



CLYDE
GRAMMAR

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 \$100 non-refundable administration fee (per family)

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) Children of past students
 - (d) By order of application.
- Enrolment Expression of Interest is confirmed by a letter which will include a receipt of a Paid Holding Deposit.
- The Clyde Grammar administration staff will provide regular correspondence on the status of registration of Clyde Grammar to ensure complete transparency of this process with the parents and/or guardians.
- Once confirmation of Clyde Grammar registration is received, a letter of offer will be sent to parents and/or guardians with a confirmation fee of \$550.
- As soon as Clyde Grammar's registration is confirmed, parents and/or guardians will receive an Induction Information pack and the School will organise an Induction Information Night prior to Day One. The Induction Information Pack and Information Night will cover any queries the parents/guardians may have and logistics for navigating the Opening Day.



Clyde Grammar Opening Day

- On the First Day of school there will be clear signage positioned around and throughout Casey Grammar School to clearly direct Parents/Guardians where to park and to the Clyde Grammar reception upon arrival.
- The Casey Grammar reception office will include two separate desks for two different receptionists, one for Clyde Grammar and one for Casey Grammar School. Signage will clearly communicate which desk Clyde Grammar parents/guardians and students should go to.
- Clyde Grammar parents and students will be escorted by a Clyde Grammar staff member to their respective classrooms.
- New students will receive a welcome pack and parents will receive relevant Clyde Grammar information.
- Parents/guardians will be shown by Clyde Grammar staff where they can wait to pick up their children at the end of the day. Logistics around parking will be confirmed and covered in the Induction Information Pack and discussed at the Information Night.

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 two 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

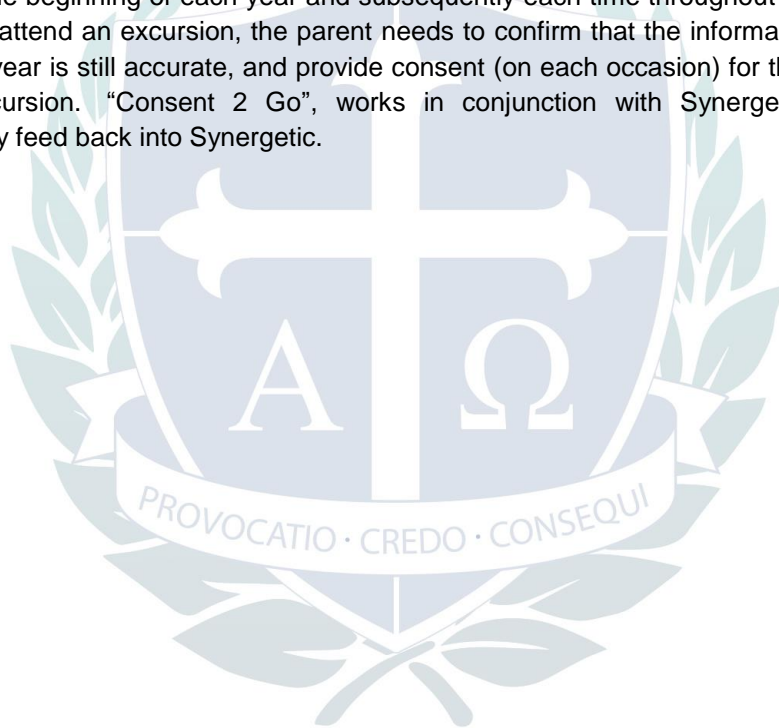
- Once enrolled it is the responsibility of the parents/guardians to keep the school up to date with current contact information including contact address, email addresses and phone numbers.
- Any notice of change of information should be made in writing either by email to enrolments@clydegrammar.com.au 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.



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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 that the child is invited to attend an excursion, the parent needs 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. “Consent 2 Go”, works in conjunction with Synergetic and any updates automatically feed back into Synergetic.



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