Enrolment policy

MELBOURNE GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

1. Introduction

Building on a proud tradition, Melbourne Grammar School (the School) fosters excellence in its students, providing a meaningful and fulfilling education from Prep to Year 12 across three campuses.

- Grimwade House, our co-educational Junior School for Prep–Year 6 students is located in Caulfield.
- Wadhurst, our middle school for Years 7 & 8 is in South Yarra for boys.
- Senior School, also located in South Yarra, is for boys in Years 9–12.
- Boarding is offered for Year 7–12 students on a full-time basis at our South Yarra campus.

The School's educational services that are within the scope of the School's registration are:

- Preparatory–Year 10 under the Victorian Foundation-10 priorities and standards (or equivalent if superseded).
- Senior secondary courses which are normally provided in Years 11–12, include the Victorian Certificate of Education (VCE).

2. Scope

This policy applies to domestic students only.

3. Enrolment priority

Melbourne Grammar School takes into account a range of criteria in making offers of places to students because it considers it important to have an appropriately balanced School community. When considering applications for enrolment, the School will take into account the waiting lists and may also give preference based a range of criteria to prioritise entry of new students which include:

- Academic record and Entrance Test results
- Age at time of Application
- Co-curricular interests and activities of the student
- Family association (siblings, Old Melburnians)
- Intake type (day or boarding)
- Student interview with the Head of Campus or delegate

The School also looks favourably upon:

- In the primary-aged years of learning, providing a balanced co-educational environment
- Good character, as evidenced by attitudes and willingness to serve for the greater good
- Principles and values alignment, including willingness and ability to contribute to the wider life of the School
- Transfers from interstate schools similar to Melbourne Grammar School

In applying these criteria, the needs of the School at a particular time are taken into account.

4. Entry year levels

Places are available in the following enrolment intakes:

- Prep at Grimwade House – girls and boys
- Year 3 at Grimwade House – girls and boys
- Year 7 at Wadhurst – boys
- Year 9 at the Senior School – boys
- Boarding is available from Year 7–12 – boys

Entry at all other year levels is dependent on vacancies in those levels. Vacancies cannot be guaranteed.

An offer at one point in time is no guarantee of a future offer in a different year or year level.

5. Application for admission and eligibility

To apply for a place at Melbourne Grammar School, families must submit a completed Application via the School's online portal, including:

- Payment of the non-refundable $175 Application Fee
- Birth certificate*
- Evidence of Australian citizenship or visa (if born overseas)

*Applications can be processed prior to receiving a birth certificate; however, it must be provided once issued. Failure to supply this will result in cancellation of the Application.

Application Fee waiver

The Application Fee is waived where the applicant has a direct family connection to an Old Melburnian. The waiver applies where the Old Melburnian is the applicant's:

- Parent
- Grandparent
- Aunt or uncle by birth, being a sibling of the applicant's parent

The waiver does not apply where the family connection to an Old Melburnian is through marriage or a step-relationship, or where the relative attended Melbourne Girls Grammar School rather than Melbourne Grammar School.

Please note the following points:

- Only one Application is to be submitted per child
- A child must be born before an Application is lodged
- Applications are waitlisted for all subsequent Intake points from the preferred year level
- An Application is required for admission but does not guarantee a place
- Waiting lists apply at all year levels
- Parents/guardians must keep contact details up to date; Applications may be removed if families cannot be contacted after repeated attempts

Upon receipt of the Application Fee, where applicable, and supporting documents, the Admissions Office will confirm your child's waitlisted year levels.

Pre-enrolment Application assessment documentation

Applicants will be required to provide a range of information at the School's request to progress an Application, some of which is required by law. Failure to provide all required information or providing inaccurate information may result in the School delaying placing the student on the required waitlist or the Applicant losing their place on the waitlist.

Failure to disclose relevant information at the time of Application or at the School's request may lead to the cancellation of the Application and/or enrolment where it impacts the School's ability to reasonably assess the Application.

Time of admission

Entrance may be accommodated at any time throughout the school year depending on circumstances, however, preference is given to a student requiring admission at the commencement of an Australian academic year.

Parental/guardian consent

The School is unable to involve itself in any family matters. In the case of all families, including split families, if there are two parents/guardians, it is the School's expectation and understanding that prior to contacting Melbourne Grammar School, both are in agreement to submit the Application for potential enrolment of their child.

For supplementary information, the School's Parental Divorce / Separation and Family Court Orders Policy can be provided upon request.

Unless the School is supplied with a Court Order that states otherwise, we will proceed to assess an Application on the basis that both parents/guardians agree to the Application. Should an enrolment offer be made, the School requests that both parents/guardians are to sign the Enrolment Agreement and the Conditions of Entry to confirm their agreement except as otherwise agreed.

6. Process and criteria for entry

Prep

Prep is the major Intake at Grimwade House, with 84 places for boys and girls across four classes. The School seeks a balanced cohort, with most offers made two to three years in advance based on waitlist position and the child's age at Application.

For those students who have accepted an offer, their child's enrolment is conditional upon an interview with the Head of Grimwade House or delegate approximately 12 months prior to commencement. The interview provides the opportunity for the School to assess the student's suitability for enrolment. It will also discuss and assess a student's Prep-readiness, based on kinder/ELC recommendations and progress. Families are required and expected to accurately represent the needs of their child. The School may require additional information before the enrolment process can continue.

If it is determined, through consultation with the family, that a student is not ready to commence due to Prep-readiness, their Prep position will be updated to the following year of entry, and their interview conducted the following year. During this period, new positions may become available. The Admissions Office will be in contact subject to vacancies, and will invite families next on the list to an interview.

Eight to ten months prior to commencement, finalised families will be asked to confirm their child's place by paying a non-refundable Tuition Fee Deposit, credited toward first terms' fees.

Year 3

Year 3 offers a small Intake of approximately 16 places. Offers are based on Entrance Testing, review of school reports, and an interview with the Head of Grimwade House or delegate.

Approximately 14 months prior to enrolment, families will be asked to confirm their continued interest and submit the following:

- Future Student Profile Questionnaire
- Two most recent school reports
- Details of co-curricular involvement (sport, music, leadership, community service)

Those who are at the top of the waiting list will be invited to undertake Entrance Testing and if shortlisted, interview with the Head of Grimwade House or their delegate. The interview provides the opportunity for the School to assess the student's suitability for enrolment to determine whether or not a position will be offered. It will evaluate student and family alignment to the School's vision, values, principles, expectations and holistic education program. It will explore a student's testing results, academic record, progress and potential. Families are required and expected to accurately represent the needs of their child. The School may require additional information before the enrolment process can continue.

If your child does not receive an offer following your interview and/or Entrance Testing, you will be notified and will remain on the waiting list.

Eight to ten months prior to commencement, finalised families will be asked to confirm their child's place by paying a non-refundable Tuition Fee Deposit, credited toward first terms' fees.

Non-intakes

Years 1, 2, 4, 5 (non-Intake year levels)

If your child is on a waiting list, you may be contacted if it is possible that a vacancy may become available. Offers are dependent on a vacancy arising and will follow the same enrolment procedure as Year 3 entry. Offers of places are subject to Melbourne Grammar School enrolment criteria which includes review of school reports, NAPLAN results (if applicable), Entrance Testing (from Year 4 entry onwards), an interview with the Head of Grimwade House or delegate.

Places are only offered at Year 6 subject to vacancies, and if the student already has a confirmed position to commence in Year 7 via the Entrance Test which takes place in a student's Year 4.

Year 7

Year 7 is the largest Intake, with approximately 140 places offered three years in advance (Year 4). The criteria reflects the School's holistic approach and considers:

- Academic records and Entrance Test results
- Age at time of Application
- Co-curricular involvement (sport, music, leadership, community service)
- Demonstrated work ethic and community-mindedness
- Family association (siblings, Old Melburnians)
- Interview (if requested)

The following supporting documents are required as a part of the review process:

- Future Student Profile Questionnaire
- Copies of two most recent school reports
- Year 3 NAPLAN
- Details of co-curricular hobbies, activities, and achievements

During a student's Year 4, select students will be invited to undertake the Entrance Test at Melbourne Grammar School. The criteria applied for the invitation to the Entrance Test include the student's age at time of Application, and family and sibling association with the School. There are no alternate dates offered for the testing; applicants must sit the testing under the same conditions, and no alternate environment is available as the School seeks a fair and consistent understanding of ability for all applicants without intervention.

A student's performance in the Entrance Test is reviewed alongside the other enrolment criteria in the School's decision to offer enrolment. Testing results are the property of the School, and will not be released to parents/guardians.

While the School offers priority to the siblings of current students and the sons of Old Melbournians, other criteria are also applied and an offer is not guaranteed.

Eight to ten months prior to commencement, finalised families will be asked to confirm their child's place by paying a non-refundable Tuition Fee Deposit, credited toward first terms' fees. If your son is on the waiting list, you may receive an offer of a place at that time if a vacancy has arisen.

Year 9

Year 9 offers approximately 20–30 places, reviewed and offered during Year 8. This is the School's main Intake for boarding students. Selection criteria are consistent with Year 7 entry; with some applicants being invited to interview with the Head of Campus following the Entrance Test. Year 9 is the final formal Intake point for Melbourne Grammar School.

Interview

Following the Year 7 or Year 9 Entrance Testing, a student may also be required to interview with the relevant Head of Campus or their or delegate to further review the Application.

The interview provides the opportunity for the School to assess the student's suitability for enrolment, including review and discussion on their testing results to determine whether or not a position will be offered. It will evaluate student and family alignment to the School's vision, values, principles, expectations and holistic education program. It will explore a student's academic record, progress and potential. Families are required and expected to accurately represent the needs of their child. The School may require additional information before the enrolment process can continue.

Non-intakes

Years 8, 10 & 11 (non-intake year levels)

If your son is on the waiting list, you may be contacted if it is possible that a vacancy may become available. Offers are dependent on the same enrolment procedure for Year 9 entry, including being subject to an interview with the Head of Campus or delegate.

7. Disability and learning needs

The School's policy for students with disabilities and additional learning needs is available upon request or can be accessed by current families via the myMGS portal.

8. Accepting an Offer of Enrolment

An Offer of Enrolment is subject to availability and at the discretion of the School. Participation in the admissions process does not guarantee an offer.

At the conclusion of the process, the School may issue a Letter of Offer to parents/guardians, including the following documents which form part of the Enrolment Agreement:

- Letter of Offer
- Confirmation of Acceptance
- Conditions of Entry
- Enrolment Policy (this document)
- Payment of the non-refundable Enrolment Fee via the Enrolment Fee online portal.
- Fee Schedule (included for reference only. Fees are reviewed annually by School Council)

Acceptance requires returning the signed documents and payment of the non-refundable Enrolment Fee by the specified date. Offers not accepted by this deadline will lapse and may be allocated to another applicant. Due to high demand, deadlines cannot be extended.

If the School cannot offer a place at the Intake years (Prep, Year 3, Year 7, Year 9), parents/guardians will be notified and provided options regarding the Application.

9. Changes to Applications and record keeping

Applications depend on the School holding accurate and up-to-date contact details, including residential addresses of students and parents/guardians. Parents/guardians are responsible for requesting any changes to their child's Application, and valid email addresses must be kept at all times as this is the Admissions Office's method of communication.

To amend contact information or the nominated point of entry, submit a written request to enrol@mgs.vic.edu.au. Include the child's full name and student ID and specify the requested change to contact details or preferred year and year level of entry.

Records will be kept and destroyed in line with the School's Privacy Policy and Records Management Policy.

10. Conditional Family Offers

Preference is given to families who apply for all of their children to attend Grimwade House. This is in line with the School's commitment to a co-educational junior school at our purpose-built primary school in Caulfield. Offers are dependent on vacancies at multiple years and year levels, and the same enrolment procedure as Prep and Year 3 will be applied.

From time to time where vacancies arise across multiple year levels, a family will be asked to confirm their interest in a Conditional Family Offer within a specified timeframe. Shortlisted applicants will be asked to meet and interview with the Head of Grimwade House or their delegate.

There are two types of Conditional Family Offers:

1. An offer for two or more children to commence, either in the same year or two different years (for example, Prep, 2029 and Prep, 2031).
2. An offer where one sibling is a current student, and the placement of their subsequent siblings has been prioritised on the basis of the enrolled student.

Conditions of enrolment for Conditional Family Offers are as follows:

- All children must commence in their years of offer;
- All enrolled students must remain enrolled until they finish Year 6; and
- If one student moves from Grimwade to Wadhurst or Senior School, the School can still rely on the Conditional Family Offer.

Withdrawal by family:

If a sibling is withdrawn early by parents/guardians (whether prior to commencement in the offer year or during their enrolment), the School reserves the right to cancel the enrolment of the other child/ren covered by the Conditional Family Offer regardless of whether the other child/ren have commence and are enrolled at the School, or are due to commence in the accepted offer year. The School reserves the right to cancel the enrolment of any child/ren covered by a Conditional Family Offer across any campus, including Wadhurst and Senior School.

Concerns are required to be communicated to the Head of Grimwade House. There must be evidence of appropriate notification from the parent/guardian should there be concerns during their child's enrolment which may warrant the early exit of a student who was enrolled based on a Conditional Family Offer.

11. Parent Conduct

Parents are to adhere to the Parent and Community Code of Conduct.

12. Student Conduct

Students must comply with the student behaviour guidelines as set out in the Student Behaviour Policy and communicated in the official student diary.

13. Fees and charges

The following fees apply to admissions:

- **Application Fee:** $175, payable upon submission of an Application.
    - Non-refundable, regardless of whether a place is offered.
    - The Application Fee is waived for eligible applicants with a direct Old Melburnian family connection, as outlined in Section 5 of this Policy.
- **Enrolment Fee:** Payable when accepting an offer of enrolment.
    - Confirms acceptance of the child's enrolment at the specified offered point of entry.
    - Non-refundable, even if the child does not commence.
    - Not credited toward tuition or boarding fees.
    - Not transferable to siblings or other family members.
- **Tuition Fee Deposit:** Charged 8–10 months prior to entry for confirmed positions.
    - Credited to the Term I fee statement.
    - Non-refundable and non-transferable to future years or year levels.

All fees are reviewed annually by the School Council and may be adjusted from year to year.

School tuition and boarding fees

School tuition fees and other fees and charges are payable in line with the School's terms of payment (as may be amended from time to time), this Policy and the Conditions of Entry.

Other costs and charges

There are other school costs (e.g. music lessons, Out of School Hours Care, camps and excursions etc.) which may be incurred during the student's time at the School. These are communicated to parents/guardians during the student's enrolment and may be levied to the fee account and will be payable in accordance with the School's terms of payment.

Students are required to have a range of other items (e.g. books, computing equipment, uniform) during their enrolment, details of which may be obtained from the School. It is the responsibility of parents to ensure that students have these items as required.

14. Scholarships

Entrance Scholarships are offered into the following categories:

- Academic (Year 7 or Year 9)
- Music (Year 7 or Year 9)
- Boarding (Years 7–11)
- General Excellence (Years 7–11)

Conditions include:

- Applicants permanent home must be in Australia
- Applicants must hold citizenship or permanent residency to Australia
- For boarding scholarship Applications, applicant's permanent home is in Australia but outside the Melbourne metropolitan area, and they must board until the end of their secondary education.
- Scholarships provide partial remission of tuition and/or boarding fees
- All scholarships are awarded at the discretion of the Headmaster
- Scholarship results are not disclosed to parents, and remain the property of the School

Further details on specific scholarships and Application timelines are available on the Melbourne Grammar School website.

15. Court Orders

Parents/guardians are required to provide and disclose to the School Family Law Court Orders, Parenting Plans or other documentation relation to parenting arrangements (including lawyers' correspondence between the parties agreeing to such arrangements) or Intervention Orders that may impact on or relate to the student's enrolment. The parents/guardians will at all times act in accordance with any relevant Court orders in their dealings with the School.

16. Privacy and National Data Collection Statement

The School collects personal information, including sensitive information, regarding parents/guardians and students, during and subsequent to the enrolment process in accordance with the School's Privacy Policy and applicable privacy laws. Personal information is collected to facilitate the enrolment process and, during enrolment, to provide proper schooling and educational services to the student.

The School is required to report certain data to the Australian Curriculum, Assessment and Reporting Authority and the Victorian Curriculum and Assessment Authority. This may include student background characteristics such as sex, Indigenous status, socio-educational background and language background.

For more information the School's Privacy Policy can be found online here.

17. Review

The School may update this policy from time to time. The most recent version of this policy will be accessible on the School's website and provided to Applicants during the enrolment process.

18. Glossary

Application: An online form submitted to apply for admission and add a child to a requested waitlist/s.

Application Fee: A $175.00 non-refundable fee payable to submit an Application.

Conditions of Entry: The terms and conditions of a student's enrolment at Melbourne Grammar School, issued to parent/guardians as a part of the Enrolment Agreement.

Enrolment Agreement: This is issued to parent/guardians when offering enrolment. The package contains the Letter of Offer, Conditions of Entry, Confirmation of Acceptance, and the Fee Schedule.

Enrolment Fee: A one-off payment charged to parents/guardians which is required to accept an offer of enrolment. Refer to section 14.

Entrance Test: Entrance Testing is a series of aptitude tests and/or capability assessments which applicants undertake as a criteria of entry for Years 3–12. A student's performance in the testing is one of several criteria used to determine enrolment.

Fee Schedule: The School's statement of fees, available on the School website and issued to families when they are issued with a Letter of Offer. Fees are reviewed annually by School Council.

Future Student Profile Questionnaire: A form issued to parents/guardians asking them to disclose learning and other needs.

Intake: A year level where there is an addition of students into a specific year level.

Letter of Offer: A formal letter addressed to the parent/guardians of a student, offering enrolment to that student for a particular year and year of entry. Is issued within the Enrolment Agreement, accompanied by the Conditions of Entry and the Fee Schedule.

Tuition Fee Deposit: A non-refundable deposit charged to finalised families eight to ten months prior to their child's commencement. This fee signals a family's intentions to proceed and is credited toward first terms' fees.

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