



---

# Admission Policy

## Applications for Admission

To apply for a place at Cranbrook School for your child, you must submit a completed and signed application form, along with supporting documents and the non-refundable Application Fee.

Applications for admission must be on the current *Application for Admission Form* or *Application for Admission Form – Overseas Students*, as appropriate. A separate application form must be completed for each child.

Applications for admission will be accepted only after the birth of the child.

Applications for admission will only be processed once the Admissions Office has received a fully completed application form signed by both parents, all the supporting documentation requested on the application form, and payment of the non-refundable Application Fee.

The Admissions Office will confirm receipt of the application and your child will be placed in the waiting pool(s) for the nominated point(s) of entry. **Acceptance of an application does not guarantee a place at the School for your child.**

## Entry Points

### *Pre-schools*

Applications may be made for entry to St Mark's Pre-school or St Michael's Pre-school, or both.

For applications into Pre-school, your child must be three years old by 31 March in the year of entry. Children may be enrolled to commence in the year of entry if they have reached the age of three by 31 January. Those turning three between 1 February and 31 March in the year of entry will still be considered for a place. Families with children in this age bracket will be expected to pay tuition fees to hold their place up until their child can commence pre-school on or after their third birthday.

There is **no** automatic progression from St Mark's Pre-school or St Michael's Pre-school to Kindergarten at Cranbrook School. Application for admission into Kindergarten involves a separate waiting pool and admission process. If you would like to apply for a place in Kindergarten as well, please indicate this on the application form.

### *Junior and Senior School*

There are three intake years for admission to the Junior and Senior School:

- Kindergarten
- Year 3 (a small intake of 10 to 15 children only)
- Year 7.

For applications into Kindergarten, your child must be five years old by 31 March in the year of entry.

Applications may be made for admission into non-intake years. Vacancies in non-intake years are limited and unpredictable, and vary from year to year. Places can only be offered in non-intake years when vacancies arise.

Please indicate on the application form all potential entry points for which you would like your child to be considered.

### *Boarding*

Applications may be made for boarding places for any year from Year 7. Priority for boarding applications is given to those applying for Year 7.

---

## Assessments and Interviews

Applications for admission are often made by parents many years in advance so the School may seek a further confirmation of interest from you regarding a place for your child in the School closer to the potential date of entry. You may be contacted up to eighteen months before the potential date of entry for Pre-school and Kindergarten and up to two and a half years before the potential date of entry for Year 3 and Year 7.

On confirmation that you still wish your child to be considered for a place, offers for assessment and interview are made having regard to a number of factors.

An application may be cancelled if no confirmation of interest is received.

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

Assessments and interviews may be held up to twelve months before the potential date of entry for Pre-school and Kindergarten and up to two years and six months before the potential date of entry for Year 3 and Year 7.

Prior to assessment and interview, you must provide:

- Two recent school reports if your child is already at school; and
- Any other supporting documentation which has been updated subsequent to submitting the application form.

The assessment involves your child participating in activities under the observation of professional staff.

- **Kindergarten:** Applicants attend the Junior School to undertake a Kindergarten Readiness Assessment.
- **Year 3:** Applicants will participate in activities and observations in a classroom setting at the Junior School.
- **Year 7:** Applicants will participate in activities under the supervision of the Admissions team including on-line activities, divergent and creative thinking tasks, and observational time.
- **Junior School non-intake years:** Applicants will participate in activities and observations in a classroom setting at the Junior School.
- **Senior School non-intake years:** Applicants will attend an interview accompanied by their parents and may participate in assessment activities under the supervision of the Admissions team, depending upon the timing of the application.

Interviews are held subsequent to the assessment and should be attended by your child and both parents. If only one parent is able to attend, please advise the Admissions Office prior to the interview.

## Offers of Places

After the assessment and interview, your application will be reviewed.

Offers of places are made subject to availability and at the discretion of the School.

Whilst Cranbrook School does not support a chronological waiting list, or offer children/grandchildren of Old Boys or siblings of current students a guaranteed place, such factors may be considered in the review of your application.

Following the assessment and interview, you will be notified in writing if an offer is to be made or if your application was unsuccessful.

To accept the offer and confirm your child's place, both parents must sign and return the *Confirmation of Acceptance* (which includes your agreement to abide by the *Enrolment Terms and Conditions*) and *Authority to Release Personal Information* by the required date. You must also provide the other documentation requested in the offer letter and pay the Enrolment Fee or Deposit (as applicable) by the required date.

If the School is unable to offer your child a place at a particular point of entry, your application will only be transferred to the waiting pool for a subsequent point of entry if you nominated a subsequent point of entry on your application form or you contact the Admissions Office in writing to request the application be amended to be considered for a subsequent point of entry.

---

## **Prerequisites to Commencement and Continuing Enrolment**

Students attending either Pre-school are required to be fully toilet trained prior to commencing at the Pre-school.

All students are expected to support the School's goals and values and comply with the School rules to maintain their enrolment. This includes, without limitation, meeting the School's expectations in relation to behaviour, attendance, attitude and academic progress, in accordance with the *Enrolment Terms and Conditions*.

Parents are expected to support the School's goals and values, pay the school fees and charges for their child and comply with the *Parent Code of Conduct*, in accordance with the *Enrolment Terms and Conditions* to maintain the enrolment of their child.

## **Fees**

Fees and charges are determined each year by the School Council. The current fees are listed in the Fees Schedule on the School's website.

### ***Application Fee***

On submitting your application, you will be required to pay a non-refundable Application Fee to cover administration costs.

### ***Enrolment Fees – Kindergarten to Year 12***

An Enrolment Fee must be paid at the time an offer of enrolment is accepted. The Enrolment Fee confirms the enrolment of your child at a particular point of entry. The Enrolment Fee is not refundable, whether or not your child starts at the School.

The Enrolment Fee is not credited towards tuition fees.

### ***Deposit – Places in St Mark's Pre-school or St Michael's Pre-school***

A Deposit must be paid at the time that an offer of enrolment is accepted. The Deposit confirms the enrolment of your child at a particular point of entry. The Deposit is refundable when your child leaves the Pre-school, provided at least one full term's notice has been given and all accounts paid. If your child does not start at the Pre-school, the Deposit is non-refundable.

The Deposit is not credited towards tuition fees.

## **Changes to Applications**

Subsequent to making an application, if you wish to amend the point of entry for which you have applied, you must make this request in writing to the Admissions Office including your child's full name, address, the current point of entry and calendar year for which you have applied, and the new point of entry and calendar year for which you wish to apply.

Once an offer of enrolment into a particular entry point has been offered or accepted, this place is not transferable to another point of entry at any time.

## **Not Taking Up an Accepted Place**

If your child does not take up a place that has been offered and accepted, the Deposit/Enrolment Fee will be forfeited.

If notice in writing of this withdrawal is not given:

- on or before 30 June in the preceding year for a place commencing at the start of Term 1,
- at least two full terms prior to commencement for a place commencing at any other time, or
- for Pre-school places, by the date outlined in the offer of enrolment,

a full term's tuition fees in lieu of notice will be charged for day places, and two full term's tuition and boarding fees in lieu of notice will be charged for boarding places.

---

If your child does not take up a place that has been offered and accepted, you may make a request in writing to the Admissions Office for your original application to be amended to be considered for a subsequent point of entry. If a place is offered and accepted for this subsequent point of entry, no additional Deposit/Enrolment Fee will be payable for this subsequent enrolment provided the required notice in writing of withdrawal was given.

### **Special Needs/Medical Conditions**

The School must 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 resources, facilities and support for your child should a place be offered.

You must fully and accurately disclose any special or individual needs, (including medical, physical, learning, or psychological needs, medical conditions and/or health care requirements) in the application form.

Where any of these matters change or where any new matters arise subsequent to submitting your application, 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.

### **Change of Contact Details**

It is essential that at all times the Admissions Office has up to date contact details for each parent because if at any stage of the application or enrolment process the School cannot contact you, the application or enrolment will not be able to progress and your child will be removed from the waiting pool(s) or enrolment list.

Changes of contact details must be notified to the Admissions Office in writing, clearly stating your child's full name and previous contact details, as well as your new contact details.

### **Overseas Students**

Applications for children who will be applying on a student visa should be made on the *Application for Admission Form – Overseas Students*.

Tuition at the School is in English and competence in English is a condition of entry. If at assessment and interview your child does not show evidence of the required competence, you may re-apply after your child has completed an intensive English course (at your discretion and expense).

Further information about applications for children who are not Australian Citizens or Permanent Residents can be sought from the Admissions Office.

### **Correspondence Regarding Admissions**

All correspondence regarding admissions should be addressed to the Admissions Office in writing.

### **Change of Policy**

Cranbrook School reserves the right to change the Admission Policy at any time without notice.

### **Further Information**

For further information about Cranbrook School's Admission Policy please contact the Admissions Office.

Cranbrook School  
Director of Admissions and External Relations  
5 Victoria Road  
Bellevue Hill NSW 2023  
E [enrol@cranbrook.nsw.edu.au](mailto:enrol@cranbrook.nsw.edu.au)  
T 61 2 9327 9000