



NEWCASTLE  
GRAMMAR  
SCHOOL

# Enrolment Policy

Policy Number (PN): 7.1

Last Revised: January 2025



# NGS Policies & Procedures

## 7.1 Enrolment Policy

**Policy Revised:** August 2022

January 2025 – formatting; update to enrolment procedures; update the timing of application for siblings, children of alumni and children of employees to three (3) years in advance to receive priority for enrolment; update to 'School Rights/Determination'; update to confidentiality statement.

**Due for Review:** November 2026

### 1. Introduction

Newcastle Grammar School (NGS) is a comprehensive co-educational school providing an education underpinned by the values of Respect, Integrity, Service and Excellence, in the Anglican tradition and operates within the policies of the NSW Education Standards Authority (NESA) for students in Kindergarten to Year 12.

#### 1.1 Purpose and Scope

This Enrolment Policy gives guidance to those within the School community and to those who join it concerning enrolment criteria and procedures. While the policy is as comprehensive as possible, there will inevitably be some situations which are not specifically covered. In such instances, it is the Head of School's responsibility to decide the appropriate course to take in the circumstances.

NGS is a registered Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) provider, CRICOS Provider Code: 02344D. For details and further information relating to CRICOS and the Amendments to the Commonwealth's Education Services for Overseas Students Act 2000 (ESOS Act), refer to the School's Overseas Students Policy.

NGS reserves the right to change the Enrolment Policy from time to time as necessary to reflect the changing needs of the School and community.

## 1.2 Key Legislation

The following Acts make it unlawful to discriminate against a person on the grounds of their disability, sex, sexual orientation, gender identity, intersex status or race by refusing to enrol them at the School. NGS is committed to fulfilling its obligations under the law in this Enrolment Policy.

*Disability Discrimination Act 1992 (Cth) and Disability Standards for Education 2005 (Cth)*

*Sex Discrimination Act 1984; amended December 2018*

*Racial Discrimination Act 1975; amended December 2015*

*Anti-Discrimination Act 1977 No 48; amended December 2020*

## 2. Policy Statement

All enrolments are at the discretion of the Head of School. When considering enrolment at NGS, we invite families to explore our campuses, educational offerings and co-curricular opportunities by visiting the School during one of our School Tours and/or a personal tour. We accept enrolments across all year groups subject to positions being available. The main entry years are Kindergarten, Year 5, Year 7 and Year 11. Positions in all other years are subject to availability. Four-year-old children whose fifth birthday falls before 1 July of the proposed year of entry are eligible to commence Kindergarten.

NGS welcomes international students to Secondary School. Applicants for placement in Years 7 to 12 should live in Newcastle with a parent or close relative and hold a Subclass 500 visa.

Continued enrolment at the School is dependent upon the student attending consistently, and the student and the parent/carer(s) observing all codes of conduct, terms and conditions of enrolment, and other requirements of the School which are applicable from time to time. As a Child Safe Organisation, NGS is committed to implementing the Child Safe Standards. Our enrolment process is

child focused, and we have policies and procedures in place to ensure staff, parents and carers, and the School community take child safety seriously.

### 3. Enrolment Procedures

**Step 1:** Parent/carer(s) enquire with the Enrolments Team about enrolment at NGS. Parent/carer(s) are directed to review the enrolment page on the NGS website; if required, a hard copy of the Application for Enrolment can be made available, otherwise the form should be completed online. Existing NGS families who are seeking a further child enrolment, or for children of alumni or employees, an Application for Enrolment must be submitted via the School website as soon as possible but no later than 30 January three (3) years before the year of entry for prioritisation. Due to the high volume of enquiries at our School, applications for siblings, children of alumni or children of employees received after this time cannot be guaranteed priority enrolment. See section '4. Determination' below for further information regarding Kindergarten and Year 7 entry.

**Step 2:** Before applying for enrolment, parent/carer(s) should read:

- the Prospectus
- this Enrolment Policy
- the current Fees Schedule, and
- the Terms and Conditions of Enrolment (available in full within the Application for Enrolment).

**Step 3:** Parent/carer(s) submit the Application for Enrolment online or send in a hard copy, together with the non-refundable payment of Application Fee (refer to Fee Schedule for details). Depending on the date of initial Application for Enrolment, a second enrolment form may be issued to gather further necessary information.

**Step 4:** The Application is processed and acknowledged by the School. The student is registered as an applicant in the School's administration system for the calendar year and school year of enrolment. Please note, this does not guarantee that a place will be offered. An invitation may be extended to attend School Tours and/or a personal tour.

**Step 5:** Selected students are invited for an entry interview with the Head of School (Years 7-12) or the Head of Primary (K-6) or their delegate/s. Not all applicants will move to the interview stage. Being invited to interview does not guarantee placement. See section '4. Determination' below for further information regarding Kindergarten and Year 7 entry.

**Step 6:** After the entry interview and relevant information has been reviewed and assessed, successful applicants will be contacted by the School and an official offer of placement will be sent.

**Step 7:** Parent/carer(s) may accept or decline the offer within seven (7) days. The acceptance of offer is complete when the non-refundable\* Entry Fee has been paid.

\* If the student does not commence the enrolment, the Entry Fee will not be refunded unless the School, acting reasonably, agrees that there are special circumstances supporting a full or partial refund. A decision to enrol the student at another school will not, of itself, constitute special circumstances.

#### 4. Determination

The Head of School reserves the right to not offer a place to a child, or to defer the offer of a place to a child at their discretion but particularly when the parent/carer(s), having been aware of their child's specific educational needs, decline to declare those needs or to withhold relevant information pertaining to their child. The School also reserves the right to terminate an enrolment where the parent/carer(s) have not declared or have withheld known information pertaining to their child's needs.

Kindergarten applications are processed in the following order:

- Siblings, children of alumni and children of employees (if the application was received three (3) years in advance);
- Explore & Develop Newcastle East and King Street Early Learning and Preschool enrolments;

Date of application is considered however, the School reserves the right to offer a place to any applicant, irrespective of application date.

All children participate in a transition to school program, the year before Kindergarten begins. This involves School visits for the incoming students and their families, Preschool assessments and collaboration with Early Learning teachers. A Kindergarten interview is held in Term 2 or 3 with the Head of Primary or delegate and each child completes a school transition assessment with the Preschool Liaison Officer at this interview. Applications should be submitted as early as possible.

Year 7 applications are processed in the following order:

- Siblings, children of alumni and children of employees (if the application was received three (3) years in advance);
- A number of places will be held for scholarship awardees;

Date of application is considered however, the School reserves the right to offer a place to any applicant, irrespective of application date.

Entry interviews for Year 7 are arranged approximately sixteen (16) months prior to the calendar year of commencement. Applications should be submitted as early as possible.

When determining entry to the School, the School also considers and gives priority to:

- Organisational requirements for Primary and Secondary School;
- Selection criteria such as:
  - Student merit, including high standards of attendance, effort, achievement and engagement in school life;
  - Affiliation with the School (former student, sibling of a current or former student or child or grandchild of a former student);
  - Academic, musical or sporting ability;
  - Class size;
  - Pastoral considerations;
  - Best fit for the child and cohort;
  - The date of lodgement of the Application for Enrolment providing the family has not been offered a place previously and then deferred to a later entry point.
- Disability and Additional Needs - where a child has declared education support needs or a disability, or other information has come to light indicating a possible need for education support services, or for some adjustments to assist the child to participate in the School's courses or programs or to use the School's facilities or services, the School will make an initial assessment of the child's needs. This will include consultation with the child or the child's parent/carer(s). In addition, the Head of School may:
  - require the parent/carer(s) to provide medical, psychological or other reports from specialists outside the School;
  - obtain an independent assessment of the child.

Where the Head of School determines that the child would require some such adjustments, the Head of School will seek to identify whether those adjustments required are reasonable in that they balance the interests of all parties affected. Where the Head of School determines that the enrolment of the child would require the School to take unreasonable adjustments to ensure that the child is able to participate in the School's courses or programs, or to use the School's facilities and services on the same basis as a student without a disability, or would cause unjustifiable hardship, the Head of School may decline or defer the offer of a position.

## 5. Record of Information and Confidentiality

The School will abide by the provisions of the Privacy Act 1988. Confidentiality and privacy require that all staff must ensure that information regarding students and their parent/guardian(s) is restricted to those who genuinely need to know. Furthermore, those people should only be told as much as they need to know and no more. The Register of Enrolments is maintained by the Head of Enrolments either in print and/or electronic form for a minimum of five (5) years before archiving. The register of enrolment records the following information for each student:

- Name, age and address;
- Name and contact telephone number of parent/carer(s);
- Date of enrolment;
- Date of leaving the School and the student's destination, where appropriate;
- Previous school or pre-enrolment situation for students older than six (6) years.

## 6. Definitions

Throughout this policy, unless the context requires otherwise:

- **Parent/carer(s)** includes legal guardians or any other person who has applied to have a child enrolled at the School and, the sole parent, where the child has only one parent.
- **Disability**, in relation to a child, means:

1. total or partial loss of the child's bodily or mental functions; or
2. total or partial loss of a part of the body; or
3. the presence in the body of organisms causing disease or illness; or
4. the presence in the body of organisms capable of causing disease or illness; or
5. the malfunction, malformation or disfigurement of a part of the child's body; or
6. a disorder or malfunction that results in the child learning differently from a child without the disorder or malfunction; or
7. a disorder, illness or disease that affects a child's thought processes, perception of reality, emotions or judgement or that results in disturbed behaviour;

and includes a disability that:

- presently exists; or
- previously existed but no longer exists; or
- may exist in the future (including because of a genetic predisposition to that disability).

To avoid doubt, a **disability** that is otherwise covered by this definition includes behaviour that is a symptom or manifestation of the disability.

## 7. Related Policies and Procedures

Application for Enrolment

Parent Code of Conduct

Student Code of Conduct

NGS Fee Schedule

Terms and Conditions of Enrolment

Behaviour Management Policy

Overseas Students Policy

Privacy Policy

Attendance Policy

Disability and Discrimination Policy

Child Safe Policy

## 8. Implementation

This Policy is provided to prospective and current families and is available publicly on the Newcastle Grammar School [website](#).

If you have queries about this policy, contact the Enrolments Team [enrolments@ngs.nsw.edu.au](mailto:enrolments@ngs.nsw.edu.au).