



Cranbrook School

# Application for Admission



**CRANBROOK  
SCHOOL**  
EST. 1918





# 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).

Applications must be accompanied by the non-refundable application fee of \$300.

This is payable by online credit card payment only.

We accept Visa, Mastercard and American Express.

Please visit <https://www.cranbrook.nsw.edu.au/enrolment/apply-to-enrol/> and click on *Pay Application Fee Here* under the first step of the Enrolment Process.

You will receive a letter confirming receipt of your application.

## 2. Observations, Assessments and Interviews

Observations, assessments and interviews may be held up to:

- Twelve months before the potential date of entry for Pre-School and Kindergarten
- Two years before the potential date of entry for Year 3
- Two years and six months before the potential date of entry for Year 7
- One year before the potential date of entry for Year 11.

Observations, assessments and interviews involve your child participating in activities under the observation of professional staff, and an interview which should be attended by your child and both parents.

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

## 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.

**Additional information about the School and the Application Process, including the Admission Policy and Enrolment Terms and Conditions, can be found at [www.cranbrook.nsw.edu.au](https://www.cranbrook.nsw.edu.au).**

# 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 greater 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

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, or where a parent holds a visa which allows their child to undertake education while in Australia. Children who will be applying on a student visa should complete the *Application for Admission Form – Overseas Students*.

## Child details

Surname	<input type="text"/>	Given names	<input type="text"/>
Preferred name	<input type="text"/>	Gender	<input type="text"/>
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.

Australian citizen	<input type="checkbox"/> Yes <input type="checkbox"/> No	If No, Visa type	<input type="text"/>	Visa number	<input type="text"/>
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		



### 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):

- ☐ Two parents ☐ Parent 1 only ☐ Parent 2 only ☐ Parent 1 and step parent ☐ Parent 2 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 <input type="text"/> |

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

- ☐ Parent 1 deceased ☐ Parent 2 deceased ☐ Parents separated ☐ Parents divorced  
☐ Parent 1 remarried/repartnered ☐ Parent 2 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 parent/grandparent a past student? ☐ Yes ☐ No

Parent's name		Exit year		House	
Grandparent'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					



## PART C HEALTH AND INDIVIDUAL NEEDS

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.

Does your child have any health considerations? ☐ Yes ☐ No

Please provide details of any health considerations relating to your child, including 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? ☐ Yes ☐ No

Please provide detail of any social, emotional or intellectual difficulties, or any special learning needs. Please attach relevant supporting documentation.

Are there any cultural, religious, dietary or other considerations relating to your child? ☐ Yes ☐ No

Please provide details of any cultural, religious, dietary or other considerations. Please attach relevant supporting documentation..

Does your child currently receive or 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? ☐ Yes ☐ No

Please provide details of any special provisions and special or individual needs or abilities.



### Pre-School Application

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

Please note your child must be fully toilet trained prior to commencing at the Pre-Schools.

Please select either St Mark's or St Michael's, or both if you do not have a preference and confirm the year of entry that you would like to apply for.

#### St Mark's Pre-School located at Darling Point

St Mark's Pre-School operates a 5 day early education programme for children commencing in Kindergarten the following year.

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

Calendar year of entry  Term

#### St Michael's Pre-School located at Vacluse

St Michael's Pre-School operates a 2 day programme (Thursday and Friday), a 3 day programme (Monday, Tuesday, Wednesday) and a 5 day programme.

Your child must be three years old by 31 March in the year of entry. Please refer to the Admission Policy for further information.

Calendar year of entry  Term

#### 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 School. 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 ☐ Got to Part F Signatures on Page 8





## Kindergarten to Year 12 Application

The Junior School is for boys only. The Senior School is currently for boys only however will become co-educational commencing in 2026. Applications may be made for girls to attend the Senior School for entry from 2026 onwards.

Select your enrolment options from the five choices below.

**Intake years** are for Kindergarten, Year 3, Year 7 and from 2026, Year 11. 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. Applications for admission into Senior School non-intake years for girls may only be made for years of entry that will be co-educational at the time of entry.

Please note boarding is currently available for boys only.

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 student  Boarder

### Year 11

Calendar year of entry  Term

Day student  Boarder

### Non intake years

Academic year  Calendar year of entry  Term  Day student  Boarder

Academic year  Calendar year of entry  Term  Day student  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

dd / mm / yyyy

Signature of Parent 2

Date

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 by credit card at <https://www.cranbrook.nsw.edu.au/enrolment/apply-to-enrol/>
- ☐ Copies of any medical, psychological or other reports that may be relevant to meeting your child's needs
- ☐ Copies of permanent residency/citizenship papers if child or both parents were born overseas
- ☐ Copy of visa which allows child to undertake education while in Australia (if applicable)
- ☐ 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)

**Cranbrook School**

ABN 79 000 007 723

CRICOS Registered Provider 02298E

Published August 2022

**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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