



# Admissions Policy

## Caulfield Grammar School's Policy

Caulfield Grammar School is a co-educational day and boarding school with entry points for admission in:

- 3 Year Old Kinder
- 4 Year Old Pre-Prep
- Prep
- Year 5
- Year 7
- Year 9
- Year 10
- Year 11

We offer co-educational boarding at our Caulfield Campus from Years 9-12 and can accommodate up to 90 students.

Places may also be offered to other year levels where vacancies exist. Caulfield Grammar School is well known for the provision of a broad, innovative learning program for girls and boys from Kindergarten to University level.

To apply for a place at Caulfield Grammar School, submit an application for enrolment together with the application fee, as soon as possible. Your child's name will be placed on a waiting list for the entry year sought, in the order applications are received. As it may not be possible to accommodate all applicants, priority is given in the following order:

1. Siblings of current students and those who have completed Year 12.
2. Children whose parents or grandparents are Caulfield Grammarians, and an application is submitted within two years from their date of birth.
3. Returning students, having completed Prep or any subsequent year, who were offered priority at the time of departure.
4. Siblings of children who hold confirmed places but have not yet commenced. (Noting that any sibling priority given to advance the enrolment and/or the wait list place of a second or subsequent child, shall be withdrawn if the confirmed student is withdrawn)
5. Children of full-time & part-time permanent staff (who have completed their probation period), subject to availability;
6. Children of other families who apply in the first year after birth.
7. Children whose parents or grandparents are Caulfield Grammarians who apply two years or more after their date of birth.



Consideration is also given to the following;

Boarding applications may be given priority on the waiting list according to the places available, subject to interview and readiness for boarding.

In the months preceding the date of commencement (in anticipation of most children on the waitlist having accepted places in an alternative school), we reserve the right to have the ability to offer families out of waitlist order.

Please note: Transfer of enrolment between campuses, or day to boarding, is permitted only if vacancies exist. Should your preferred campus of enrolment change, your position on the wait list will be commensurate with the original date of application within the new wait list.

The enrolment process is initiated up to 18 months prior to entry for all year levels except for Year 7 which commences 3 years ahead of preferred entry year. Offers are made to students pending interview with senior staff to assess year level readiness

#### Junior School Enrolments

3 Year Old Kindergarten: Aged 3 by April 30 and not permitted to commence until after 3rd birthday.

4 Year Old Pre Prep: Aged 4 by April 30 and able to commence Term 1 in that year.

Prep: Aged 5 by April 30 and able to commence Term 1 in that year.

Please note that 3 Year Old Kindergarten and 4 Year Old Pre Prep enrolments can only be confirmed once Caulfield Grammar School has either:

- received your child's Immunisation History Statement from the Australian Immunisation Register, that shows your child is up to date with all their immunisations due for their age, or
- confirmed that your child cannot be fully immunised for medical reasons as evidenced on the Immunisation History Statement, or
- confirmed that your child is eligible for the grace/support period, which allows you to continue to access kindergarten while you obtain an Immunisation History Statement

Caulfield Grammar School is committed to supporting your family and provide you with information and resources about accessing immunisation support.

#### **Overseas Students**

Australian law requires students who are not Australian Citizens, or Permanent or Temporary Residents to obtain an Australian Student Visa prior to entering Australia.

#### **Terms and Conditions of Enrolment**

Students enrolled at Caulfield Grammar School are subject to our terms and conditions as published each year in our Business Notice which is available on our website. Please read them carefully and refer any questions to the Chief Financial Officer. Any future revisions of this Business Notice, including the standard annual update, will be made available on our website and provided to all families enrolled at Caulfield Grammar School.



An exemption from the Equal Opportunity Act enables the School to structure its advertising and enrolment waiting lists to target prospective students of either gender or to grant scholarships to either gender. This exemption is to remain in place until 2028.

For further information about the School's Admissions Policy and Enrolment Process, please contact the Admissions Office by telephone (+61 3 9524 6333) or by email: [admissions@caulfieldgs.vic.edu.au](mailto:admissions@caulfieldgs.vic.edu.au).

The Admissions Policy is subject to change without notice. The Principal has discretion to make an enrolment offer in special or extraordinary circumstances as may be determined by the Principal from time to time. The School does not provide reasons when declining an enrolment application.

Policy Name: Admissions Policy	Last updated: May 2023
Policy Owner: Director of Community Engagement	Date of Next review: May 2025
Reviewer: Risk and Compliance	CRICOS: 00136F
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