

Enrolment Policy and Procedures



Enrolment Process

Delivery Responsibilities

- The Clyde Grammar administration staff are responsible for delivering this process.
- The Business Manager will have oversight and hold ultimate accountability for this process.

Application Processing

- Prospective parents and students will register their Expression of Interest of Enrolment (EOIs) on the Clyde Grammar website or call the Clyde Grammar phone number.
- EOIs are processed in the order that they are received and placed on a waiting list until Clyde Grammar commences assessing applications for the intake year in which they are applicable.
- EOIs will be processed promptly by entering and storing student and parent information electronically in the enrolments register within Clyde Grammar's Synergetic database.
- Due to a limited number of places available, submitting an EOI does not guarantee an enrolment offer.
- Applications for Enrolment must be accompanied by the following supporting documents:-
 - A copy of the student's birth certificate
 - A copy of the student's citizenship certificate (if applicable)
 - A copy of the student's visa for entry to Australia (if applicable)
 - A copy of the student's transition report from their kindergarten or childcare centre
 - A copy of the most recent school report and NAPLAN test results (if applicable)
 - A copy of medical/behavioural reports are attached (if applicable)
 - Court Orders regarding residential care and/or contact (if applicable)
 - Both parents/guardians are to sign the Parent/Guardian Agreement
 - Payment of a \$50 non-refundable administration fee per child
- All personal details provided regarding enrolment will be treated in accordance with Clyde Grammar's privacy policy.
 - In principle, students may be considered for selection in the following order:
 - (a) Children of staff members
 - (b) Siblings of current students
 - (c) Siblings of past students
 - (d) Children from families whose values and beliefs align with the Christian ethos of the School
 - (e) By order of application.

At all times, the Principal, in consultation with relevant staff members, will have the authority to use discretion in the final placement offers
- Enrolment Expression of Interest is confirmed by a letter, which will include a receipt of a paid administration fee.
- If an enrolment offer is sent and accepted, parents must pay a non-refundable confirmation deposit of \$550.00 to hold their child's place.

Terms and conditions of enrolment

- Enrolments will be considered in the year before the school year is due to commence. In preparation for the intake of students each year, a member of the Clyde Grammar administration team will forward to all families on the waiting list for that year, a pre-enrolment form which is to be completed and returned to the school. At this time, up to date personal information, transition and school reports, NAPLAN test results and any medical/behavioural reports are requested. Updated personal information will be entered electronically into the Synergetic database promptly on receipt.
- Students must be 5 years of age by the last day in February of the year they are to commence Foundation.
- A school readiness assessment is required for Foundation students. In the interests of all students, the school reserves the right to make the final decision about school commencement.
- All Foundation students are required to attend compulsory Foundation Transition days as a condition of the enrolment being accepted.
- Parents/guardians must sign an Enrolment Contract to certify that they have read and understood the terms and conditions of enrolment.
- Parents of students wishing to leave the school must give one term's notice in writing otherwise a term's fees are payable.

Maintenance of the Enrolment Register

Responsibility of the Parents/Guardians

- Once enrolled it is the responsibility of the parents/guardians to keep the school up to date with current contact information including contact address, email addresses and phone numbers.
- Any notice of change of information should be made in writing either by email to enrolments@clydegrammar.vic.edu.au or by completion of a Student Information Update form. [Link to form](#). Enrolment details will be updated promptly to the Enrolment Register, as soon as practicable after receipt of the amended details.
- Please note that as stated in the Enrolment Contract, Clyde Grammar reserves the right to terminate the Enrolment Contract if the details of the student provided by the parents is misleading, inadequate or not up to date.

Responsibility of Clyde Grammar School

- Clyde Grammar will use "Consent 2 Go" to ensure that there is clear and consistent communication between the school and parents/guardians and to ensure that optimum care is provided for all of its students.
- The Clyde Grammar administration staff will send an invitation to update their child's profile to all parents at the beginning of each year and subsequently each time throughout the year should the child be invited to attend an excursion. The parent will be required to confirm that the information they added at the start of the year is still accurate, and provide consent (on each occasion) for their child to attend the specific excursion. "Consent2Go", integrates with Synergetic and any updates automatically feed back into Synergetic.