

# Enrolment Policy

## Purpose

Clyde Grammar is a co-educational School currently offering Education from Foundation to Grade 5, with planned growth up to Year 12 in 2032. Founded on Christian values, the School is committed to nourishing and fostering the needs of each and every student to ensure they become the best version of themselves.

The purpose of this policy is to establish a framework for the enrolment of students at Clyde Grammar (herein referred to as 'Clyde Grammar' or 'the School') that maintains an open and fair procedure and outlines the obligation of parents/guardians and students in the enrolment process. This policy does not create any right or procedural obligation enforceable by a parent/guardian or student against the School.

## Scope

This policy applies to all prospective students and their parents and/or guardians (herein referred to as 'parent' or 'parents') who are seeking enrolment at Clyde Grammar.

## Eligibility Criteria

To be eligible for enrolment at Clyde Grammar the prospective student must be either:

- An Australian Citizen; or
- Holder of an Australian Permanent Residency Visa.

## Open Entry Policy

Clyde Grammar has an open entry policy, accepting enrolments from all families, however the School has ultimate discretion whether to place a prospective student on the School's waiting list and ultimately offer a place of enrolment.

## Entry Points

The main enrolment entry point at Clyde Grammar is currently Foundation.

Places of enrolment are offered at other levels if vacancies exist.

## Application Process

### *Application for Enrolment*

To apply for admission to Clyde Grammar, parents must complete an Application for Enrolment Form (available on the School website) for each prospective student and pay the applicable Application fee.

An Application for Enrolment must be accompanied by a copy of the prospective student's birth certificate. Where the Application for Enrolment is for Year 1 or above, the following documents must also be provided:

- The prospective students' most recent School reports, NAPLAN and/or other academic assessments.
- Any relevant reports or educational assessments undertaken to determine the prospective student's needs, including any recommended adjustments; and/or

- Where relevant, current Individual Learning Plan or equivalent.

All information provided in the Application for Enrolment must be accurate and complete.

In submitting the Application for Enrolment parents provide authority for the School to obtain information from the prospective student's current education provider (including Kindergarten).

The Application for Enrolment Form, together with details of the Application Fee, are available on the school website. Submission of an Application for Enrolment and payment of the Enrolment Application Fee does not guarantee a place at the School.

Clyde Grammar will provide confirmation of placement of the prospective student on the School's waiting list once the Application of Enrolment is received and the Enrolment Application Fee processed.

An Application for Enrolment will not be accepted where it is incomplete, misleading or inaccurate.

#### *Invitation for Interview*

Where a place becomes available prospective students may be invited to attend an interview. The interview is used to assess the prospective student's suitability for Clyde Grammar, together with:

- The willingness of the family to support the School's values, programs and Christian ethos;
- The School's ability to educate and support the prospective student; and
- What the prospective student and family can contribute to the life of the School.

Prior to the interview, parents are responsible for ensuring the currency of documents supplied with the Application for Enrolment and, where required, provide any additional or updated documents that may be relevant to the application.

During the interview, or shortly after it, prospective students may be required to undertake assessments or testing (including psychometric and behavioural assessments).

Attending an interview does not guarantee a place at the School and is not an offer of enrolment, nor should it be interpreted as indicative of the likelihood of an offer of enrolment.

#### *Offer of Enrolment*

The School will only make an offer of enrolment in writing. The Offer of Enrolment will outline the Terms and Conditions of Enrolment and steps required by parents to formally accept the Offer of Enrolment

At all times the Principal has absolute discretion to decline to offer enrolment to a prospective student.

#### *Enrolment Considerations*

In exercising discretion whether to offer a place Clyde Grammar takes into account a range of criteria including, but not limited to:

- The information disclosed in the Application for Enrolment.
- The prospective student's pre-enrolment interview and if applicable, pre-enrolment assessments.
- The school readiness of the prospective student.
- Whether the prospective student is eligible for a priority offer of enrolment (see 'Priority of Enrolment' below).
- The prospective student's behavioural history.

- Whether the values and beliefs of the prospective student's family clearly align with the School's values and Christian ethos.
- The prospective student's willingness and ability to derive benefit from the School's educational model.
- The School's capacity, as an inclusive School, to support a prospective student's special needs in the School environment (see 'Student Needs' below).

### Priority of Enrolment

Clyde Grammar applies priority to the following Applications for enrolment:

- Siblings of current students;
- Children of Staff Members;
- Children from families who values and beliefs align with the School's values and Christian ethos;
- Children who have demonstrated past high academic progress and/or high level of involvement in co-curricular activities;
- Date of application; and/or
- Any other matter the Principal considers appropriate.

No one factor listed above is determinative of an offer for enrolment.

The School also specifically reserves the right to promote for, and enrol students, to enable a balanced gender ratio within any class group and year level in accordance with the School's exemption from provisions of the Equal Opportunity Act 2010 granted by the Victorian Civil and Administrative Tribunal (VCAT) effective 14 May 2025.

### School Readiness

To be eligible for admission to Foundation, children must be five years of age before the end of February in the year they begin schooling and, in the School's reasonable opinion, are school ready.

In determining the school-readiness of a prospective student the following are examples of factors that may be considered:

- Separation: Is the prospective student ready to regularly separate from the parent?
- Physical Independence: Can the prospective student manage their toileting, own clothes and belongings independently?
- Social Maturity: Is the prospective student ready to be part of a large group with approximately 25 children and one teacher? Can the prospective student follow the instructions of a teacher? Can the prospective student positively interact with other children and adults? Can the parent and prospective student cope with a wide cross-section of the community with different values and behaviours?
- Confidence: Is the prospective student able to ask for help and assistance when required?
- Language and Communication: Is the prospective student able to communicate sufficiently to be understood (including with staff and other students during class and in the playground)? Is the prospective student able to communicate feelings and emotions verbally rather than physically?

Where deemed appropriate Clyde Grammar Staff may also attend the prospective student's kindergarten to observe the prospective student in an education/care setting.

English as an Additional Language (EAL) students must demonstrate satisfactory English skills, as determined by screening test and any pre-enrolment interview, to ensure a prospective student will be able to meaningfully benefit from the School's education program.

If school readiness is in doubt, an offer of enrolment may not be made, or a prospective student may need to have their enrolment deferred. In the case of a deferred enrolment for Foundation a place will be considered for the prospective student in the following year, subject to reassessment of school readiness.

School readiness may also be assessed at other year levels where required.

### Student Needs

Clyde Grammar is an inclusive School and welcomes students with a varying range of academic, behavioural, cultural, lifestyle, religious and additional needs, however, the School is not necessarily able to cater for every prospective student's needs. The School will uphold its legal obligations, however, may not be able to facilitate enrolment including, but not limited to, where:

- The School is not equipped to adequately respond to the prospective student's needs and/or ensure they are able to meaningfully derive from the educational program on offer.
- The prospective student poses a risk of harm to themselves and/or a member of the School community (including Staff, students and parents).
- The prospective student exhibits behaviours that significantly interfere with, or compromise with, the teaching and learning experiences of others in the classroom, or social integration in the playground.
- The prospective student exhibits behaviours (including violent or sexualised behaviours) that otherwise have an emotional or psychological impact on others.
- The prospective student does not have or does not effectively respond to strategies or supports recommended by qualified medical professionals, to aid self-regulation and best support their positive experiences at School; and/or
- The adjustments required to facilitate the prospective student's education (included in their personalised plan) are unreasonable with regard to all the circumstances.

Parents must inform the School of all needs, or any significant change in those needs, of a prospective student which may be relevant to the education or welfare of the prospective student (or which may impact upon the education or welfare of others).

Where a prospective student has a declared education support need, or disability, or other information has come to light, indicating a possible need for education support services the School will make an initial assessment of the prospective student's needs. In addition, the School may:

- Require the parents to provide additional medical, psychological or other reports from specialists; and/or
- Obtain an independent assessment of the prospective student.

Any assessments or reports required will be at the expense of the parent.

The relationship between the School and a prospective family is a key consideration in determining the viability of an enrolment. The extent to which parents/guardians effectively and willingly communicate information regarding the prospective student's needs may be a factor in the School's

decision to offer (and maintain) enrolment.

### Withdrawal of an Offer of Enrolment

An Offer of Enrolment may be withdrawn by the School where:

- Information provided to the School is found to be withheld, false or misleading.
- There is a significant change in the circumstances of the prospective student or their family, which impacts on the School's capacity to reasonably accommodate the prospective student.
- Further assessment determines the School no longer has capacity to reasonably accommodate the prospective student.
- The Offer of Enrolment is not accepted on the terms provided by the School (see 'Terms and Conditions' below).
- The Principal exercised their reasonable discretion to withdraw the offer.

### General Principles

Generally, Clyde Grammar will not:

- Disclose a child's position on the waiting list. The School's waiting lists are live documents that are regularly updated. Any information provided to parents regarding a prospective student's position on the waiting list is accurate only at the time it is given and may change without notice as the list is updated.
- Provide any specific feedback in the event a child is not offered a place of enrolment; and/or
- Agree to defer an Offer of Enrolment. Where a family is unable to accept enrolment on the terms offered, including commencement date, the enrolment offer will be withdrawn. Parents wishing to be considered for enrolment for a later enrolment commencement date, will be placed on the waiting list for the relevant entry point.

### Terms and Conditions

An Offer of Enrolment will not be deemed to be accepted until both parents have agreed to be bound by the Terms and Conditions outlined in the Enrolment Agreement and Financial Agreement, together with any other terms set out in the Offer of Enrolment, including payment of a confirmation deposit and return of completed documents by the stated date.

To the extent there is any inconsistency between the Terms and Conditions outlined in the Enrolment Agreement and/or Financial Agreement and this policy, the Terms and Conditions will prevail.

Clyde Grammar will not negotiate the Terms and Conditions set out in the Enrolment Agreement and/or Financial Agreement.

### Enrolment Information

All information provided by parents during the Enrolment Application process is maintained by the School in accordance with the School's Record Retention Policy and Privacy Policy.

### Related Documents

Application for Enrolment

Enrolment Agreement

Financial Agreement

Privacy Policy

Record Retention Policy

## Review

This policy is to be reviewed, approved and endorsed annually, as a minimum.

Last approved November 2025.

Next review November 2026.

*This policy is subject to change without notice at the sole discretion of CSV Limited/Clyde Grammar.*

*Printed hardcopies or downloads of this policy are considered uncontrolled.*