



## PENLEIGH AND ESSENDON GRAMMAR SCHOOL

### **Admission Policy**

Penleigh and Essendon Grammar School is a Uniting Church school for boys and girls. The school has co-educational kindergartens in Essendon, two Junior Schools (one for boys in Essendon and one for girls in Moonee Ponds), two Middle Schools (one for boys in Keilor East and one for girls in Moonee Ponds) and a co-educational senior school (Year Eleven and Twelve) in Keilor East.

The school offers an extensive range of academic, cultural, sporting and development programmes from Kindergarten to Year Twelve.

Offers of places are made at the discretion of the Principal. There are five main entry points for student admission to the school: Kindergarten, Preparatory Level, Year Six (boys only), Year Seven and Year Eleven. Places may be offered at other levels if vacancies exist.

### Application for Admission

- Application for Admission cards are available from the Registrar's Office.
- Parents are encouraged to return a signed Application for Admission card to the school as soon as possible. The signatories of this Application for Admission card are jointly and individually bound to this agreement. A non-refundable registration fee is payable. Details of this fee are included on the card.
- Details of all school fees are provided in conjunction with a request for the Application for Admission card.
- For this information, the word "parents" includes guardians, if applicable.
- The Application for Admission card requires parents to indicate both the year of entry and the year of conclusion of a student's proposed enrolment at the school.
- The Application for Admission card informs parents that the school is required to collect student background information which may be shared with the Commonwealth government and its designated authorities for assessment and reporting purposes only.
- Upon registration, all prospective students are placed on the school's waiting list. Registrations for unborn children will not be accepted.

- The school will contact parents in the year prior to the proposed year of entry and indicate, as soon as is practicable, if there is a place at the school. The place will be offered after an interview including parents, the student and the Principal or his or her delegate. Offer of places at the school is generally made in order based upon the date of submission of the Application for Admission card. Other factors including an existing affiliation between the school and an immediate family member may be considered at this time.
- Subject to Division 3 of the Equal Opportunity Act 1995, the school reserves the right to decline any student without expressing any reason for its decision. The inclusion of a student on the waiting list does not guarantee his or her acceptance as a student.
- The acceptance and confirmation of a place is subject to the payment of a fee-in-advance. For children commencing at the school in 2007 or afterwards, the fee-in-advance is \$4000 for one child and \$1500 for any subsequent children from the same family. The fee-in-advance of \$4000 is refunded at the conclusion of a family's last enrolment at the school and the fee-in-advance of \$1500 is refunded at the conclusion of other enrolments.
- A student is deemed to be enrolled at the school upon the payment of the fee-in-advance.
- If a student is withdrawn from the school prior to entry, the fee-in-advance will only be refunded in special circumstances and at the discretion of the Finance Committee of the Board of Management.
- If a student withdraws from the school prior to the year of conclusion of the student's proposed enrolment, any fees paid in advance are refunded on a pro-rata basis and in a manner consistent with the Business Regulations of the school. For overseas students, please refer to the school's Refund Policy.
- If any dispute occurs in regard to the payment or refund of fees, parents should write to the Principal and ask for their concerns to be directed to the Finance Committee of the Board of Management. If the matter cannot be resolved by this process, the Moderator of the Uniting Church or his or her delegate will be asked to mediate between the parties.
- In accepting an offer of a place at the school for their child, parents enter into a contract with the school whereby they agree to pay all fees and be subject to the business regulations of the school.
- Parents agree that the admission and continued attendance of any student at the school is conditional upon the observance by the student of The Rules of the School. These Rules may, from time to time, be subject to change.
- It is a condition of the admission and continued attendance of students at the school that parents, on their own behalf and on behalf of the student, are aware of The Rules of the School and accept that such admission or continued attendance of the student is conditional upon the observance of The Rules of the School.
- The school will contact parents on a regular basis to ensure that it has accurate and current contact information, including addresses, phone numbers and medical information. The school expects parents promptly to inform the school if contact or medical information changes.

### Business regulations

- For these regulations, the word “fees” includes all fees charged by the school.
- Fees are fixed by the Board of Management and are subject to variation. Where possible, notification of any alteration to fees will be given in writing and in advance.
- School fees have three major components: tuition, composite and school development fees. The fees are normally charged in three equal instalments at the beginning of Terms One, Two and Three. Alternative payment options are available and are offered annually in writing. Other fees are charged when appropriate.
- A brother-sister discount of ten percent is provided on tuition fees for students in Preparatory Level to VCE whose family has two or three children enrolled at these levels. The brother-sister discount is twenty percent of tuition fees for students in Preparatory Level to VCE whose family has four or more children enrolled at these levels.
- Fees are payable in advance upon the rendering of an account. A late payment fee is charged on all accounts that have not been paid within thirty days of the commencement of the term in which they are issued.
- If fees remain unpaid by the end of term, a student may not return to the school in the following term except in cases where a prior arrangement has been made with Principal or Director of Finance.
- Two terms’ notice in writing, or the payment of two terms’ fees in lieu, is required if a student is removed from or ceases to attend the school.
- No remission of fees is provided if a student is absent from the school during his or her period of enrolment.
- These regulations, and the availability of complaints and appeal process, do not remove the right of the students and his or her parents to take action under Australian consumer protection law.

### Overseas students

- Australian law requires students who are not Australian citizens or Permanent Residents to obtain an Australian student visa prior to entering Australia.
- Applicants who are not Australian citizens or Permanent Residents should seek additional information by contacting the Registrar’s Office at the school.
- Fees for overseas students will include, in addition to standard school fees, a charge equal to the funding received by the school for the enrolment of non-overseas students from Australian governments, the overseas student health cover and, in the case of students enrolling in the VCE, the VCE enrolment fee for overseas students.
- The school’s Refund Policy summarises the amounts that may or may not be repaid to student’s parents and the process for making a claim as well as the availability of a complaint and appeal process. This process does not remove the right for a student to take action through Australia’s consumer protection laws.

### Students with special needs

- Parents are requested to inform the school if their child has any disability or learning difficulty which may affect his or her education and which may require adjustments by the school to meet these special needs.
- Prior to offering a place at the school, the school may consult with the student and his or her parents about the disability or learning difficulty and its affect on the student's capacity to participate in the school's courses of study and programmes and to use the facilities and services provided by the school.
- The purpose of this consultation will be to assist the school to consider and identify whether any reasonable adjustment is necessary and can be made to the student's participation at the school.

For additional information about the school's Admission Policy, please contact the Registrar's Office on +61 3 9016 2000. The Admission Policy is subject to change without notice.

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