



Admissions Policy

Caulfield Grammar's Policy

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 and Year 10. 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 programme 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:

- Siblings of current students
- Children whose parents or grandparents are Caulfield Grammarians
- Returning students who were offered priority in writing at the time of departure, from Prep onwards
- Children of full-time & part-time permanent staff (who have completed their probation period), subject to availability;

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.

If an enrolment is withdrawn prior to commencing:

- The \$2000 Confirmation of Enrolment Fee is non-refundable.
- Any sibling priority that was given to advance the enrolment and/or the wait list place of a second or subsequent child, shall be withdrawn.

For new students entering the school for the first time, but after a term has commenced, a pro-rata charge for tuition and consolidated charges will be made.



Junior School Enrolments

Entry Age Requirements 3 Year Old Kindergarten Aged 3 by April 30 - not permitted to commence until after 3rd birthday 4 Year Old Pre-Prep Aged 4 by April 30 - able to commence Term 1 in that year Prep aged 5 by April 30 - able to commence Term 1 in that year.

Two years prior to the preferred entry year, the enrolment process is initiated and positions allocated. Offers are made to students pending interview with Senior staff to assess year level readiness.

Overseas Students

Australian law requires students who are not Australian Citizens or Permanent 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 2023.

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. 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.

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