



# Application for Admission



**CRANBROOK  
SCHOOL**

# Application Process

## 1. Application

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

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

or you can scan and email it to [enrol@cranbrook.nsw.edu.au](mailto:enrol@cranbrook.nsw.edu.au).

All applications must include the non-refundable application fee of \$300. Please see Part G 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 Pre-school and 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.

## 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 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.

# 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



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.

This form is for children who are current Australian Citizens or who hold permanent resident status. Children who will be applying on a student visa should complete the *Application for Admission Form – Overseas Students*.

Additional information about the School, including the Admission Policy and Enrolment Terms and Conditions, can be found at [www.cranbrook.nsw.edu.au](http://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"/>	Nationality	<input type="text"/>
Country of birth	<input type="text"/>	Please enclose a copy of your child's full birth certificate.	
Australian citizen	<input type="checkbox"/> Yes <input type="checkbox"/> No	Permanent resident visa number	<input type="text" value="if applicable"/>
Please enclose evidence of residency/citizenship 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"/>			
Occupation	<input type="text"/>	Employer	<input type="text"/>			
Business telephone	<input type="text"/>	Title/role	<input type="text"/>			
Personal email	<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

# PART B FAMILY PROFILE

## Parent 2

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"/>		
Occupation	<input type="text"/>		Employer	<input type="text"/>		
Business telephone	<input type="text"/>		Title/role	<input type="text"/>		
Personal email	<input type="text"/>					
Business email	<input type="text"/> optional					
Postal address	<input type="text"/> 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

## 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):

<input type="checkbox"/> Address of Parent 1	<input type="checkbox"/> Permanently	<input type="checkbox"/> Balanced	<input type="checkbox"/> Occasionally
<input type="checkbox"/> Address of Parent 2	<input type="checkbox"/> Permanently	<input type="checkbox"/> Balanced	<input type="checkbox"/> Occasionally
<input type="checkbox"/> Other address (please specify):	<input type="checkbox"/> Permanently	<input type="checkbox"/> Balanced	<input type="checkbox"/> 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 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		
If not born in Australia, how long have you resided in Australia?		
Languages spoken by parents		
Languages spoken with child		
Main language used in 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.



**Pre-school Application**

All applications must be accompanied by your child's most recent immunisation certificate.

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

Please select either St Mark's or St Michael's, or order of preference if you would like to be considered for both. Transfers between the Pre-schools are not permitted once a place has been offered and accepted.

Please complete section A, B **or** C below:

<b>A</b>	<b>Order of preference (1 or 2)</b>	<b>Calendar year of entry</b>	<b>Term</b>
St Mark's (Darling Point)			
St Michael's (Vaucluse)			

<b>B</b>	<b>Calendar year of entry</b>	<b>Term</b>
No preference. Either St Mark's or St Michael's		

<b>C</b>	<b>Calendar year of entry</b>	<b>Term</b>
Only St Mark's (Darling Point)		
Only St Michael's (Vaucluse)		

**Please answer the following question before continuing**

Do you wish to apply for admission into Kindergarten (or any subsequent year)? There is no automatic progression from St Mark's Pre-school or St Michael's Pre-school to the Junior or Senior Schools. If you would like to apply for a place in Kindergarten (or any subsequent years) for your child you must complete Part E.

Yes  **Please complete Part E Kindergarten to Year 12 on page 7**    No  Go to Part F Signatures on page 8





## 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



**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, Privacy Information Collection Notice and Privacy Policy (all available at [www.cranbrook.nsw.edu.au](http://www.cranbrook.nsw.edu.au)), and are aware that these may change at any time;
3. Understand that submitting this *Application for Admission Form* and payment of the application fee is not a guarantee of a place at Cranbrook School;
4. Agree that Cranbrook School may contact our child's current school (if any) for the purpose of obtaining a reference or recommendation;
5. 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 then in force and pay the enrolment fee (for a place in Kindergarten to Year 12) and/or the deposit (for a place in St Mark's or St Michael's Pre-school); and
6. Confirm that to the best of our knowledge, the information in the *Application for Admission Form* 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*
- 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
- Copies of residency/citizenship papers if child or both parents were born overseas
- Copy of birth certificate
- Copy of last two school reports (if applicable)
- Copy of most recent NAPLAN and any other external testing results (if applicable)
- Other educational supporting documents (if applicable)
- Copy of Court Orders and/or Parenting Plans (if applicable)
- Australian Immunisation Register (AIR) Immunisation History Statement (Pre-school applications only)

### 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](mailto:enrol@cranbrook.nsw.edu.au)  
 T 61 2 9327 9000



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

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](http://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](http://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 January 2018

**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](http://www.cranbrook.nsw.edu.au)

**Email**

[enrol@cranbrook.nsw.edu.au](mailto:enrol@cranbrook.nsw.edu.au)



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