



SUNSHINE COAST  
GRAMMAR SCHOOL

# Enrolment Policy

## Purpose

This policy guides the enrolment process at Sunshine Coast Grammar School and provides a consistent and transparent approach to support both the families looking to enrol their child/children at Sunshine Coast Grammar School, and the School.

At Grammar, the student is at the centre of all that we do. We recognise our students' uniqueness and provide an environment where they are offered the opportunities and support which will allow them to realise their own individual potential and dreams.

Each family will be given the same courtesy, information, opportunities and timeframes regarding their application. The enrolment process will be carried out without discrimination or personal judgement and according to the PMSA Code of Conduct. No executive decisions will be made by Enrolment staff to include/exclude students/families from entering the School that are not in line with the School's approved policies.

## Entry to Sunshine Coast Grammar School

Sunshine Coast Grammar School enrolls students from Prep to Year 12. While the main intake year levels are Prep and Year 7, the School accepts applications for enrolment into any year group, subject to availability. When parents/carers enrol their child/children at Sunshine Coast Grammar School they agree to support the beliefs and values of the School, including their child/children's participation in regular Chapel services.

## Applications for Enrolment

Families are to complete an Enrolment Application for their child/children online through the [Enrolments](#) page of the Sunshine Coast Grammar School website.

The documentation required to accompany the Enrolment Application is listed in the online application process. Please note, the completion of the Enrolment Application does not guarantee acceptance of enrolment.

### **Enrolment Application Fee**

The enrolment application fee is required with each online Enrolment Application (please refer to current [Fee Schedule](#)). This application fee is non-refundable. Where it is required to defer the year of entry, every effort will be made to accommodate the change but no guarantee can be given.

### **Enrolment List**

Once the completed Enrolment Application, along with all required documentation has been submitted, the Enrolment Application will be reviewed by the relevant Head of sub-School in accordance with specified timelines. For an intake year level the timeline may be twelve months (Prep) up to two years (Year 7), prior to the year of entry. For a non-intake year level this will be dependent on vacancy becoming available.

Applications will be considered in line with our Learning Enrichment Policy, to ensure a prospective student would be able to reach their full educational, social and emotional potential with the resources available at the school.

Following the review, parents will be contacted to advise if the Enrolment Application has been successful and, if so, an enrolment interview will be arranged. Alternatively, placement onto the waiting list indicates that positions for that year level have reached capacity.

With respect to our Prep intake year level, applications are considered in the date of application order. Once a year level is at capacity, where vacancies subsequently become available, they will be allocated from the waiting list as determined by the relevant Head of sub-School.

### **Interview Process**

Email correspondence will be sent in accordance with the above timelines seeking most recent School reports and to arrange an interview with the Head of the relevant sub-School. This interview allows us to discuss any academic or social requirements and to confirm the year of entry.

Following the required interview process, parents will be advised if their child's application for enrolment has been successful. Please note, an interview does not guarantee acceptance of enrolment.

## Letter of Offer

Following the success of an enrolment interview, a Letter of Offer and Enrolment Contract is issued. This contract is valid for 14 days from the date of the Letter of Offer.

Acceptance by the parents of the formal offer of a place and payment of the Confirmation Fee is required to secure the place.

Where a formal offer is not accepted within the nominated period, or prior to the child commencing at the School (whichever is the sooner), that offer may be withdrawn without notice and the vacant position offered to the next applicant on the waiting list.

## Confirmation of a Place

The Enrolment Contract must be completed and signed by all listed parents/carers. This form encompasses undertakings relating to the Enrolment Contract and disciplinary matters which enrolling parents/carers are required to give before their child can take up a place at the School. In addition, listed parents/carers are required to take joint and several liability for the payment of all school fees for their child.

This completed form must be lodged together with the Confirmation Fee (please refer current Fee Schedule) before the nominated date in order to secure the enrolment. Where both of these requirements are not complied with, the Acceptance of Offer will not be valid, a place may not be held and the student may not commence at the School.

## Confirmation Fee

The Confirmation Fee is a non-refundable fee which is required to be paid to demonstrate the firm intention of enrolling parents/carers to take up a place held for their child for commencement on a nominated date. It is security for the place held for the enrolled child.

## Waiting List

When a cohort is full, each new applicant is placed on the Sunshine Coast Grammar School prospective enrolment waiting list for the nominated year of entry.

Preference **may** be given in the following order:

- Gender balance
- Students repeating a year level

- Children of current Sunshine Coast Grammar School employees
- Siblings of currently enrolled students, where the applications have been submitted simultaneously. The school cannot guarantee entry when a sibling's application is received at a later date ie. just prior to the entry year of interest.
- Children of past students
- Students re-enrolling (on Principal's approval)

## **Pre-Commencement**

Prior to commencement, the School will contact families to gather and/or confirm information, and to provide information to help families prepare for commencement at school, including, but not limited to:

- Medical Information
- Education and Developmental assessments, including but not limited to, WISC etc.
- Government Reporting Data
- NAPLAN, ACER, School Reports or equivalent
- Purchasing Uniforms and Supplies
- Co-curricular Programs
- Orientation and the First Day of School Information

## **Collection of Personal Information**

Sunshine Coast Grammar School collects personal information, including sensitive information about students and parents or carers and family members before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the School.

Some of the information the school collects is to satisfy the school's legal obligations, particularly to enable the School to discharge its duty of care.

Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.

Further information is contained within our [Students General Collection Notice](#).

## **Deferring a New Enrolment**

Where it is necessary to defer a confirmed enrolment to a subsequent year, written notice addressed to the Principal must be received from the parents/carers at least two months prior to the nominated commencement date of the child at the school. Every effort will be made to defer a confirmed enrolment to a later year, however, if a place is not found or the child does not ultimately commence at the school, then the Confirmation Fee will be forfeited. The school permits one deferral per student.

### **Termination of Enrolment by the School**

The Principal of Sunshine Coast Grammar School has the right to terminate a student's enrolment and/or application in the following circumstances:

- For breach of School Policies, Procedures, Codes of Conduct and/or Enrolment Contract
- For non-payment of applicable fees, tuition fees and/or levies
- For providing false or misleading information (including during the pre-commencement process)
- For failing to disclose relevant information that was required by the School to carry out its duty of care (including during the pre-commencement process)
- If the student's circumstances change and those circumstances affect, in the sole discretion of the School, the ability for Sunshine Coast Grammar School to provide the necessary resources to accommodate the student's needs.

### **Related Policies**

- [Parent Code of Conduct](#)
- Privacy Policy including Student General Collection Form
- General Records Management Policy
- [Learning Enrichment Resourcing Policy](#)
- [Disability Discrimination Policy](#)

Sunshine Coast Grammar School and the Presbyterian and Methodist Schools Association have a number of policies designed to ensure the wellbeing and safety of students, staff and the wider School community. These are available on the [School Governance](#) page of the Sunshine Coast Grammar School website.

### **Policy Review**

This Policy is to be reviewed annually by the Registrar and Executive Leadership Team. The next review is to be completed on or before 13th July 2024.