

POLICY NAME	ADMISSIONS POLICY			POLICY NO.	06
EFFECTIVE DATE	April 2021	DATE OF LAST REVISION	April 2021	VERSION NO.	01
ADMINISTRATOR RESPONSIBLE	Registrar	CONTACT INFORMATION	admissions@cggs.act.edu.au		
APPLIES TO					
FACULTY		STAFF	Yes	STUDENTS	Yes
STUDENT EMPLOYEES		VISITORS		CONTRACTORS	

Background

Established in 1926, Canberra Girls Grammar School (CGGS) is a proudly independent and non-selective Anglican school. Honouring our strong tradition and heritage, CGGS is committed to being an exemplary school in the Anglican faith. CGGS is co-educational from Reception (three years of age) through to and including Year 3. From Year 4, the School is an all-girls school.

CGGS is an International Baccalaureate (IB) World School offering both the Primary Years Programme (PYP) and the Diploma Programme (DP). The PYP is for pupils aged three to 12 years and focuses on the development of the whole child in the classroom and in the outside world. The DP is for students aged 16 to 19 years. It is a two-year curriculum (Years 11 and 12) leading to final external examinations and a qualification that is recognised by leading universities around the world.

In partnership with our families, we aim to provide an exceptional, holistic education to children and young women. We strive to equip them with the academic learning, emotional intelligence and creative skills to become resilient compassionate, critical thinking leaders of the future.

Purpose

The purpose of this document is to inform prospective students and families of the process, terms and conditions of enrolment at Canberra Girls Grammar School (CGGS). It also guides those staff engaged in the enrolment process to follow admissions procedures in a transparent and consistent manner.

Terms of enrolment

The Education Act of 2004 deems it compulsory that all children residing in the ACT between the ages of six and 17 years old are enrolled in and attending a school or registered home schooling until they complete Year 10 (Australian Capital Territory, 2021).

If the child turns five on or before 30 April they can start Prep. the first day of Term 1 in that year. If the child turns five after 30 April they can start Prep. the first day of Term 1 in the following year.

Early entry is offered to eligible families to meet the needs of their children in the early years of their education at the Principal's discretion.

If seeking delayed enrolment until six years of age, the family will need to apply for an exemption from the requirement that all children aged between six and 17 years must be enrolled.

Intake and Offering

There are five main intake years for admission to Canberra Girls Grammar School:

- Reception
- Preparatory
- Year 4 (girls only)
- Year 7
- Year 10

Vacancies in non-intake years are limited and variable. Due to the transient nature of the School's Defence, government and diplomatic enrolments, places often become available throughout the year. Enrolment in non-intake years and throughout the school year is at the discretion of the Principal. Families are encouraged to apply well in advance of the preferred year of admission.

In cases where the child is three years of age but not yet toilet trained, enrolment to the ELC can be deferred for up to one term, for a \$200 holding fee. Subsequent deferrals will be approved at the Principal's discretion.

It is the responsibility of prospective families to update the School of any change of contact details or the desired year of entry. Failure to do so may result in a change of place on the waitlist.

Once enrolled, a student's place is assured until Year 12, with no further application for enrolment required. The key intake enrolment period is April to June annually.

CGGS offers the following:

- ELC and Junior School (Reception to Year 6): International Baccalaureate's Primary Years Programme (PYP)
- Senior School (Year 7 to Year 10): curriculum delivered under the auspices of the Dept of Education
- Senior School (Year 11 and Year 12): choice of ACT Board of Senior Secondary Studies (BSSS) package (tertiary or accredited) or the International Baccalaureate Diploma Programme (IBDP).

Where enrolment applications exceed available places the following criteria will be considered:

- age at enrolment application
- sibling/s currently attending CGGS
- sibling/s currently enrolled to attend CGGS
- a relative is a Grammarian (alumni)
- Boarding applicants have preference in the Senior School, subject to availability in the Boarding House
- a full-time ELC enrolment request is given preference over part-time enrolment.

Application Process

1. Application

To apply for a place at School an applicant must complete an online application form (a hard copy is available upon request) and pay a non-refundable \$165 application fee. A separate application form and application fee is required for each child.

The applicant will receive an automated acknowledgement of receipt when applying via the online portal, or an email from the Admissions office if applying in hard copy.

The application/s will be processed and added to the enrolment waitlist in order of date of application, appropriate to the year of entry. The successful lodgment of an enrolment application with an accompanying application fee does not guarantee a child a place at the School.

2. Documentation

The Admissions office will contact an applicant requesting supporting documentation nearer to the enrolment date indicated in the application for enrolment.

Supporting documentation may include:

- Birth certificate
- Immunisation report
- School reports
- NAPLAN results
- Visa/passport

International students will also need to provide written evidence of proficiency in English as a second language (e.g. AEAS test score which satisfies the School as outlined in International Student Handbook). Further information pertaining to the enrolment of international students can be found in Appendix A - International Admissions.

3. Letter of Offer

Successful applicants will receive a Conditional Letter of Offer confirming a place at the School, pending an interview with the Deputy Principal (Head of School) or delegate and payment of the enrolment deposit. The enrolment deposit is non-refundable and is credited towards the first term's tuition fee.

A place is held when the enrolment documentation and the non-refundable enrolment deposit has been provided to the Registrar by the applicant. A Conditional Letter of Offer includes:

- Enrolment Agreement
- Request for information/Medical forms

4. Acceptance of offer

To accept the offer of enrolment and to confirm a child's enrolment at the School, all legal parents/guardians must sign, date and return the Enrolment Agreement. They must also complete and return the required forms in the Conditional Letter of Offer and pay the non-refundable Enrolment Deposit by the required date.

Failure to do so before the required date may result in a loss of offer with their name being returned to the waitlist and the process may need to be renewed.

If the School is unable to offer a child a place at a particular entry year, the application will be placed on a waitlist for a subsequent point of entry and the enrolment deposit owed to the year of entry.

An application may be cancelled if an acceptance of offer or a deferral of offer is not received.

5. Interview

Once an offer has been accepted, the child will be invited to attend an interview with the Deputy Principal (Head of School) or the Director of the ELC. The child and any legal parents/caregivers are required to attend the interview.

Additional interviews are required for applicants seeking to commence in Years 11 and 12.

- Students wishing to commence their studies in Year 11 must have an interview with the Director (Studies) to discuss their academic package in their senior years. This may involve a meeting with the IB Coordinator for particular questions around the International Baccalaureate Diploma Programme.
- Applicants wishing to move to CGGS in Year 12 must first have an interview with the Director (Studies) to ensure that the applicant is able to continue their subjects (and continue their academic package) for Year 12.

Interviews are scheduled six months before the desired date of enrolment for the Early Learning Centre and Senior School. The Junior School has continuous interviews throughout the year.

The interview is the final step in the enrolment process and aims to establish the needs and expectation of both parties. All offers of enrolment are conditional on the outcome of the interview and the provision of all requested information. For those applicants applying outside of Canberra, a telephone or online interview can be arranged.

6. Confirmation Letter

A Confirmation Letter of Enrolment will be sent to successful applicants shortly after the interview. Applicants who do not wish to continue with their enrolment are required to inform the Registrar in writing.

Applicants who were unsuccessful in their enrolment application will be advised of this in writing.

The process for applying for enrolment at the School is also outlined in the Enrolment Journey which is published on the School's website: www.cggs.act.edu.au.

Exceptions

The Principal reserves the right to use alternate criteria to offer or decline enrolment to any student, regardless of waitlist criteria. Furthermore, admission into non-intake years may be made at any time at the Principal's discretion as places become available.

Additional notes

The CGGS Admissions Policy (the Policy) has been approved by the Canberra Grammar School Board and may not be altered or varied except by its authority. The Admissions Policy is published on the [School's website](#). The School reserves the right to initiate changes to the Policy reflecting the needs of the School and the community at any time without notice. The School Board reserves the right to alter its enrolment policy when necessary.

Definitions

TERM	DEFINITION
applicant	An applicant refers to the person or persons making the application, or the child to whom the application refers.
BSSS	Board of Senior Secondary Studies
CGGS	Canberra Girls Grammar School
child	A person under 18 years of age
co-educational	Providing education to both boys and girls
DP	International Baccalaureate Diploma Programme
ELC	Early Learning Centre
Grammarian	Past student of the School/CGGS Alumni
IB	International Baccalaureate (IB)
Junior School	Reception to Year 6
Non-selective	Enrolment is not based on academic standards
Pre- Preparatory (Pre-Prep.)	Pre-School (4 year-old entry)
Preparatory (Prep.)	Kindergarten (5 year-old entry)
PYP	International Baccalaureate Primary Years Programme
Reception	Day Care (three-year old entry)
Senior School	Year 7 to Year 12
sibling	A sibling is the brother or sister of a current student of CGGS or the brother or sister of a student who has been offered and has accepted a place for the future, or the brother or sister of a past student.

Related policies and other references

Admissions Procedures
 CGGS Enrolment Agreement
 CGGS Enrolment Agreement – International
 Disability Discrimination Act 1991 and the Disability Standards for Education 2005.
 Education Act 2004
 Formalisation of International Student Enrolment and Written Agreements Policy

VERSION HISTORY

VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE
01	Executive Director – Communications and Engagements	April 2021	Revised as part of internal policy review processes.
02		April 2022	