

# Student Admission



**MELBOURNE  
GRAMMAR SCHOOL**  
AN ANGLICAN SCHOOL

## Introduction

The information below is provided to assist parents to understand how to apply for Admission, how offers of places are made and the procedures that follow at Melbourne Grammar School.

## Entry Points

The main enrolment intakes are in Grimwade House at Prep and Year 3, Wadhurst in Year 7 and Senior School in Year 9. Entry at all other year levels is dependent on vacancies in those levels. (See overleaf)

## Application Process

An Application for Enrolment Form must be completed and submitted.

- Application may be made online or by downloading and lodging a completed Application for Enrolment Form with the Melbourne Grammar School Admissions Office.
- The required Application Fee must be paid at the time the Application for Enrolment Form is submitted.
- A copy of the child's birth certificate, proof of birth notice, or passport must be provided with the Application for Enrolment Form. For children who hold non-Australian passports or birth certificates, evidence of Australian Citizenship/Residency must be provided (including where appropriate copies of relevant Visas).

An application is a prerequisite for admission but not a guarantee of admission

Waiting lists apply at all year levels.

Acknowledgement of receipt of Application will be forwarded to you by the Admissions Office which will place your child on the waiting list.

## How Offers Are Made

The 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.

Criteria which are taken into account for entry of new students include:

- Family or other association with the School
- Siblings currently at the School
- Date of application
- Academic record
- Interests and activities of the student
- Transfers from interstate or overseas schools similar to Melbourne Grammar School
- Student interview with the Head of School or delegate

In applying these criteria, the needs of the School at a particular time are taken into account, including the fact that Grimwade House is a co-educational school. Preference is given to family enrolments, including families who have applications lodged for all their children to attend Grimwade House. In addition, the fact that Melbourne Grammar offers full-time boarding from Year 7 is an enrolment priority.

When a child is accepted, a non-refundable enrolment fee as set by the School Council is payable to confirm the place. The amount of the enrolment fee is reviewed annually by the School Council and may be adjusted from year to year. The enrolment fee is non-refundable and will not be refunded if the student does not commence, nor credited against future tuition or boarding fees. It is also not transferable to the payment of an enrolment fee of a sibling or family member.

Acceptance at one point of entry does not confer the right to defer the entry.

## Scholarships

Entrance Scholarships are awarded for entry at Year 7 and Year 9. Scholarship examinations are held in February each year and applications can be made on the Melbourne Grammar School website from November the year before.

## Change of Address

To ensure our records on your child's application are correct and up to date, changes of addresses or contact information should be notified promptly to the School's Records Officer, [records@mgs.vic.edu.au](mailto:records@mgs.vic.edu.au). Failure to maintain up to date contact information may result in the application being cancelled.

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### Melbourne Grammar School

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CRICOS No. 00977J

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## Entry Points

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### Grimwade House – co-educational Prep to Year 6

#### Prep

Prep is the main intake at Grimwade House. We start to offer places for entry several years before commencement. If an offer is made, you will be asked to confirm acceptance of the place by payment of a non-refundable enrolment fee. If your son or daughter does not receive a place at this time they will remain on the waiting list.

One year before commencement, if your child has a confirmed place, you will receive a letter asking you to confirm that your son or daughter will be starting at Grimwade House as arranged. If your child is on the waiting list, you may receive an offer of a place at this time if a vacancy has arisen.

Commencement in Prep is dependent on an interview held with the Head of Grimwade House or the Head of Junior Primary mid-way through the pre-prep year to determine readiness for school. In some instances, an additional year of pre-prep may be recommended.

#### Year 3

A very small intake is available. Places are offered up to 12 months before commencement and are subject to Melbourne Grammar School testing, review of school reports and a meeting with the Head of Grimwade House or delegate.

Meetings are offered to those who are at the top of the waiting list and they must be taken at this juncture or the meeting time will be offered to the next on the list. If an offer of a place is subsequently made, you will be asked to confirm acceptance of the place by payment of the non-refundable enrolment fee. If your son or daughter does not receive an offer following your meeting you will be notified and will remain on the waiting list.

#### Year 1, 2, 4, 5 & 6 (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 testing, review of school reports, and are also subject to an interview with the Head of Grimwade House or delegate.

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### Wadhurst – Year 7 & 8 boys

#### Year 7 (day and boarding)

Year 7 is the main intake at Wadhurst.

As part of the admissions process, selected applicants are invited to sit an entrance test when they are in Year 5. The criteria applied for the invitation to the entrance test include the age of the student when the application was lodged, family association with Melbourne Grammar School and any siblings at the school. Applicants are also required to submit copies of their latest school reports and details of co-curricular activities and hobbies for consideration.

If an offer is made following the entrance test, you will be asked to confirm acceptance of the place by payment of a non-refundable enrolment fee. If your son does not receive a place at this time you will be notified and he will remain on the waiting list.

One year before commencement, if your son has a confirmed place, you will receive a letter asking you to confirm that he will be starting at Wadhurst as arranged. 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 8 (non-intake year level)

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 7 entry, but are also subject to an interview with the Head of Wadhurst or delegate.

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### Senior School – Years 9 to 11 boys

#### Year 9 (day and boarding)

A smaller intake of approximately 30 new students is available.

Your son may be invited to sit an assessment test when he is in Year 8 as part of the entrance requirements for Senior School. Entrance requirements also include a copy of your son's latest school report and details of his co-curricular activities and hobbies. An offer may be subject to a meeting with the Head of Senior School or delegate. Following the assessment test, offers will be made to eligible students.

If an offer is made you will be asked to confirm acceptance of the place by payment of a non-refundable enrolment fee. If your son does not receive a place at this time you will be notified and he will remain on the waiting list.

#### Years 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, but are also subject to an interview with the Head of Senior School or delegate.