



BLUE MOUNTAINS GRAMMAR SCHOOL

ENROLMENT POLICY

Enrolment Criteria

Blue Mountains Grammar School is a non-selective, Anglican, co-educational day school for students in Pre-Kindergarten (four years of age) to Year 12.

Parents are required to provide various documents as part of the application process :

- (a) a copy of a student's most recent School report
- (b) a copy of a student's most recent NAPLAN report, if applicable
- (c) all other relevant educational, psychological or medical assessments

These documents are used to establish:

- (a) the suitability of the student to the School
- (b) the capacity of the School to cater for the needs of the student
- (c) class placement
- (d) learning support if required
- (e) extension programmes if required

The application process may not proceed in the absence of any of these documents.

In the event of any learning difficulties advised by the student's parents, or alluded to in a school report, a Paediatric or Psychometric (i.e. WISC III) report should be requested and advice from the School's Learning Support staff must be sought prior to enrolment being offered. The recommendations made on any of these reports should be addressed in any offer of enrolment.

Places at School

Where there is no available place, applicants are placed on the waiting list for the desired year of entry.

Enrolment Procedure

An enrolment cannot proceed without a duly completed Application for Admission Form.

The Application for Admission Form cannot be processed without the signatures of both parents/guardians. Where a student is residing with only one of his/her natural parents, as a result of separation or divorce, the School requires copies of all documentation pertaining to Parenting Orders, Residence Orders, Contact Orders, Interim Orders or Specific Orders. This requirement also applies to weekend arrangements.

The Application for Admission Form must be accompanied by a document confirming birth details, i.e. birth certificate, an official extract of the birth certificate or a passport.

The Enrolment procedures are as follows:

1. Lodgement of Application for Admission Form with the Registrar's office.
2. If a student requires special learning support, enrolment cannot proceed without due consultation with Learning Support staff and the parents of the child concerned.
3. A written invitation to attend an interview is issued to those families whose children can be accommodated.
4. In the case of students entering the Junior School, a student's immunisation record must be viewed at interview.
5. Interview is then conducted, including tour if required.
6. Interviews are held in the year preceding the desired year of entry.



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7. A letter of offer forwarded, stating due date of Registration Fee, Year group and commencement year. The letter of offer is only valid until this date.
8. When the Registration Fee is received, enrolment has been confirmed. If a Registration Fee is not payable, for example in such instances of multiple siblings, enrolment is confirmed by letter.
9. If Registration Fee has not been received by due date, if a place remains available, reminder notices will be sent prior to the enrolment application being cancelled.

Withdrawals

A period of one term's notice is required for any family wishing to withdraw their child. Notice is not required for a student completing Year 12. Holiday periods do not constitute adequate notice.

Notice of withdrawal is required in writing, to the Headmaster of the School. In accordance with the Registration requirements of the School, notice of withdrawal should include advice of the intended plans for the ongoing education of the student. If no reason is given for a student to be withdrawn, the Registrar's will contact the Home School Liaison Officer with the Penrith office of the Department of Education and Training and provide this officer with the student's name, age and last known address.

An exit interview will be carried out with families who withdraw their children prior to completion of Year 12. Preferably, this would be conducted as an interview with the Headmaster.

The Headmaster, may at any time require the removal from the School, permanently or temporarily, of any pupil if, in his absolute discretion, he deems such action advisable either in the interest of the pupil or for the good of the School or if the parent or guardian is not complying with the policies and practices of the School. No remission of fees will apply in such cases.

Religious Affiliation

Families are not required to be of the Christian faith, or the Anglican denomination, however, families must support the Religious ethos and program of the School and must be aware that no students are exempt from this program.

Overseas Students

An overseas student is any student who is not an Australian resident. The School is registered to accept overseas students. An overseas student's enrolment is conditional on the successful achievement of the required level of English (both written and oral) for their age and Year group. This assessment may be via IELTS Testing (minimum Level 6 grade achieved) or through School-based testing.

As part of the application process, the overseas student is to provide

- (a) a copy of his/ her passport.
- (b) the previous two School reports, translated.

Following the provision of the above documentation and, pending the offer of enrolment from the Headmaster, the overseas student may be required to complete:

- Application for Homestay
- Courses of Study Application
- a complete Medical report