



APPLICATION FORM

Sydney Grammar School

Headmaster

RB Malpass BA DipEd PhD

Master of the Lower School

RBC Hesketh MA DipEd PhD

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NSW 2010

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Sydney Grammar School, Edgecliff Preparatory School

Headmaster

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Sydney Grammar School, St Ives Preparatory School

Headmaster

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Conditions of Enrolment and Admission

A School Attendance, Leave and Uniform

- 1 The School has a strict attendance policy. All boys must attend school on all school days in term and must attend sport or other compulsory activities on all Saturdays or other days or times on which they are required to play or to watch sport or to take part in any other compulsory event unless granted leave in writing in advance by the responsible person or prevented from attending by misadventure or illness.
- 2 Attendance must be in the prescribed School or sports uniform as required unless explicit permission has been granted to wear non-uniform clothes.
- 3 Any misadventure or illness which prevents attendance must be notified to the School as soon as possible and further explanation provided as required in accordance with the requirements of each branch of the School.
- 4 Requests for leave in advance will be considered under the terms of the School's Policy on Leave and Related Matters as issued or amended by the Headmaster from time to time.
- 5 Leave is considered under the following categories only (in summary form): health-related reasons; bereavement; serious compassionate reason as judged by the School; the funeral of a close relative or friend; special religious observance, as approved for leave by the School; participation in an approved School-based competition or activity or a competition or activity closely connected to the same, as judged by the School; and exceptional and compelling circumstances as judged by the School.
- 6 Requests for leave to be granted must be sent in writing to the address and person nominated by the relevant branch of the School from time to time.
- 7 Failure to attend regularly or truancy may lead to the removal of a boy from the School by the Headmaster.

B School Work, Sport etc.

- 8 At College Street each boy is given a copy of the School Rules in his School Diary. He is expected to keep the Diary with him at School and to know and obey the School Rules.
- 9 Regular reports upon the conduct and progress of the boy will be sent to the parent.
- 10 Each boy must do the prescribed homework.
- 11 Promotion from year to year and retention in the School depend upon satisfactory progress and conduct. These considerations are especially important for entry to the First Form and to the Fifth Form at College Street.
- 12 A high standard of behaviour is expected from parents. Parents must treat all staff and members of the School community with respect and courtesy at all times. Written and spoken communications should always be civil and courteous.
- 13 Sport is an important part of the School's programme. The School endeavours as far as reasonably possible to ensure that sporting activities are both safe and enjoyable. The risks associated with each sport are regularly assessed, as is the condition of equipment and grounds. Accidents do happen from time to time, and it is important that you are aware of the risks associated with playing the sports in which your son participates. Details of some of the main risks associated with particular sports are available from the Sportsmaster's Office.
- 14 Boys in Third Class and above at the Preparatory Schools participate in School sport. Sport is compulsory for all boys in all Forms at College Street up to the end of Third Term in the Fifth Form, after which point it is optional. A boy who is chosen to represent the School at any level must fulfil this obligation in preference to any commitment to an outside body. School sport comes before club sport, for example.

C Payment of Fees, Removal

- 15 The School fees shall be as the Trustees from time to time determine. Such fees are payable by the parents in advance in three equal instalments at the commencement of the First, Second and Third Terms and the School shall be under no obligation to render an account or make a demand.
- 16 Each parent is jointly and severally liable for the payment of fees and for the payment of any additional charges incurred in respect of compulsory activities or purchases or incurred with the consent of either parent. Each parent is jointly and severally liable for costs incurred by the School including legal costs in recovering or attempting to recover fees or charges payable which remain unpaid.
- 17 If the School fees for a boy remain unpaid six weeks after the relevant due date, he may not continue to attend the School except with the permission of the Trustees.
- 18 A boy will not be admitted at the commencement of a term if fees for the previous term remain unpaid.
- 19 Before the removal of a boy from the School by his parents, one full term's notice in writing must be given to the Headmaster. Where a boy is removed and notice has been given in accordance with the above provision, the total fee charged for the boy's period at the School in that calendar year will be equal to the number of terms attended in that calendar year times one quarter of the annual tuition fee. In cases where adequate notice has not been given, an additional fee equal to one quarter of the annual tuition fee will be charged.
- 20 If a boy's parents wish to withdraw him temporarily from the School the Headmaster may, in his absolute discretion, hold open the boy's place for as long as he thinks fit. In such cases, full fees are payable. One full term's notice should accompany a request for temporary withdrawal unless the reasons for the request have arisen unexpectedly.
- 21 The Headmaster may require the removal from the School at any time of any boy whose conduct or progress he considers unsatisfactory, or whose parents he considers not to be complying with these conditions. If the boy is removed during a term, the School is entitled to retain or be paid, as the case may be, that term's fees. Without limiting or being limited by the

generality of the foregoing, where the Headmaster is of the opinion that the conduct of a boy is so unsatisfactory as to affect the interests of either the School or other boys attending the School, then the Headmaster may remove any boy concerned forthwith. Without being exhaustive, a boy's use, possession or supply of illegal drugs, whether inside or outside the School, would be conduct so affecting the interests of either the School or other boys attending the School.

- 22 The Headmaster may at any time suspend the right to attend the School or any of its premises or any School activities of any boy whose conduct or progress he considers unsatisfactory, or whose parents he considers not to be complying with these conditions. No fees paid or payable for the period of suspension shall be remitted.
- 23 No remission of fees either in whole or in part shall be made should the boy be absent from the School for any reason.

D General

- 24 "Headmaster" means the Headmaster of Sydney Grammar School or in the case of a boy attending St Ives or Edgecliff, the relevant Headmaster of the Preparatory School.
- 25 "Prescribed" means prescribed or required by the Trustees or the Headmaster, or with their or his authority.
- 26 "Enrolment" means entry of a boy's name on the School's Entrance List, which is a prerequisite of admission but does not bind the School to admit a boy or to offer a place to him. "Admission" means confirmation by the School of a boy's place in the School.
- 27 Any reference in these Conditions of Enrolment and Admission to "parents" includes "parent 1 and parent 2".
- 28 Any general information to be given to parents will be published in the 'Grammar Newsletter' or in the case of boys in a Preparatory School, in the relevant Preparatory School Newsletter, on the Parent Portal or via an occasional notice. Newsletters are emailed to parents and available on the Parent Portal. Notice of the contents of each Newsletter is deemed to have been given and received on the sending of the email to the email address supplied or via posting on the Parent Portal. Other notices are deemed to have been received once a notice is posted on the Parent Portal or an email has been sent or a letter sent by post would have been received in the usual course of events. Fee Notices are posted on the Parent Portal.
- 29 The Trustees may alter these conditions of application and enrolment at any time and from time to time, and any alteration will be binding upon the parents as if originally embodied in these conditions. Notice of any alteration will be given to the parents of all boys at the School by means of the Newsletter, Parent Portal, website, letter, or email as appropriate and the variation will take effect as of the date specified in the notice. Subject to the authority of the Trustees, the Headmaster may authorise a variation of School policy, practice or procedure at any time with or without notice to parents. No indulgence granted in any of the Conditions of Enrolment and Admission shall constitute a waiver of these conditions.

E Consent for Emergency Treatment, Day Excursions, Sport and Other Matters

- 30 Parents must ensure that the School is advised at the interview held prior to admission, or otherwise advised in writing, of any disabilities, allergic reactions, medical conditions affecting a boy and any medications to be taken by the boy while he is under the care of the School, such medications being subject to the School's Policy on Medications. Emergency contact names and telephone numbers must be provided. Any such disabilities, reactions or conditions which become known after that earlier advice, or any change to them or to the emergency contact name and/or telephone number must be notified immediately in writing to the Headmaster, or to the relevant Headmaster of the Preparatory School (or in the case of boys in First Form at College Street, to the Master of the Lower School) and updated on the Parent Portal. In the event of accident or sudden illness where the boy is under the School's care, the School will endeavour to contact parents as soon as possible but without impeding the School in taking action as set out below. If judged necessary by the School, and whether or not contact has been made, and without thereby subjecting the School to liability in consequence of any such decision, a boy may be taken for emergency treatment to a hospital or doctor, or may be given first aid. It is a condition of enrolment that parental consent is given for any necessary medical treatment, surgical treatment and/or first aid in such circumstances and consent is given by virtue of enrolment and/or admission. When contact is made with the parents, arrangements may be made for the parents to take over and direct their son's medical care accordingly, whereupon the School will cease to be involved in that care. Any expenses incurred in connection with such treatment will be met by the parents. This section does not of itself impose any liability or obligation on the School.
- 31 a) Each boy will be required to participate, unless exempted by the Headmaster or his delegate on medical or other grounds, in such sporting activities and excursions as may reasonably be considered necessary or suitable by the Headmaster or other relevant senior master for compliance with any requirements of the New South Wales Education Standards Authority or other relevant regulatory authority or any rule of law, statute or regulation or necessary or suitable for the furtherance of the educational or other objectives or policies of the School. As a condition of and in consideration of enrolment the parent consents to such participation. A boy may also participate in voluntary sporting activities and excursions, the consent express or implied of at least one parent having been given to the School. In all cases of such compulsory and voluntary sporting activities and excursions the School will not be liable for any injury or illness, whether physical or mental, or loss of property suffered by the boy in the course of or because of such participation and the parent or parents, as a condition of and

in consideration of that enrolment, acknowledge and agree to that exclusion of liability. Nothing in this section excludes mandatory liability that may not be excluded by law.

- b) For the purposes of this section (Section 30) "excursion" means any official School activity in which a boy or boys are taken out of the School premises under the control of a master or masters of the School or other approved agents of the School for a visit, activity, sporting and otherwise, tour or other approved purpose, whether during class hours, after class hours or overnight, in Australia or overseas.
- c) For the purposes of this section (Section 30) "School premises" means the School's campuses at College Street, Darlinghurst, Ayres Road, St Ives and Alma Street, Paddington, the Weigall sports ground at Rushcutters Bay and the Grammar Boatshed at Wharf Road, Gladsville.
- d) The School will not be liable for any injury or illness, whether physical or mental, or loss of property suffered by the boy in the course of or because of any activity which a boy participates in which is not an official School activity, whether or not it is an activity which involves any person or persons who are boys, parents, masters or other persons of any kind whatsoever who are associated with the School.
- e) For the purposes of this section (Section 30) an "official activity" of the School means any activity involving a boy or boys of the School held under the control of a master of the School or other person approved by the Headmaster, being an activity which is compulsory or is a voluntary activity organised by the School or an official Department, House, Form, Class or Society of the School (as listed in the relevant School Diary from year to year) or an activity expressly notified in writing to the parents of the participating boys as an official School activity by the Headmaster or by the relevant Headmaster of the Preparatory School or by their delegates.

Standard Collection Notice

- 1 The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to the pupil and to enable them to take part in all the activities of the School.
- 2 Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
- 3 Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
- 4 Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.
- 5 The School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a pupil to another school. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches, physiotherapists and others assisting at sports matches and training, volunteers and counsellors.
- 6 Personal information collected from pupils is regularly disclosed to their parents or guardians.
- 7 The School may store information in the 'cloud' but this information resides on servers situated in Australia.
- 8 The School's Privacy Policy sets out how parents or pupils may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.
- 9 The School Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.
- 10 As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
- 11 Information on academic, sporting and other achievements and activities of pupils appears in the School's regular publications, such as *The Sydneian*, *Telopea*, *Gateway*, *SGS Magazine* and regular Newsletters, as well as on the School website, the Speech Day and Presentation Day booklets and elsewhere, including on the internet. Some of these include photographs and videos of pupils, including photographs of sports, debating and other teams and photographs of pupils taking part in activities or in attendance at school or a school activity. The School will not publish any photograph of a pupil in any material specifically developed to advertise the School and not part of its usual programme of regular and occasional publication if a parent exercises an opt out right provided.
- 12 Your son's name and personal details are published in the School Diary, as are the names of officers of parent associations.
- 13 If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that

you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

- 14 Pupils and visitors (including parents) may be filmed by security surveillance cameras as they move on School premises or enter or leave such premises. Access to such film footage is strictly limited and is retained for two weeks only unless needed for longer because of an incident or inquiry. The purpose of such filming is to protect the security of the School and control misconduct.
- 15 Visitors to the School may be required to sign in and give limited personal information such as their name and the reason for their visit when so doing. Such information is collected for reasons of security and is deleted when no longer required.

General Notes

Sydney Grammar School is an academically selective school. Admission procedures and decisions are subject to the Disability Discrimination Act and the Disability Standards for Education.

Main points of entry

The main points of entry to the School are:

- (i) Preschool at St Ives
- (ii) Kindergarten at St Ives and Edgecliff
- (iii) Third Class (Year 3) at St Ives and Edgecliff
- (iv) Fifth Class (Year 5) at St Ives and Edgecliff
- (v) First Form (Year 7) at College Street

A boy can sometimes enter the School at a point other than one of those above, but this depends on a chance vacancy and is therefore unpredictable. See below.

Preschool and Kindergarten entry

Entry into the early years (up to Second Class) in both Preparatory Schools is dependent on an assessment designed to determine which applicants are most ready for the School's programme. This assessment includes observation of structured activities. Places are offered subject to interview and only confirmed after interview, which takes place in the year before entry.

Entrance Assessments

Entry to Third Class and Fifth Class in the Preparatory Schools and First Form at College Street depends on performance in an Entrance Assessment, as well as an interview. Following the Entrance Assessment, short-listed candidates will be invited for an interview. These are held in the year before entry. Only when these interviews have taken place will final offers of places be made.

Entry to College Street from Grammar Preparatory Schools

Boys from the Sixth Class of the St Ives and Edgecliff Preparatory Schools will normally be accepted into First Form at College Street without an Entrance Assessment unless, in the opinion of the Headmaster of Sydney Grammar School, they are unlikely to be able to cope with secondary education at College Street.

Entry to other Classes

Application may be made for a boy to enter the School in any Class or Form other than one of the main points of entry referred to above. Any offer of a place is dependent on places being available and conditional on satisfactory assessment and interview.

General

If any boy for whom application has been made for entry is not brought for assessment, interview, testing or examination when requested, or if any offer of a place is not accepted in writing by the date specified, the application will be deemed to have been cancelled. **Prompt notice to the School of any change of address is essential.**

Return of Form

Two copies of this form should be filled in and dated. One should be signed by the parents at the foot of the Application Form and sent as soon as possible to the relevant Headmaster of the Preparatory School or, in the case of all College Street applications, to the Master of the Lower School. **The other should be retained by the parents for reference.**

Application Fee

An Application Fee of \$253 including GST is payable with the application. This is a non-refundable charge. If the application is for entry to one of the Preparatory Schools and no place is offered, then the applicant may sit for the earliest Entrance Assessment after that without payment of a further Application Fee.

Entrance Fee

When a boy's admission to the School is confirmed (usually in the year preceding the year of entry), **a non-refundable Entrance Fee is payable.** This is set at one sixth of Annual Tuition Fees in First Form. **It is separate from, and in addition to, the Application Fee and the Tuition Fees.**

Conditions of Enrolment and Admission

The conditions set out in this application form, as amended from time to time by the Trustees, will apply in the case of every boy enrolled and/or admitted in the School.

Privacy

The School has a Privacy Policy which is available on the School website or on application to the College Street office. Information held on applicants who are ultimately unsuccessful is destroyed after two months of such determination unless there is specific notice to the contrary.