



Bacchus Marsh
Grammar

Board POLICY

GOVERNANCE

GOV-015 Enrolment Policy

Approved by the School Board: 29 October 2025



GOV-015 Enrolment Policy

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1 Purpose

- 1.1.1 This enrolment policy is designed to provide guidelines and processes to enable appropriate selection and enrolment of students at the School consistent with the philosophy, vision, key objectives and values of the School (refer to the School's [website](#)).

2 Background

Choosing the right school can be one of the most difficult decisions every parent or guardian has to face. Bacchus Marsh Grammar (**School**) strives to ensure that students are treated with respect and courtesy.

- 2.1.1 It is the responsibility of the School's Principal and employees to provide a safe and positive learning environment that encourages the development of each child's potential.
- 2.1.2 The School provides students with strong academic and pastoral care programs and offers a range of co-curricular and extra-curricular activities to enable each student to continually develop.
- 2.1.3 The School's enrolment policy is predicated on the belief that all students benefit from being educated within a school that reflects as much as is practicable the diversity of the community that they live in. This enrolment policy also deals with the reality that the School receives more applications for positions at a variety of year levels than it is able to offer. It is therefore required to make a choice between which applicants will be offered positions at the School.
- 2.1.4 The School notes that a proportion of funds raised or fees collected from enrolments to the School may be applied to support the operation of the School's Early Learning Centre.
- 2.1.5 Parents/guardians seeking to enrol students at the School should be aware that all decisions concerning enrolment, and continued enrolment, at the School are at the discretion of the Principal. In enrolling students, the School has certain expectations of parents/guardians and students while they are current members of the Bacchus Marsh Grammar community. These expectations are set out in the Enrolment Agreement and Conditions of Enrolment and no enrolment will be processed without a written acceptance of these conditions by the respective parent(s)/guardian(s).
- 2.1.6 The School is committed to providing a safe, respectful and inclusive School environment and ensuring that all students and prospective students are treated fairly and with dignity in accordance with the School's equal opportunity obligations under both State and Commonwealth legislation. Further information is available in our Student Bullying and Harassment Policy and Disability Discrimination Policy which can be read [here](#).
- 2.1.7 Unless stated otherwise, defined terms used in this Enrolment Policy have the same meaning given in the Conditions of Enrolment, which can be found [here](#).

3 Definitions

Term	Definition
Applicant	means, in relation to any parent(s)/guardian(s) applying for a position of enrolment at the School on behalf of their child, that child.
Admissions Office	means the staff responsible for handling all enrolment inquiries, processing applications for enrolment and assessing student eligibility, located at the Maddingley campus and contactable via the School's general inquiry phone no. and or by email at admissions@bmg.vic.edu.au .
Early Learning Centre	Bacchus Marsh Grammar Early Learning Centre, Woodlea at 111 Frontier Avenue, Aintree Victoria, 3336, Australia
Initial Application Fee	means the fee payable when submitting an application to place a potential student on the School's waiting list.



4 Application

- 4.1.1 This policy as updated from time to time applies to current and future parents/guardians and students of the School.

5 Enrolment Eligibility

- 5.1.1 Children must be five years old by 30 April of the year they start school.
- 5.1.2 To enrol as a domestic student, children must also be either:
- 5.1.2.1 an Australian citizen;
 - 5.1.2.2 a New Zealand citizen (including a diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependent relative of such a representative);
 - 5.1.2.3 a holder of an Australian permanent residency visa; or
 - 5.1.2.4 a holder of an Australian permanent humanitarian visa.
- 5.1.3 The School is not registered to accept enrolment of overseas students.

6 Discretion to Accept

- 6.1.1 An application is a pre-requisite to admission for a place on the School waitlist and placement on the School waitlist does not guarantee enrolment at the School.
- 6.1.2 The School has limited places that can be offered each year. It is highly likely that the number of Applicants will far outweigh the number of places available. The exact number of positions available will vary each year at the discretion of the School.
- 6.1.3 An offer for an enrolled place at the School is only considered after an initial interview is conducted with the Applicant and their parent(s)/guardian(s).
- 6.1.4 Due to the limited number of places available, Applicants may not be offered an initial interview to assess eligibility for a place at the School.
- 6.1.5 Some applications may be given preference to receive an initial interview at the discretion of the School, after taking into account one or more of following additional factors:
- 6.1.5.1 siblings of current Bacchus Marsh Grammar students within a close age range;
 - 6.1.5.2 children of past Bacchus Marsh Grammar students;
 - 6.1.5.3 children of current Bacchus Marsh Grammar employees;
 - 6.1.5.4 geographic location;
 - 6.1.5.5 date of application; and
 - 6.1.5.6 any other matter the Principal considers appropriate.
- 6.1.6 Offers of places are made at the sole discretion of the School taking into account factors such as:
- 6.1.6.1 the ability of the Applicant to benefit from the education offered by the School;
 - 6.1.6.2 where appropriate, the past academic progress and the level of involvement in co-curricular activities such as sport, music, art, performance and community service;
 - 6.1.6.3 whether the Applicant's values align with the School's character education program;
 - 6.1.6.4 where appropriate, the willingness of the student to make a contribution to the broader life of the School; and
 - 6.1.6.5 any other relevant factors including those matters listed above.
- 6.1.7 No one factor listed above is determinative of an offer for an enrolment position.
- 6.1.8 The School reserves the right to lawfully decline any application for enrolment without providing a reason.
- 6.1.9 Due to the large number of candidates and resourcing constraints, the School does not offer further details, including reasons or feedback, regarding the outcome of candidate applications or interviews.

- 6.1.10 Applicants are expected to respect the School's enrolment process and outcomes.
- 6.1.11 Parents/guardians must not record any conversation in the course of their activities at the School using an electronic device. Explicitly exempted from this ban are conversations or aspects of meetings which may be recorded incidentally as part of the School's CCTV system.
- 6.1.12 The School will not communicate further with parents/guardians who demonstrate rude, harassing or inappropriate behaviour toward staff within the enrolment process or at any other time.

7 Enrolment Process

7.1 The Enrolment Process

- 7.1.1 The Principal and the Admissions Office are responsible for the enrolment process.
- 7.1.2 The School will obtain personal information during the enrolment process which will be treated in accordance with the School's Privacy Policy, which can be accessed [here](#). The general enrolment process outlined below is intended as a guide only. For more information, parents/guardians may contact the Admissions Office. In particular, the exact process for enrolment will vary dependent upon the class, year or level for which enrolment is sought.
- 7.1.3 The School is committed to the principles of its anti-discrimination obligations. The School will consider all enrolments in accordance with its Disability Discrimination Policy and its duty to make reasonable adjustments, but reserves the right to depart from that policy where it is legally permitted and in accordance with its Statement of Philosophy.

7.2 Initial Application

- 7.2.1 Applicants are required to complete an online Enrolment Application form which can be accessed on the School's website.
- 7.2.2 Only one (1) application may be completed and submitted per child and that application may only cover one (1) child.
- 7.2.3 The completed application form should be submitted online with the prescribed non-refundable Initial Application Fee, together with a copy of an Extract of Birth Certificate for the Applicant.

Note: Submission of the application and payment of the Initial Application Fee is a prerequisite to admission for a place on the School waitlist. Progression through the various stages of the enrolment process is solely at the discretion of the School in accordance with the School's enrolment policies and procedures. Neither payment of the Initial Application Fee, nor progression through the stages of the enrolment process guarantee the Applicant a position at the School.

7.3 Initial Interview

- 7.3.1 After applications have been assessed, Applicants may be invited to attend an interview with their parent(s)/guardian(s).
- 7.3.2 These interviews will be conducted by the Principal or a senior member of staff nominated by the Principal (Principal's delegate) and allow the School to learn more about the Applicant and provide an opportunity to discuss the potential enrolment at the School.
- 7.3.3 These interviews are central to the enrolment process and require the Applicant to articulate how they will benefit from the education the School provides. Equally, they provide an opportunity for parents/guardians to find out about the School and ensure that both they and their child are willing to commit to its values. These interviews may be conducted face to face at a location advised by the School or via a cloud-based video conferencing service e.g. Zoom.
- 7.3.4 All children are required to be physically present during face-to-face meetings and visible on-screen during interviews conducted online, otherwise the application will remain on the waiting list.
- 7.3.5 The requirement for an interview may be waived in rare situations at the Principal's discretion.
- 7.3.6 The School may make a request for further information to be provided before, during or after an interview. This may include the provision of external reports and or other information about the Applicant's academic and general progress.

- 7.3.7 The School will require copies of any medical or allied health reports, government funding information (e.g. NDIS), social or educational reports that are relevant to the School's ability to:
 - 7.3.7.1 assess the School's ability to meet the Applicant's educational and or additional needs (if any) and make adjustments if required; and
 - 7.3.7.2 ensure that the Applicant meets the requirements for school-readiness as assessed by the School.
- 7.3.8 The Principal (or Principal's delegate) may request that the Applicant attends the School for a period of time (usually a day) before making a final decision of whether to make an offer for a position at the School. The request to attend the School does not guarantee that an offer of enrolment will be made.

7.4 Offer of Enrolment

- 7.4.1 The School may send a Student's parent(s)/guardian(s) a letter of offer via email together with a copy of the School's Enrolment Agreement, Conditions of Enrolment, Business Notice and Fee Schedule.
- 7.4.2 To accept a letter of offer, the parent(s)/guardian(s) are required to complete, sign, and return the Enrolment Agreement to the Admissions Office, both electronically and **original hard copy**, together with a copy of the Applicant's immunisation status certificate and payment of a non-refundable, non-transferable Enrolment Confirmation Fee per Enrolment Agreement. This sum may vary from time to time at the discretion of the School. The payment of the Enrolment Confirmation Fee will be waived for parents/guardians with a child that enrolled in the school prior to 24/08/2018 and remains enrolled in the year the enrolment for a subsequent sibling is sought.
- 7.4.3 In accepting a letter of offer, parents/guardians agree to accept the terms and conditions contained in this Enrolment Agreement and Conditions of Enrolment, which are Accessible [here](#).

7.5 Campus Selection and Waitlist

- 7.5.1 Applicants are required to select their preferred campus for enrolment at the time of completing the online Enrolment Application form.
- 7.5.2 If an interview and or position at the School is offered to the Applicant, it will be made based on availability at the campus selected. If there is no availability at the selected campus, the Applicant will be placed on the School's waitlist for a position at the selected campus only.
- 7.5.3 The positions on the waitlist are not numbered. Applicants will be added to the waitlist on the date of payment of the Initial Application Fee. However, progression through the waitlist queue is not linear and there are numerous factors that may influence those invited to move forward to an interview stage or offer of a position (such as children with siblings already at the School etc), at the Principal or their delegate's absolute discretion.

8 Enrolment acceptance

8.1 Offer of Enrolment and Acceptance

- 8.1.1 If the School determines that an Applicant is eligible for a position of enrolment, the School may make an offer of position to the Applicant by issuing a letter of offer. The Applicant is required to either accept or decline the offer within seven (7) days of the date of the letter of offer and in accordance with the Enrolment Agreement and Conditions of Enrolment.
- 8.1.2 The Enrolment Agreement and the Conditions of Enrolment specify the supporting information required to be provided by the Applicant to the School as part of accepting the offer, including for example, copies of any parenting or court orders, medical conditions etc.
- 8.1.3 For further information regarding the letter of offer and terms and conditions of enrolment, please refer to the Enrolment Agreement and Conditions of Enrolment, available on the School's [Website](#). The Enrolment Agreement and Conditions of Enrolment set out the codes of conduct for students, parents and guardians to comply with, payment of fees and the grounds on which a student's enrolment may be terminated.

8.2 Communication

- 8.2.1 After the Enrolment Agreement is completed, signed and returned to the School by parents/guardians together with payment of the Enrolment Confirmation Fee, the letter of offer is accepted on the terms and conditions of the Enrolment Agreement and Conditions of Enrolment. All parents/guardians agree to read and comply with the Business Notice and Fee Schedule, as amended from time to time, and agree to comply with the Conditions of Enrolment as amended from time to time, with respect to each child enrolled at the School.

9 Implications for Practice

9.1 At Board/Principal Level

- 9.1.1 To properly implement this policy, the School, the Board and/or the Principal must ensure:
- 9.1.1.1 that this policy is endorsed on an annual basis;
 - 9.1.1.2 that copies of this policy are made available to prospective parents/guardians and prospective students, for example on the School's website;
 - 9.1.1.3 that this policy is incorporated into the Board's/Principal's record of current policies.

10 Adoption

- 10.1.1 This Policy has been adopted by a resolution of the School Board.
- 10.1.2 This Policy will be reviewed every two years.

11 Authorisation

Board Document Name	GOV-015 Enrolment Policy	
Approval Authority	Chair of the School Board	
Approval Signature	Cathy Jeffkins Chair of the School Board Bacchus Marsh Grammar	
Administrator	Company Secretary	Greg Gough
Approval Date	29 October 2025	
Date of Next Review	29 October 2027	To be reviewed every two years

12 History

Date	Amendment
22 October 2019	1. Revised to reflect the change to Company Limited by Guarantee, update to content.
26 February 2020	2. Revised to reflect change of notice period required for withdrawal of a student.
28 October 2020	3. Reviewed
27 October 2021	4. Reviewed with minor amendments and the additional note in clause 6.2.2.
4 May 2022	5. Updated to include the Early Learning Centre sections 1.1.5 and 2.
26 April 2023	6. Updated sections 5, sections 6.3 and section 6.5 was added.



29 October 2025	7. Revised pursuant to an external legal review conducted by Landers & Rogers including removal of sections covering student withdrawal (included in the Conditions of Enrolment).
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