

Enrolment Policy

International Grammar School (IGS) is a non-selective, co-educational, secular school which seeks to be representative of contemporary Australian society. As such, IGS is open to enrolment from any individual who adheres to the values and attitudes that underpin the culture and ethos of the School.

All enrolment offers are made at the discretion of the Principal.

1. Applications for enrolment may be made at any time by the parent/carer(s) of students to commence at IGS.
2. Students enrolling in Early Learning must turn three years of age by 31 May. Kindergarten students will be five years of age on or before 31 May.
3. IGS will base any decision about offering a place to a student on:

Family relationship with IGS:

- sibling of a current or ex-student
- either of the parents graduated from the school
- the child of a permanent member of the School staff
- they hold attitudes, values and priorities that are compatible with the School's ethos

The student:

- the contribution that the student may make to the school, including the co-curricular activities
- The student's reports from previous schools

The school:

- ability to meet the special needs or abilities of the student

Other considerations:

- Order of receipt- when the application to enroll is received by IGS
- Year 6 students continuing their education at IGS into Year 7
- Early Learning children continuing on to Kindergarten entry

4. IGS will meet with student and the parent/carer(s) before offering a place.
5. IGS has an absolute discretion in determining the weight of each of the factors it takes into account in determining whether to offer a place for the student.

6. Continued enrolment at IGS is dependent upon the student making satisfactory academic progress, attending consistently, and the student and the parent/carer(s) observing all behavioural codes of conduct and other requirements of IGS which are applicable from time to time.

Last Reviewed:	August 2019
Management Responsibility:	Deputy Principal Students and Campus Life
Publication:	School website, Staff Handbook
Audience:	School community

Enrolment Procedures

Before applying for enrolment parent/carer(s) should read:

- *the Prospectus [or similar document]*
- *the Enrolment Policy*
- *the current Fees schedule, and*
- *the Terms and Conditions of Enrolment*

All are available on the School's website and can be posted to your address.

All applications for Enrolment must be:

- *on the school's official application form*
- *signed by the parent/carer(s)*
- *lodged with a non-refundable application fee of \$200 (\$400 for Overseas Students)*

Applications can be made on line by visiting www.igssyd.nsw.edu.au.

If parents/ carers accept an offer they must sign and return the Enrolment Contract and pay:

- A non-refundable enrolment fee of \$1750 (for Kindergarten to Year 12 students) or \$750 (for Early Learning students)
- A \$1200 refundable fee deposit
- 1/3 of the school year's fees in advance (not charged for siblings of current students)

Once an offer of enrolment is made and accepted, parent(s)/carer(s) must notify the School immediately if they decide not to proceed with the enrolment. Please note that the enrolment fee is non-refundable and this may also apply to the 1/3 fees in advance.

The School is to be informed of any change of address or contact details after an offer of enrolment is made.

Any questions concerning enrolments should be referred to the Director of Admissions and marketing at admissions@igssyd.nsw.edu.au.

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