



If you require access to this policy in a language other than English, please contact the Principal's office on 9016 2000

Enrolment Policy

1. Background

Penleigh and Essendon Grammar School (PEGS / the school) offers an enriching education from Kindergarten to Victorian Certificate of Education (VCE). We welcome student enrolment at multiple entry levels, beginning with our co-educational Kindergarten at the Essendon campus.

For primary years of Prep to Year Six, enrolments are offered for girls at the Moonee Ponds campus and for boys at the Essendon campus.

Our flagship Keilor East campus offers both Middle and Senior Schools: McNab House (Year Seven to Ten girls) and Gottliebsen House (Year Seven to Ten boys), including some mixed gender classes in Year Nine and Ten; and the Larkin Centre (co-educational VCE Year Eleven and Twelve).

The structure of our school allows students to enjoy the proven benefits of a single-gender education during childhood and early adolescence, as well as a mature co-educational environment during critical VCE years.

Outside the classroom, we offer an extensive co-curricular program where students are encouraged to develop their senses of teamwork, creativity, community and leadership.

We are proud to be known for the high quality of our broad educational offerings and our commitment to the individual care and wellbeing of our students.

2. Policy Statement

Penleigh and Essendon Grammar is committed to providing an open and transparent enrolment process, where students from a diverse range of backgrounds, cultures, faiths, identities and abilities are welcome.

This policy aims to:

- Clearly communicate the school's enrolment process to interested parties

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- Ensure that enrolment decisions are fair, unbiased and non-discriminatory
- Provide an open enrolment policy that complies with all applicable State and Commonwealth Laws, including those relating to discrimination and the duty to make reasonable adjustments, equal opportunity (refer section – Equal opportunity exemption), privacy, immunisation and Australian Consumer Law
- Uphold the school’s values of Respect, Excellence, Accountability, Curiosity and Heart (REACH).

To assist in achieving the above aims, the roles and responsibilities of the Board of Directors, the Principal, the Registrar and Parents are outlined below:

Position/Role	Responsibilities
Board of Directors	<ul style="list-style-type: none"> • Ensure that the school meets its legal and regulatory responsibilities • Review and endorse this policy • Set the annual tuition fees
Principal	<ul style="list-style-type: none"> • Establish an enrolment policy that complies with all relevant legislation and regulations • Ensure that the enrolment policy is publicly available and is implemented in a fair, transparent and non-discriminatory manner • Make final decisions in relation to enrolment disputes
Registrar	<ul style="list-style-type: none"> • Ensure compliance with this policy • Ensure that enrolment agreements are properly administered and accurately recorded • Ensure that the enrolment register and waiting list are accurately maintained • Ensure that procedures are in place for the management, storage and retrieval of enrolment data including but not limited to proof of identity (specifically date of birth and name), immunisation status and visa status • Ensure that procedures are in place to assist parents through the enrolment process from application to admission
Parents	<ul style="list-style-type: none"> • Read and complete the online application for admission • Read, understand and comply with associated school policies, including but not limited to: <ul style="list-style-type: none"> ○ Enrolment Policy ○ Rules of the School, Policy of Mutual Respect and Responses to Negative Behaviour Policy ○ Business Regulations and Conditions of Entry ○ Parent Code of Conduct • Provide the school with accurate information. Declare that the information provided is true, complete and correct. Agree to advise the school of any changes • Understand that the provision of false, incomplete or misleading information may impact an application or subsequent enrolment • Read and carefully consider the school’s current fee schedule and acknowledge the school will publish an updated fee schedule applicable for the following school year • Disclose their child’s individual needs (including those which are diagnosed, undiagnosed and/or imputed), or information which may be

	<p>relevant to the school providing education to a student, the student's wellbeing, or the education and wellbeing of other students, and regularly and transparently update the school of any changes over time</p> <ul style="list-style-type: none"> • Ensure that students have access to the correct uniform, and the annual requirements for the student's year level, i.e. electronic devices, annual booklists and other materials • Ensure active participation in the school's program, including camp, co-curricular activities and church services
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3. Purpose

The Enrolment Policy outlines the principles and requirements to achieve an enrolment at the school, including the application process, eligibility requirements, individual student needs (reasonable adjustments) and the enrolment process.

This policy complies with the Education and Training Reform Act 2006 (Vic) and relevant Victorian Registration and Qualifications Authority (VRQA) guidelines.

4. Scope

This policy applies to all current and prospective parents and students of Penleigh and Essendon Grammar School.

5. Enrolment Policy

The following section outlines the application and enrolment process.

5.1 Intake year levels

Intake year levels are:

- Kindergarten
- Preparatory (Prep)
- Year Seven
- Year Eleven.

Casual vacancies may become available at other year levels.

5.2 Eligibility Criteria

Age requirements

- To commence four-year-old Kindergarten, children must turn four years of age by 30 April in the year of commencement
- To commence at Preparatory level, children must turn five years of age by 30 April in the year of commencement
- As per government guidelines, all children without exemption, should have commenced school by the year that they turn six.

Citizenship residency and visa status

To be eligible for enrolment, the prospective student must provide evidence of:

- Australian Citizenship or
- Permanent residency and/or appropriate Visa status, ensuring the student is entitled to enter and stay in Australia without limitation. In this case, the student must be eligible for funding through the annual census.

Penleigh and Essendon Grammar School is not registered on the *Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)* and is therefore not licensed to accommodate international students.

Immunisation

The school complies with the “No Jab, No Play” legislation.

For Kindergarten, enrolment is subject to the prospective student providing evidence that they are:

- fully immunised for their age, OR
- on an approved vaccine catch up schedule, OR
- they have a medical condition preventing them from being fully vaccinated.

For primary school enrolment, the Immunisation History Statement must also be provided, however it is not mandatory that a student has completed the vaccination program.

5.3 Application Process

- Application for admission is made online through the Penleigh and Essendon Grammar School website, www.pegs.vic.edu.au. A non-refundable application fee of \$110.00 is payable at the time of application
- Applications are open from birth. Applications for unborn children will not be accepted
- Birth Certificates must be provided at the time of application; however, hospital birth records will be accepted in the interim for newborn babies. Legal birth certificates

must be furnished upon receipt

- Applications are placed in order according to the age of the student on the day that they are registered (in number of days)
- Separate waiting lists are in place for boys and for girls (refer section – Equal opportunity exemption)
- Application does not constitute an enrolment at the school.

5.4 Waiting List and prioritisation

Positions at the school are allocated based on the prospective student's waiting list position. The school can, at its absolute discretion, prioritise an applicant who is:

- The brother or sister of a student currently enrolled at the school
- The brother or sister of a former PEGS student
- The son or daughter of a former PEGS student
- The son or daughter of a current PEGS staff member
- A past student re-entering the school.

The principal may override the priorities listed above.

Subject to Division 3 of the Equal Opportunity Act 1995, the school reserves the right to decline any student without expressing a reason for its decision. The inclusion of a student on the waiting list does not guarantee enrolment.

5.5 Student information

The school will contact prospective parents in a timely manner, to confirm their intent to proceed with an application. Parents will then be requested to complete a **Parent Questionnaire** in relation to their child.

The **Parent Questionnaire** requests information from parents, as well as parental consent for the school to collect information from a range of sources, including: the student's current school, former school(s) and the student's current healthcare provider/ specialist (if applicable). This information is used to assist the school in considering whether the child's educational needs can be met by the school.

Parents must provide the school with accurate, complete and detailed information in relation to their child. If there is any supporting documentation, e.g. from a psychologist or other medical professional, a copy should be provided to the school at or before the enrolment interview. If any of this information changes, parents must update the school.

An application or enrolment may be declined or withdrawn on the basis of false, incomplete or misleading information.

5.6 Interview

Following completion of the Parent Questionnaire and collation of responses, students who are included in the first round of interviews will be invited to schedule an interview

appointment with the appropriate section of the school. Interviews are preferred in person; however, online interviews may be scheduled if necessary.

Attending an interview does not guarantee enrolment or constitute an offer. The interview will:

- allow the school to meet the prospective student and their family and to gather information to better understand the interests and needs of the student to assist with a smooth transition
- enable the prospective student and their family to understand the school's approach to delivering the educational curriculum, and the co-curricular opportunities

5.7 Offer of Position

Following the interview, the Head of Section will make a recommendation about whether an offer is to be made. If approval is given, the school will issue a letter of offer.

Position acceptance is finalised upon receipt of the signed Enrolment Agreement and payment of the enrolment deposit.

It remains at the school's absolute discretion to form an opinion that it would be inappropriate for a child to be enrolled at the school. In such an instance, the school would cease the enrolment process.

5.8 Individual needs and reasonable adjustments

Penleigh and Essendon Grammar School recognises and celebrates diversity. We seek to support the individual needs of all students.

In this policy, the term individual needs refers to any needs which may be relevant to the education or wellbeing of the child, and/or which may impact upon the education or wellbeing of others. A child's individual needs may relate to health or medical conditions, physical or intellectual disabilities (whether diagnosed, undiagnosed, or imputed), behavioural or learning challenges or difficulties, learning support requirements and needs of a medical, psychological, health or dietary nature.

The school is committed to complying with its legal obligations regarding students with disabilities and supports the National Disability Standards for Education; however, it is not always able to cater to every prospective student's needs.

Where information is provided that indicates that an applicant has individual needs, the school will consult with parent(s) and health professionals where necessary, to determine whether the applicant has the ability to participate in, or derive substantial benefit from, the curricular and compulsory co-curricular program of the school. Following consultation, the school will assess whether it is necessary to make an adjustment, or adjustments, and determine whether that adjustment is reasonable.

The school will consider circumstances including the following:

- the nature of the student's disability
- the information provided by, or on behalf of the applicant about how the disability affects the:
 - applicant's ability to participate
 - the nature of the adjustment(s) that would be necessary
- where reasonable and appropriate, the views of the student, about whether a proposed adjustment is reasonable and will enable the student to access and participate in education and training opportunities on the same basis as students without disabilities
- the effect of the proposed adjustment on the student, including the student's ability to participate in courses or programs and to achieve learning outcomes and independence
- the effect of the proposed adjustment on others; this includes staff, other students and the broader school community
- the costs and benefits of making the adjustment.

The school may decide to decline an application for enrolment if the Principal is satisfied that:

- the student and the student's parents have been sufficiently consulted and the adjustments required are either:
 - not reasonable or
 - would cause unjustifiable hardship or
 - the student would not be able to derive substantial benefit even after reasonable adjustments were made.

Parents must inform the school of their child's individual needs as these change over time. An offer may be withdrawn (or if the enrolment has already commenced, immediately terminate the enrolment) where the relevant information is withheld, or information provided is found to be inaccurate or where there has been a significant change in the circumstances of the applicant to the extent whereby the student cannot be reasonably accommodated.

5.9 Enrolment Agreement

The school will provide an Enrolment Agreement to parents which complies with all State and Commonwealth laws, including Australian Consumer Law. The agreement will be publicly available and include the following:

- Rules of the School, Policy of Mutual Respect and Responses to Negative Behaviour Policy
- Parent Code of Conduct
- Fees
- Educational services provided
- the grounds on which the agreement can be terminated.

5.10 Enrolment Register

The school keeps a register of enrolments of all students who have been enrolled at the school, in electronic form. The register includes the following information:

- the student's name, date of birth and address
- the name(s) and contact details of any parent of the student
- the student's dates of enrolment (commencement / departure)
- the Victorian Student number allocated to the student
- medical information for emergency management purposes
- emergency contact details
- previous school information (for students commencing at levels other than Kindergarten / Preparatory)
- for students born outside of Australia, Australian Visa or Australian Citizenship information (to evidence eligibility for Australian schooling).

Parents should communicate any change of contact details to the Registrar via email, or phone, so that contact can be maintained. The school will make reasonable efforts to maintain up to date contact details for all families, however failure to communicate a change of address, phone, or email could result in a loss of enrolment opportunity.

Under the Australian Education Act 2013 (Cth), the school is required to collect student background characteristics data as part of the enrolment process and report this data to the Victorian Curriculum and Assessment Authority (VCAA) or other testing agents when requested.

5.11 Equal Opportunity Exemption

Penleigh and Essendon Grammar School operates under an exemption from the Equal Opportunity Act 2010 (Vic) granted by the Victorian Civil and Administrative Tribunal (VCAT) which is in force until 15 August 2030. This exemption enables the school to:

- provide single-gendered learning from Preparatory to Year Ten
- make decisions as to school admissions, including refusing and failing to accept a person's application for admission based on availability of places at a particular campus, which is necessary for admission based on availability of places at a particular campus, which is necessarily gender-based
- maintain separate waiting lists for male and female students
- offer enrolments at Kindergarten level in a way that ensures gender equality (insofar as is possible) and
- advertise these matters.

5.12 Fees

- A non-refundable application fee of \$110 is payable at the time of submitting an application
- An enrolment deposit is payable at the acceptance of position and completion of the Enrolment Agreement
- By accepting a position at the school, parents agree to pay all fees and are subject to the Business Regulations of the school
- The school fee schedule will be communicated annually
- A proportion of funds raised, or fees collected, may be applied to the conduct of the school's Kindergarten.

6. Definitions

Term	Meaning
Parent	Encompasses parents, caregivers and legal guardians of prospective and current students
Applicant	Person who is a prospective student of Penleigh and Essendon Grammar School and for whom an application for enrolment is submitted
Principal	The Principal of Penleigh and Essendon Grammar School, or the Principal's authorised delegate
Head of Section	Director of Kindergarten, Head of Junior School (girls - Prep to Year Six), Head of Junior School (boys - Prep to Year Six), Head of Middle School (girls - Year Seven to Year Ten), Head of Middle School (boys - Year Seven to Year Ten), Head of Larkin Centre (Years Eleven & Twelve)
Waitlisting	Adding applicants to the Penleigh and Essendon Grammar School waiting list
Interview	Interview conducted by Head of Section, or their authorised delegate, with prospective student and their parent
Offer of placement	Offer of a future entry position at Penleigh and Essendon Grammar School
Enrolment Agreement	The agreement formed between the school and the parent at an acceptance of a position

7. Related Legislation, Regulations and Standards

- Australian Education Act 2013 (Cth)
- Australian Education Regulations 2013 (Cth)
- Australian Consumer Law
- Child Wellbeing and Safety Act 2005 (Vic)
- Child Safe Standards 2022 (Vic)
- Children, Youth and Families Act 2005 (Vic)
- Disability Discrimination Act 1992 (Cth)
- Disability Standards for Education 2005 (Cth)
- Education and Training Reform Act 2006 (Vic)
- Education and Training Reform Regulations 2007 (Vic)
- Equal Opportunity Act 2010 (Vic)
- Privacy Act 1988 (Cth)
- Public Health and Wellbeing Amendment (No Jab, No Play) Act 2015 (Vic)
- Victorian Registration and Qualifications Authority (VRQA) Minimum Standards (Vic)

8. Related Documents

- Business Regulations
- Conditions of Entry
- Child Safety Policy
- Enrolment Agreement
- Parent Code of Conduct
- Parent Questionnaire

- Policy of Mutual Respect
- Privacy Policy
- Responses to Negative Behaviour Policy
- Rules of the School