dependent on the student making appropriate academic progress, displaying standards of conduct and behaviour required of Christ Church Grammar School students and compliance with the School's Values, Rules and Policies. If a student is not able to meet the requirements of the School, or the enrolment is otherwise determined by the Principal to be untenable, it is at the discretion of the Principal to suspend or terminate the student's enrolment. The School will not be obliged to refund any fees or charges. Moreover, any fees and charges outstanding at the time of suspension or termination of enrolment will remain payable.

## 3.11 Enrolment Records

Successful enrolment records are destroyed seven years after a student leaves the School. Records relating to unsuccessful enrolments (i.e. students that did not receive or accept an offer from the School) will be destroyed two years after action is completed. All information collected in relation to enrolment will be used and stored in accordance with the School's Privacy Policy.

## 3.12 Statutory reporting of student information

It is a legal requirement for all students in Years K to 12 to be registered with the School Curriculum and Standards Authority (SCSA). This is achieved by uploading the Student Registration and Demographic file to the Authority's Student Information Record System prior to the enrolment of students in courses and subsequently, the uploading of results.

This information is uploaded at the beginning of each school year and regularly through the year. Whenever there is a change in student enrolment, or a change of address or circumstances, the school is required to share this information with SCSA.

Student information at the School is stored in the School's Database from which is extracted all statutory reporting requirements for SCSA.

# 4. Related Policies and Resources

School Education Act 1999 (WA)

National Code of Practice for Providers of Education and Training for Overseas Students

Education Services of Overseas Students Act (2000)

Disability Discrimination Act 1992

Disability Standards for Education 2005

Fees Schedule and Policy

Code of Ethics

Students with Disabilities Policy

Parent Code of Conduct

Public Health Amendment (Immunisation Requirements for Enrolment) Bill 2019