

1. About the School

- 1.1 Mentone Grammar School (the School) is an independent school offering exceptional educational opportunities for students from Early Learning (ELC 3) to Year 12.
- 1.2 The School currently provides various curricula:
 - (a) The Early Learning Centre (ELC 3 & ELC 4), which is based on the Australian National Quality Standards for early

Vocational Major (VCE Voc) commitment to inclusivity.

- 1.4 Mentone Grammar affirms that its teaching and learning programs are consistent with the principles of the Australian democracy.

2. Enrolments Policy

- 2.1 Through this Enrolments Policy, the School aims to:
 - (a) Maintain a transparent and equitable enrolment process for prospective students.
 - (b) Ensure enrolment decisions are fair, unbiased and not unlawfully discriminatory.
 - (c) Maintain a diverse student body, embracing various cultural backgrounds and faiths.
 - (d) Clearly communicate the School's enrolment process to prospective parents or legal carer/s (referred to as parents for convenience)
 - (e) Provide for the educational needs of all its students in a manner that reflects the School's duty of care obligations.
 - (f)



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3.1 The main entry points into the School are traditionally:

- (a) The Early Learning Centre (ELC 3 & ELC 4)
- (b) Foundation.
- (c) Year 5.
- (d) Year 7.

3.2 Other levels may have vacancies available for new students, except for Year 12.

3.3 Parents can add a prospective student to the School's wait list at any time from the student's birth. This requires an online Registration for Enrolment form, along with a non-refundable,



- 3.4 For ELC 3, students must have turned three (3) by January 31 of the proposed commencement year. For ELC 4, students must have turned four (4) by April 30 of the proposed commencement year. Full toilet training is required for ELC enrolment. Direct entry into Foundation from Early Learning is not offered (see 8.4).
- 3.5 The School complies with the “No Jab, No Play” Legislation, and is unable to provide enrolment into the ELC unless the prospective student is fully vaccinated for their age, on a vaccination catch-up program, or unable to be fully immunised for medical reasons.
- 3.6 For Foundation, students must have turned five (5) by April 30 of the proposed commencement year and be, in the School’s reasonable opinion, school-ready.
- 3.7 The School is listed on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) and accepts applications from international students for entry in Years 10-11. English language requirements, as well as English assessment, must be met.
- 3.8 In determining the school readiness of a child, the following are examples of factors that will be considered:
 - (a) Separation: Is the child ready to separate from the parent for a day?
 - (b) Physical independence: Can the child manage toileting and their own clothes and belongings independently?
 - (c) Social maturity: Is the child ready to be part of a large group?
Can the child interact with other children and adults?
Can the parent and the child cope with a wide cross-section of the community with different ideas and behaviours?
 - (d) Communication: Is the child able to communicate assertively and effectively (such as seeking assistance when required)?
 - (e) Language: Is the child able to communicate in order to be understood?

4 Enrolment Eligibility

- 4.1 To be eligible for enrolment, the prospective student must be either:
 - (a) An Australian citizen.
 - (b) Entitled to enter and stay in Australia without limitation.
 - (c) Deemed eligible and approved for enrolment by the Principal as determined at their sole discretion.

5 Enrolment Policy

- 5.1 The School maintains an open entry policy but may:
 - (a) Offer scholarships or bursaries to specific student groups, and also for enrolments at the Principal’s discretion.
 - (b) Base enrolment decisions on the School’s ability to provide educational services to the particular student.
 - (c) Apply the priorities set out in clause 5.2(c) of this policy.
- 5.2 The School takes into account a range of criteria when making offers to students, in line with the principles of this policy, including but not limited to the following:
 - (a) The information provided in the online Registration for Enrolment and New Student Profile forms.
 - (b) The student’s enrolment interview and if applicable, pre-enrolment assessments.



(c)



(c) Separate Registration for Enrolment forms are required for each prospective student. All registered prospective



- 8.1 At all times, the Principal has absolute discretion to make the final decision about whether an offer of enrolment should be made to a prospective student.
- 8.2 Any offer of enrolment made by the School will be made in writing.
- 8.3 Entrance fees:
- (a) \$1000 non-refundable, non-transferrable Entrance Fee - first child at Mentone Grammar
 - (b) \$400 non-refundable, non-transferrable sibling Entrance Fee - second or subsequent child at Mentone Grammar.
 - (c) \$200 non-refundable, non-transferrable Returning Student Entrance Fee.
 - (d) \$1000 non-refundable, non-transferrable Foundation Holding Fee.
Fee will be deducted from Term 1 Foundation fees if your child commences in Foundation.
- 8.4 Places offered in the Mary Jones Early Learning Centre (ELC) do not guarantee a place in Foundation. During the first term of ELC 4, the School will contact the ELC parents to confirm their intent to proceed with the Foundation application. Places will be offered in accordance to priority in accordance with this policy.
- 8.5 The enrolment offer does not guarantee the programs, subjects, sport or cocurricular offerings that will be provided in future years, including but not limited to enrichment, learning support and wellbeing. These may change from year to year according to the School's operational needs.
- 8.6 It is not the School's practice to disclose a prospective student's place on the waiting list, or provide specific feedback regarding the timing of an offer of enrolment (or, where no offer is made, the reasons for this).
- 8.7 All tuition fees and course levies, and other charges and levies, imposed by the School for that school year (collectively, the School Fees) in relation to a student's enrolment are set out in the Schedule of Fees. A portion of funds raised or fees raised by the the School may be used to support the operation of the ELC. A copy of the current Schedule of Fees is available on the School's website.
- 8.8 In the ordinary course, each parent must agree to be bound by the School's Terms and Conditions of Enrolment. In the event that only one parent agrees to be bound by the School's Terms of Business, or to be liable for the payment of school fees, acceptance of any such arrangement is at the School's absolute discretion.
- 8.9 If parents accept an offer of enrolment but the student does not subsequently begin schooling at the School, the parent(s) will forfeit the registration fee, Entrance Fee, and Foundation Holding Fee paid to the School, as these fees are non-refundable and non-transferrable.

- 9.1 Parents must notify the School in writing if they wish to defer, refuse or vary an offer of enrolment. This must occur by the date stated in the offer of enrolment, otherwise fees will be payable in





11.5

