



Enrolment Policy

Policy on Enrolments

The Headmaster is responsible for enrolments at the School and for maintaining a satisfactory level of enrolments. The clerical function of enrolling students is delegated to the Registrar.

Applications for enrolment are accepted from birth. The present policy on enrolment gives preference to children and grandchildren of life members of the Shore Old Boys Union, children of Shore staff and of licensed Anglican clergy. Preference is then given to bookings in order of age of the child at the date of receipt of application. The School is diligent in following this. Entry to the School from 3 year old ELC to Year 7 is non selective, whether based on academic, sporting, religious or other criteria, beyond a limited number of places being offered as a result of the annual academic and music scholarship examinations. Entry to the School for students entering non intake years in the Senior School (Year 8 to Year 11) will be based on a review of current school reports and interview with Senior Staff.

1 Statement of General Principle

The School reserves the right, subject to law, to determine enrolment policies and processes generally, to change such policies and processes from time to time without notice and to grant or withhold entry to any applicant or class of applicants in its discretion. The School will seek to administer its enrolment policy fairly and equitably as between applicants.

The School's enrolment policy will be administered by the Headmaster (and through him by the Registrar). The Headmaster may consult with the Chairman of Council with respect to the exercise of any discretion vested in him by this policy.

Council has determined that preference for enrolment from the waiting list will generally be given in accordance with the following principles.

2 Enrolment preference for children of Anglican clergy and Shore staff

- a. Preference will be afforded to sons of Shore staff enrolling in the Senior School and the Preparatory School, North Sydney.
- b. Preference will be afforded to children of Shore staff enrolling in the Early Learning Centre.
- c. Tuition fees for Years 7 - 12 for children of Shore staff will be discounted as determined by the Headmaster. Such discounted fees will cease if the staff member ceases to be employed by the School.
- d. Preference will be afforded to children of licensed Anglican clergy.
- e. Tuition fees for children of licensed Anglican clergy may be discounted, within such range (if any) as Council prescribes, as determined by the Headmaster having regard to individual circumstances. For these purposes the Headmaster may seek financial and other records or information to assess family means



3 Enrolment preference for children or grandchildren of OBU Life Members

Preference will be afforded to children or grandchildren of Life Members of the Shore Old Boys Union where application is received within 12 months of the child's date of birth. Preference will also be afforded to children of deceased Old Boys (not being Life Members of the Shore Old Boys Union).

4 Enrolment preference for children siblings

Preference will be afforded where possible to the sibling of boys/girls who are current students in Kindergarten to Year 12.

5 Enrolment preference for boys enrolled as Full Boarders

Enrolment preference will be afforded to boys enrolling as full boarders (dependent upon availability of positions) provided commitment in writing is received from the boy's parent/guardian to full boarding for their entire schooling.

6 Enrolment preference for Weekly Boarders

Enrolment preference will be afforded to weekly boarders (dependent upon availability of positions) provided:

- a. application is received within three years of the boy's date of birth and a commitment in writing is obtained from the boy's parent/guardian to at least two years weekly boarding; or
- b. commitment in writing is received from the boy's parent/guardian to weekly boarding for their entire schooling; or
- c. in relation to a day boy transferring to a weekly boarder, commitment in writing is received from the boy's parent/guardian to weekly boarding for a whole calendar year.

7 Enrolment preference in order of age at receipt of application

Enrolment preference will be afforded to children in order of age (a younger child taking priority) at the date of receipt of the application for enrolment by the School.

8 Enrolment for students whose first language is not English

It is a requirement of Application for Enrolment for Full Fee Paying Overseas Students whose first language is not English that a certificate of English fluency from the Australian Education Assessment Service (www.aeas.com.au) accompany their application. This certificate must display a minimum result of Stanine 7 in all areas assessed. The certificate displaying the required results must accompany the Application for Enrolment before an interview can be arranged. Place offers are reliant on this interview.

Boys entering Year 7 will sit a placement test prior to their commencement in order to assess which class to place them in.

9 Early Learning Centre

Enrolment preference will be afforded to children enrolling in the Early Learning Centre where a commitment in writing is obtained from a parent/guardian that the child will be enrolled in, and continue in, classes K,1 and 2 and thereafter.

10 Priority between Applicants

Priority for enrolment will be afforded, as between classes of applicants, generally in the following order:

Firstly	Children of Anglican clergy and Shore staff (2 above);
Secondly	Children/grandchildren of OBU Life members (3 above);
Thirdly	Siblings (4 above);
Fourthly	Boys enrolled as boarders (5 above)
<i>N.B. these applicants may be afforded higher priority where boarding house vacancies exist;</i>	
Fifthly	Boys enrolled as weekly boarders (6 above)
<i>N.B. these applicants may be afforded higher priority where boarding house vacancies exist;</i>	
Sixthly	Others based on the age of the child at the date of receipt of application (7 above).

11 Withdrawals

One term's written notice of withdrawal of a child from the School must be given to the Registrar.

Failure to give such notice will result in the levying of a full fee instalment at the rate payable for the next instalment which would have otherwise fallen due in respect of the child's enrolment.

12 Holding Places

Where a request for withdrawal is made under clause 11 on the basis that the student's place be held pending return after a specified period the School may impose a fee (**Holding Fee**) in such amount as the Headmaster may determine, which is not more than the tuition (and boarding if relevant) fee which would otherwise be payable over the period if the student had not been withdrawn.

13 Fees

The School may charge an enrolment fee or fees.

Council has determined that enrolment fees will be payable upon:

- a. Application for enrolment (**Application Fee**);
- b. Acceptance of a place (**Enrolment Fee**); and
- c. Confirmation of attendance (**Confirmation Fee**)

All such fees are non-refundable.

From 1 January 2019, the fees are:

Application Fee	\$400
Enrolment Fee	\$1,000 (Girls - \$500)
Confirmation Fee	\$2,000 (Girls - \$500)

14 Discretion

Discretion is vested in the Headmaster to apply and administer the School's enrolment policies in a fair and equitable manner, both as between applicants and as between current and future parents and to ensure the application of an enrolment principle or policy in a particular circumstance does not have unintended, unfair or inequitable consequences. Enrolment preference will always be addressed within the constraints of existing confirmed places.

15 Conditions of Enrolment

A place will only be offered to a child whose parents/guardians agree to abide by, sign and return to the Registrar, the Conditions of Enrolment (or other contractual document) without amendment.