

Application for Admission – Overseas Students



**CRANBROOK
SCHOOL**

Application Process

1. Application

On completion of this Application for Admission Form – Overseas Students, return it and other required documentation to:

Cranbrook School
Director of Admissions
5 Victoria Road
Bellevue Hill NSW 2023

oryoucanscanandemailittoenrol@cranbrook.nsw.edu.au.

All applications must include the non-refundable application fee of \$300. Please see Part F Payment Form for information as to how to make this payment.

You will receive a letter confirming receipt of your application.

2. Assessment and Interview

Assessments and interviews may be held up to 12 months before the date of entry for Kindergarten and up to two years and six months before the date of entry for Year 3 and Year 7.

Some applicants may miss out on assessments and interviews due to demand for places exceeding places available.

The assessment involves your child participating in activities under the observation of staff. Interviews are held subsequent to the assessment and your child and both parents should attend.

Your child may also be required to sit for Australian Education Assessment Service testing either in their own country or in Australia.

3. Review of Application

Your application will then be reviewed and an enrolment decision made. You will be notified in writing if an offer of enrolment is to be made or if your application was unsuccessful.

4. Acceptance

If you receive an offer of enrolment, you must complete and return the required documentation and pay the enrolment fee and Overseas Student Health Cover premiums within the timeframe specified in the letter of offer to confirm your child's place at Cranbrook School.

Please keep a copy of your completed Application for Admission.

After receiving payment and required documentation, the School will issue you with a Confirmation of Enrolment which you will need to apply for a student visa.

Message from the Headmaster



Our vision is to be a world class school which encourages and enables all of our students to explore, enjoy and fulfil their potential. We do not produce a stereotype but are proud of difference and recognise talent and achievement wherever it is expressed. We encourage our students to be creative, diligent, self-disciplined and actively involved in all that they undertake.

Cranbrook is a remarkable and distinctive school and our educational philosophy is, we believe, of ever higher importance and relevance. We are preparing our students to fulfil their talents, and exercise influence, in a rapidly evolving and challenging world. Cranbrook builds resilience and confidence so that each student can face the challenges of the twenty-first century with personal confidence, intellectual versatility and curiosity, academic hunger and optimism.

Set high expectations for young people and, more often than not, they will rise to them. We can all strive for excellence and aim high: through doing so, we broaden our range of experience, we acquire strength of character and self-knowledge, and we build a destiny.

Everyone can, and should, pursue excellence: our task is to encourage them to love doing so.

The School aims, through its Admission Policy and procedures, to create a student body which reflects the local community in terms of talents, diversity and difference.

I look forward to meeting you and welcoming you to our great school.

A handwritten signature in black ink that reads "Nicholas Sampson". The signature is written in a cursive style with a long, sweeping tail on the final letter.

Nicholas Sampson
Headmaster



This form is for children who require a student visa to attend school in Australia.

Please complete electronically or print clearly. Ensure all fields are completed. If this form is returned incomplete or without parent signatures, this application will be deemed incomplete and will proceed no further.

A separate form must be completed for each child.

Completion of this form and payment of the non-refundable application fee does not guarantee an offer of a place.

Additional information about the School, including the Admission Policy, Enrolment Terms and Conditions – Overseas Students and Information for Overseas Students booklet, can be found at www.cranbrook.nsw.edu.au

Child details

Surname	<input type="text"/>	Given names	<input type="text"/>
Preferred name	<input type="text"/>	Gender	<input type="text" value="male/female"/>
Date of birth	<input type="text" value="dd/mm/yyyy"/>		
Country of birth	<input type="text"/>	Nationality	<input type="text"/>
Please enclose a copy of your child's full birth certificate and current passport photo page.			
Country of citizenship	<input type="text"/>		
Current visa details	<input type="text" value="if applicable"/>		
Aboriginal	<input type="checkbox"/> Yes <input type="checkbox"/> No	Torres Strait Islander	<input type="checkbox"/> Yes <input type="checkbox"/> No
Religion	<input type="text" value="optional"/>		
Current school or pre-school	<input type="text"/>	Current year level	<input type="text"/>
Previous schools	<input type="text" value="if applicable"/>		

PART B FAMILY PROFILE

Family details

Parent 1

Title	<input type="text"/>	Surname	<input type="text"/>	Given names	<input type="text"/>	
Relationship to child	<input type="text"/>					
Address	<input type="text"/>					
	<input type="text"/>				Postcode	<input type="text"/>
Home telephone	<input type="text"/>	Mobile	<input type="text"/>			
Personal email	<input type="text"/>					
Occupation	<input type="text"/>	Employer	<input type="text"/>			
Business telephone	<input type="text"/>	Title/role	<input type="text"/>			
Business email	<input type="text" value="optional"/>					
Postal address	<input type="text" value="if different to residential address"/>					
	<input type="text"/>				Postcode	<input type="text"/>
Correspondence to	<input type="checkbox"/> As above	<input type="checkbox"/> Other	<input type="text"/>			
Preferred email	<input type="checkbox"/> Personal	<input type="checkbox"/> Business	Preferred telephone	<input type="checkbox"/> Home	<input type="checkbox"/> Mobile	<input type="checkbox"/> Business



Parent 2

Title Surname Given names

Relationship to child

Address

Postcode

Home telephone Mobile

Occupation Employer

Business telephone Title/role

Personal email

Business email optional

Postal address if different to residential address

Postcode

Correspondence to As above Other

Preferred email Personal Business Preferred telephone Home Mobile Business

Family composition and history

Child lives with (please mark all that apply):

Two parents Mother only Father only Mother and step parent Father and step parent

Other adults – grandparents or other guardians (please specify)

Child lives at (please mark all that apply):

Address of Parent 1 Permanently Balanced Occasionally

Address of Parent 2 Permanently Balanced Occasionally

Other address (please specify): Permanently Balanced Occasionally

Other information about family situation (please mark all that apply):

Mother deceased Father deceased Parents separated Parents divorced

Mother remarried/repartnered Father remarried/repartnered

If parents are separated or divorced, please describe the co-parenting arrangements.

Court Order or Parenting Plan or similar relevant to the child attached Yes Not applicable



Please list children in the home (including the applicant child) in order of birth and mark with an * those who become part of the family occasionally.

Name	Gender	DOB	School

Cultural background

Parent Details	Parent 1	Parent 2
Country of birth		
Nationality		
Languages spoken by parents		
Languages spoken with the child		
Main language used in the child's home		

Cultural background of the child and, if applicable, the parents

Cranbrook connections

Is your child's father/grandfather a past student? Yes No

Father's name		Exit year		House	
Grandfather's name		Exit year		House	

Please list your child's sibling/s who are current or past students at Cranbrook

Name		Year level or exit year		House	
Name		Year level or exit year		House	
Name		Year level or exit year		House	

Please list your child's sibling/s who are accepted or on the wait list at Cranbrook

Name		Proposed entry year	
Name		Proposed entry year	
Name		Proposed entry year	

Please list your child's other relatives who are current or past students of Cranbrook

Name		Year level or exit year		House	
Relationship to child					
Name		Year level or exit year		House	
Relationship to child					



Information about your child

The School needs to be fully informed in relation to your child's special or individual needs (including medical, physical, learning or psychological needs, medical conditions and/or health care requirements) in order to provide adequate support for your child should a place be offered.

You must fully and accurately disclose any special or individual needs. Where any of these matters change or where any new matters arise, you must notify the School immediately. If you have failed to disclose or not fully and accurately disclosed any material matter, either in the application form or subsequently, the School may refuse your application, withdraw an offer of enrolment or, terminate the enrolment without notice.

Please provide details of any health considerations relating to your child. Please include information regarding serious illnesses, accidents, operations, disabilities, disorders, allergies, medication, infectious diseases and any other health considerations of which the School should be aware. Please attach relevant supporting documentation.

Does your child experience any social, emotional or intellectual difficulties or have any special learning needs? Please provide details below and attach relevant supporting documentation.

Are there any cultural, religious, dietary or other considerations relating to your child? Please provide details below and attach relevant supporting documentation.

Will your child need any special provisions due to any special or individual needs or to cater for any other special abilities they may have? Please provide details below and attach relevant supporting documentation.



Kindergarten to Year 12 Application

Select your enrolment options from the four choices below.

Intake years are for Kindergarten, Year 3 and Year 7. Year 3 is a small intake point of 10 to 15 children only.

Applications for non intake years are welcome, however places in those years are limited and cannot be predicted.

Please complete the details below for each year of entry you would like to apply for. If you do not receive an offer for a particular year of entry, your application will only be transferred to the waiting pool for subsequent year(s) of entry if you have completed the details below for the subsequent year(s).

Kindergarten

Your child must be five years old by 31 March in the year of entry

Calendar year of entry Term

Year 3

Calendar year of entry Term

Year 7

Calendar year of entry Term

Day boy Boarder

Non intake years

Academic year Calendar year of entry Term Day boy Boarder

Academic year Calendar year of entry Term Day boy Boarder

Living Arrangements

Overseas students must live in Sydney with at least one parent for duration of their enrolment, or, from Year 7 onwards, attend the School as a boarder. Where your child is a boarder, you will be required to appoint a local guardian in accordance with the Guardianship Form.

When attending Cranbrook School, your child will

- Live in Sydney with both parents Live in Sydney with mother only Live in Sydney with father only
 Be a boarder at the School (Years 7-12 only)



Both parents must sign below. Where this is not possible please contact the Director of Admissions to discuss.

We, the undersigned:

1. Apply to have the child named in Part A enrolled at Cranbrook School;
2. Have read and understood the Admission Policy, Enrolment Terms and Conditions – Overseas Students, Guardianship Form, Privacy Information Collection Notice and Privacy Policy (all available at www.cranbrook.nsw.edu.au), and are aware that these may change at any time;
3. Understand that tuition at the School is In English and competence in English is a condition of entry, and our child may be required to sit for Australian Education Services Testing either in their own country or in Australia.
4. Understand that submitting this Application for Admission Form – Overseas Students and payment of the application fee is not a guarantee of a place at Cranbrook.
5. Agree that Cranbrook School may contact our child’s current school (if any) for the purpose of obtaining a reference or recommendation.
6. Acknowledge that if an offer of a place is made, we will be required to agree jointly and severally to be bound by the Enrolment Terms and Conditions – Overseas Students then in force and pay the enrolment fee; and
7. Confirm that to the best of our knowledge, the information in the Application for Admission Form – Overseas Students is complete and correct, we have supplied all necessary supporting material, and we acknowledge and agree that if we have knowingly withheld information relevant to the application or enrolment process or have knowingly incorrectly completed the form, Cranbrook School may refuse or terminate the application or enrolment of our child.

Signature of Parent 1

Date

Signature of Parent 2

Date

dd / mm / yyyy

dd / mm / yyyy

Name of Parent 1

Name of Parent 2

* It is essential that at all times the Admissions Office is kept updated with the contact details for each parent because if at any stage of the application or enrolment process the School cannot contact the parents, the application or enrolment will not be able to progress.

Checklist

You must include the following with your application:

- Completed and signed Application for Admission Form – Overseas Students
- Payment of the non-refundable application fee
- Copies of any medical, psychological or other reports that may be relevant to meeting your child’s needs
- Copy of passport photo page
- Copy of birth certificate
- Copy of current visa (if applicable)
- Copy of last two school reports with English translations (if applicable), including academic results and English language level achieved
- Copy of most recent NAPLAN and any other external testing results (if applicable)
- Other educational supporting documents (if applicable)
- Copy of Court Orders, Parenting Plans or similar (if applicable)

Thank you for your application.

Please return by mail or email to:

Cranbrook School
 Director of Admissions
 5 Victoria Road, Bellevue Hill NSW 2023
 E enrol@cranbrook.nsw.edu.au
 T 61 2 9327 9000

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For your convenience, Cranbrook School offers a choice of payment methods to pay the non-refundable application fee of \$300.

Payments must be made in Australian dollars.

Please select a payment method below: Bank Transfer Online Credit Card Payment Credit Card Payment Form

Bank Transfer

Payments can be made directly into Cranbrook School's bank account.

BSB: 032 058

Account number: 130 250

Account Name: Cranbrook School

SWIFT Code: WPACAU2S

Reference

Please use your child's full name as a reference to help us identify your payment.

Please use the Swift Code if remitting from overseas, and add your bank's international wire transfer fee to your payment.

Credit Card

We accept Visa, Mastercard and American Express. Please note that when paying by credit card a surcharge will be charged on the amount paid. Current credit card surcharges are outlined on our website www.cranbrook.nsw.edu.au.

Online Credit Card Payment

To pay online by credit card using our secure online payment facility, please visit www.cranbrook.nsw.edu.au/enrolment/how-to-enrol.aspx and click on the Pay Application Fee Here in the first step of the enrolment process.

Credit Card Payment Form

I, the undersigned, authorise Cranbrook School to deduct \$300 plus surcharge from my credit card, details as shown below.

Visa Mastercard American Express

Child's full name

Cardholder name

Cardholder telephone

Card number

Expiry date

Signature

Cranbrook School
ABN 79 000 007 723
CRICOS Registered Provider 02298E
Published May 2017

St Mark's Pre-school
Greenoaks Avenue
Darling Point NSW 2027
T 02 9363 2260

St Michael's Pre-school
Gilliver Avenue
Vaucluse NSW 2030
T 02 9371 9214

Junior School
6 Kent Road
Rose Bay NSW 2029
T 02 9327 9100

Senior School
5 Victoria Road
Bellevue Hill NSW 2023
T 02 9327 9000

Website
www.cranbrook.nsw.edu.au

Email
enrol@cranbrook.nsw.edu.au



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