



Cranbrook School

# Application for Admission

- Overseas Students



**CRANBROOK  
SCHOOL**

EST. 1918



# 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 and External Relations  
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 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 Services 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, flowing style.

**Nicholas Sampson**  
**Headmaster**



# APPLICATION FOR ADMISSION FORM PART A CHILD

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](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"/>		
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	<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

### Family composition and history

Child lives with (please mark all that apply):

<input type="checkbox"/> Two parents	<input type="checkbox"/> Mother only	<input type="checkbox"/> Father only	<input type="checkbox"/> Mother and step parent	<input type="checkbox"/> Father and step parent
<input type="checkbox"/> Other adults – grandparents or other guardians (please specify)	<input type="text"/>			
<input type="text"/>				

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 <input type="text"/>
<input type="text"/>			

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

<input type="checkbox"/> Mother deceased	<input type="checkbox"/> Father deceased	<input type="checkbox"/> Parents separated	<input type="checkbox"/> Parents divorced
<input type="checkbox"/> Mother remarried/repartnered	<input type="checkbox"/> 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 and External Relations 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](http://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 documents with English translations 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, 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](mailto: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 ☐

### Bank Transfer

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

BSB: 062 156

Account number: 10319658

Account Name: Cranbrook School

SWIFT Code: CTBAAU2S

### 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.

**Cranbrook School**

ABN 79 000 007 723

CRICOS Registered Provider 02298E

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**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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