



Topic	Enrolment
Registration Standard	2.6 Enrolment and Attendance
Originally Released	April 2014
Date for Review	2025

Court Grammar School has an open enrolment policy. When making the decision to apply for admission at Court Grammar School, we ask parents/caregivers to consider their responsibilities and work in partnership with the School.

At the discretion of the Principal, the following criteria are used to select those students to whom an offer of enrolment will be made:

- The family accept and indicate a genuine support of the Christian philosophy and ethos of the school;
- The education provided meets the needs of the student;
- The parents are able to meet the financial obligations of their contract with the School.

When a place is available:

- An invitation will be sent to the family to attend an interview.
- Prior to the interview, families are to provide the School with a completed application form, the student's previous school reports for the past 2 years, any NAPLAN reports, birth certificate, visa/passport, Immunisation records and medical reports (if applicable).
- A formal letter of offer will be made in writing should an interview be successful. The place will be held for 14 days from the date of offer.
- Parents confirm the place by returning the signed Letter of Offer with payment of the applicable Admission fee. (\$500 for new families or \$200 for a sibling of an existing student).

If the entry year is fully subscribed the following criteria will apply (subject to the satisfactory completion of enrolment requirements);

- Siblings of current or past students.
- Families within the Serpentine Jarrahdale Shire.
- Date of enrolment application submission

Where applications occur other than at the beginning of an academic year, the Principal or their delegate may contact the student's previous school to obtain a behaviour and performance report. Students with prior behaviour or performance issues will be admitted after consent by both the parents and student to abide with the School ethos.

Court Grammar School is an independent School and as such is a member of the Associated Independent Schools of Western Australia (AISWA) and applies policies and procedures as per AISWA guidelines.

It is a condition of enrolment that one full term's notice (10 school weeks) should be given in writing if the parents/caregivers intend to withdraw their child/ren from the School. Failure to provide adequate notice may result in a full terms' fees being charged.

**Related Documents**

Enrolment Administration Procedure

Privacy Policy

**Review History**

Year of Review	Review/Amendments	Approved By
2017	Review	Business Manager
2019	Updated in accordance with name change	
2022	Reviewed and updated	Business Manager

**Next Review**

Year	Reviewer
2025	Business Manager