



PENLEIGH AND ESSENDON GRAMMAR SCHOOL

If you require access to this policy in a language other than English, please contact the Principal's office on 9016 2000

ENROLMENT POLICY

Penleigh and Essendon Grammar School (PEGS) is an independent school for boys and girls which is associated with the Uniting Church in Australia. The school has coeducational kindergartens in Essendon, two Junior Schools (one for boys in Essendon and one for girls in Moonee Ponds) and all secondary students attend the Keilor East campus; two Middle Schools (one for boys and one for girls) and a coeducational senior school (Years Eleven and Twelve).

PEGS is an open-entry school that welcomes students from a range of cultures, faiths and backgrounds. The school seeks to support the needs of all students Diversity is appreciated and respected and the school does not discriminate against students with disabilities in the enrolment process. The school offers a diverse range of academic, cultural and development programmes from Kindergarten to Year Twelve.

All students are eligible to apply for entry with the exception of international students with Australian Student Visas (subclass 500).

Parents register children for enrolment at the school by completing an on-line Application for Admission and paying the designated registration fee. Registration does not constitute an offer of a place at the school. Applications are placed in order according to the gender and age of the student at the time of registration. The offer of a place at the school is made at the discretion of the Principal.

There are four major points of enrolment to the school's six Sections – Kindergarten (co-educational), Preparatory Level, (boys and girls) Year Seven (boys and girls) and Year Eleven (co-educational). Places are offered at other levels if casual vacancies occur.

During the enrolment process the school can at its discretion give preference to an applicant who is:

- the brother or sister of a student currently or previously enrolled at PEGS
- the son or daughter of a former PEGS student
- the son or daughter of a staff member at PEGS
- a returning student who has previously been enrolled at the school, not necessarily in that order.

Application for admission

- Application for Admission is made online
- Details of all fees are available by contacting the school's Registrar
- Upon registration, all prospective students are placed on the school's waiting list. Registration of unborn children will not be accepted.

- The school will contact parents in the year prior to the proposed year of entry and indicate, as soon as it is practicable, if there is a place in the appropriate Section of the school. The place will be offered after an interview including parents, the students and the Principal or his or her delegate.
- Parents/guardians are reminded that prior to a child's enrolment at primary school an Immunisation History Statement from the Australian Immunisation Register must be provided as proof of immunisation status. This record must be provided whether or not the child is immunised and it is the parent's/guardian's responsibility to ensure that the Statement is transferred should a child move primary schools.
- Subject to Division 3 of the Equal Opportunity Act 1995, the school reserves the right to decline any student without expressing a reason for its decision. The registration of a student does not guarantee his or her enrolment at the school.
- The acceptance and confirmation of a place at the school is subject to the payment of a fee-in-advance. The fee-in-advance is \$4000 for the first enrolment and \$1500 for any subsequent enrolment from the same family. The fee-in-advance of \$4000 is refunded at the conclusion of a family's last enrolment at the school and the fee-in-advance of \$1500 is refunded at the conclusion of other enrolments.
- A student is deemed to be enrolled at the school upon the payment of the fee-in-advance.
- If a student withdraws from the school prior to entry, the fee-in-advance may be refunded at the discretion of the Finance Committee of the Board of Management.
- If a student withdraws from the school prior to the conclusion of a student's proposed enrolment, all fees paid in advance are refunded on a pro-rata basis and in a manner consistent with the Business Regulations of the school.
- If any dispute occurs in regard to the payment or refund of fees, parents should write to the Director of Finance and ask for their concerns to be directed to the Board of Management. If the matter cannot be resolved by this process, an independent lawyer will be appointed to furnish resolution of the dispute.
- In accepting an offer of a place at the school for their child, parents enter into a contract with the school whereby they agree to pay all fees and be subject to the Business Regulations of the school.
- A proportion of funds raised or fees collected may be applied to the conduct of the school's ELC (Kindergarten).
- Parents agree that the admission and continued attendance of any student at the school is conditional upon the observance by the student of the Rules of the School. These Rules may, from time to time, be subject to change.
- It is a condition of admission and continued attendance of students at the school that parents, on their own behalf and on behalf of the student, are aware of the Rules of the School and accept that such admission and continued attendance of the student is conditional upon the observance of the Rules of the School.
- The school will contact parents on a regular basis to ensure that it has accurate and current contact information, including addresses, phone numbers, email addresses and medical information. The school expects parents to promptly inform the school if this information changes.

Business regulations

- For these regulations, the word “fees” includes all fees charged by the school.
- Fees are fixed by the Board of Management and are subject to variation. Where possible, notification of any alteration to fees will be given in writing and in advance.
- School fees have three major components: tuition, composite and school development fees. The fees are normally charged in three equal instalments at the beginning of Terms One, Two and Three. Alternative payment options are available and are offered annually in writing. Other fees are charged when appropriate.
- A discount of 10% is provided on tuition fees for students in Preparatory Level to Year Twelve when a family has two or three children enrolled at these levels. The discount is 20% of tuition fees for students from Preparatory Level to Year Twelve when a family has four or more children at these levels.
- Fees are payable in advance upon the rendering of an account. A late payment fee is charged on accounts that have not been paid in full within thirty days of the commencement of the term in which they are issued.
- If fees remain unpaid at the end of a term, a student may not return to the school in the following term except in cases where a prior arrangement has been made with the Principal or Director of Finance.
- Two terms’ notice in writing or the payment of two terms’ fees in lieu is required if a student is removed or ceases to attend the school.
- No remission of fees is provided if a student is absent from school during his or her period of enrolment.
- These regulations, and the availability of a complaints and appeals process, do not remove the right of a student and his or her parents to take action under Australian consumer protection law.

Students with individual needs

PEGS recognises and celebrates diversity and seeks to support the individual needs of all students.

- Parents are requested to inform the school if their child has any disability or learning difficulty that may affect his or her education and which may require adjustments by the school to meet these individual needs.
- Prior to offering a place at the school, the school may consult with the student and his or her parents about the disability or learning difficulty and its effect on the student’s capacity to participate in the school’s courses of study and programmes and to use the facilities and services provided by the school.
- The purpose of this consultation is to assist the school to consider and identify whether any reasonable adjustment by the school is necessary and can be made to enhance the student’s participation in school life.

For additional information about the school’s Enrolment Policy, please contact the Registrar’s Office on +61 3 9016 2000. The Enrolment Policy is subject to change without notice.

This enrolment policy takes account of all requirements of laws relating to privacy. For further information please refer to PEGS Privacy Policy published on the school website at www.pegs.vic.edu.au.

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