



# Ascham School Enrolment Policy

## Background

Ascham has excelled in girls' education for day and boarding students since 1886, strengthened by introduction of the Dalton Plan in 1922.

We offer rigorous academic programs from Prep to Year 12, complemented by rich co-curricular activities.

Our commitment to Dalton principles, ensures we know every girl and what it is she needs to develop independence in her thinking, a sense of responsibility, and the skills of collaboration and reflection so that she flourishes today and tomorrow.

We are a proudly independent school without religious affiliation.

This is our Dalton difference, and it matters now more than ever.

## Purpose

The purpose of this policy is to provide clear guidelines and processes to prospective parents seeking enrolment at Ascham School and to ensure the staff responsible for managing enrolments maintain a consistent approach.

This policy should be read in conjunction with:

- Ascham's Conditions of Enrolment and
- Ascham's Payment of Fees Information

## Submitting an Application

1. Applications for enrolment will be accepted after the birth of your daughter.
2. Applications are submitted via our website using the online form. Requirements for the application are:
  - Payment of the non-refundable application fee (this is currently \$300). The application fee is waived for daughters of Ascham Old Girls.
  - A copy of your daughter's birth certificate is required at the time of or within eight weeks of the application being submitted. The sex of the child must be Female on the birth certificate.
  - Indication of all potential entry points for which you would like your daughter to be considered.
  - If your daughter has commenced school at the time the application is submitted, school and NAPLAN reports are required with the application for enrolment.
  - The names and email contact details of two referees who can be contacted by Ascham. A family reference will be requested (ie a reference written about your family rather than specifically about the girl). Reference letters can be provided at the time of application and attached to the online form. The reference should include how long the referee has known your family and the referee's relationship to your family. The reference should not be written by a relative.
  - Other documents as relevant ie. medical information, court orders, etc
3. The formal entry points at Ascham are Prep, Kindergarten, Year 5 and Year 7. Girls must be four years old by 31 March to enter Prep, and five years old by 31 March to enter Kindergarten. All applications received are placed on our waiting list/s for the year/s of entry nominated.

4. Daughters of Ascham Old Girls and sisters of current Ascham families will be given first priority for entry to either Prep, Kindergarten, Year 5 or Year 7, provided they apply by their daughter's first birthday and adhere to the school's enrolment procedures as outlined below.
5. Applications may be made for enrolment into non-intake years. Enrolments in non-intake years are limited and unpredictable and vary from year to year. Places can only be offered in non-intake years when vacancies arise, and at the discretion of the Head of School.
6. Acceptance and acknowledgement of an application for enrolment does not guarantee a place at the School for your daughter.
7. Parents/carers may change waiting lists or request to be added to additional waiting lists at any time, any changes will be dated at the time the new request is made and not the original application date.
8. For applications less than three years before entry date please contact the Ascham Enrolments Office.
9. **Boarding students**  
Applications are accepted for boarding places for any year from Year 7. Priority for boarding places is given to NSW country families.
10. **Overseas students**  
For students who study English as a second language, an AEAS test report must be submitted to the Enrolments Office prior to application.

Ascham will determine the year group and courses appropriate for a student, based on:

- AEAS test results (Stanine score of 8-9)
- a visit to the School and meeting with key staff
- an examination
- an interview with the Head of School
- information related to the student's academic profile.

Entry depends on the availability of places and contact should be made with the Enrolments Office prior to submission of an application for an overseas student.

Girls entering Ascham from Prep to Year 6 must live with their parents in Sydney. Girls entering from Year 7 to Year 10 must either be enrolled as a boarder or reside with their parents in Sydney. The School does not accept applications for new overseas students commencing in Year 11 or students in Homestay accommodation.

11. Waiting lists are held for all entry points to Ascham. Offers will be made according to the date of submission and having your daughter's application up to date with the necessary information as required by the School.

## Procedures and Requirements

### Attendance at a School Tour

Approximately three years prior to the commencement date applied for, your family will be invited to attend a Tour at the School. Attending a Tour is a mandatory step in our enrolment process. These sessions are held each term for small groups of families and includes information about the Dalton Plan, a tour of the School campus and an opportunity to meet our Head of School, students and staff as they share insights into life at Ascham.

## Application Maintenance

Applicants will not progress to interview should their files not be complete and up to date. This includes, but is not limited to:

### School reports, achievements and interests

For Year 5 and Year 7 entry - the Enrolments Office require regular updated copies of your daughter's school and NAPLAN reports along with information about her co-curricular interests and other achievements.

### Medical Conditions / Special Needs

The School must be fully informed in relation to your daughter's special or individual needs, in order to provide adequate resources, facilities and support for your daughter should an enrolment be offered. You must fully and accurately disclose any special or individual needs, (including medical, physical, learning, or psychological needs, medical conditions and/or health care requirements) to the Enrolments Office at the time of application. Where any of these matters change or where any new matters arise subsequent to submitting your application, you must notify the School immediately. If you have failed to disclose or not fully and accurately disclosed any matter, either on the application form or subsequently, the School may cancel your application or withdraw an offer of enrolment.

### Family Situation

The School must be kept up to date with any court orders.

Any other information to support the student's application.

## Offer and Interview and Acceptance

After all procedures and requirements have been met, and pending availability of enrolments, girls and their families may be invited to attend an interview, after which a place may be offered in writing.

Offers for Enrolment at Ascham are made 2-3 years prior to the entry date applied for. Applicants are shortlisted in accordance with the date of application, tour attendance and having their application files complete and up to date. Girls and their families who are offered an enrolment, attend an interview with the Head of School. Offers of enrolment are made subject to availability and at the discretion of the Head of School.

Following the interview, a formal letter of offer and acceptance of offer contract is sent to parents/carers by email.

To accept an offer of enrolment after interview, parents/carers confirm acceptance by returning a signed copy of the Acceptance of Offer contract along with payment of the non-refundable Acceptance Fee (currently \$6,000 for day students, \$3,000 for NSW country boarders or siblings) by the requested date.

All parents/carers responsible for the care of the student and/or payment of school fees must sign the contract and abide by the Conditions of Enrolment attached to the contract. If both parents do not sign the contract the School must be notified of the circumstances. The signed acceptance contract will confirm your daughter's enrolment at Ascham at a particular point of entry and status of day girl or boarder. The Acceptance Fee is not refundable under any circumstances. The Acceptance Fee is not credited towards tuition or other fees.

If an offer is made and not accepted, the application will be cancelled unless we receive a request from the parents/carers to remain on our waiting lists. There is no guarantee that a further offer will be made at a later time.

After an offer has been accepted into a particular entry point and status of day girl or boarder, that place is not transferable to another year of entry or status. The refusal of an offer will not affect your daughter's place on any other waiting list.

An accepted enrolment for a boarder student cannot be transferred to the status of day student within the first 12 months after commencement of schooling at Ascham. All requests for a change of status are based on availability and at the discretion of the Head of School.

Should you accept an enrolment at Ascham and your daughter does not commence at the School, notice in writing must be given 12 weeks prior in the preceding year for a place commencing at the start of Term 1 – should notice not be received, a full term's tuition fees in lieu of notice will be charged.

Families who do not receive an offer will be contacted by the Enrolments Office 12 months prior to the entry year applied for to advise that they will remain on our waiting lists for their nominated entry point and any subsequent entry point/s according to their daughter's age.

Offers of places in non-entry point years will be made if and when occasional vacancies arise, and at the discretion of the Head of School.

## Prior to Commencement

Six months prior to entry families with accepted places will be asked to pay Term 1 fees in advance to confirm your daughter will be commencing at Ascham the following year. This amount will vary according to Year level and will be credited to your first account for Term 1 fees. Term 1 Fees in Advance are refundable providing 12 weeks notice is given prior to the commencement of Term 1 of a new school year.

## Change of Contact Details

It is essential that at all times the Enrolments Office has up to date contact details for each parent/carer. If at any stage of the application or enrolment process the School cannot contact you, the application for enrolment will not progress. Changes of contact details must be notified to the [Enrolments Office](#) by email clearly stating your child's full name and previous contact details, as well as your new contact details.

## Fees

Fees and charges are determined each year by the School Council. The current fees can be requested at any time from the [Enrolments Office](#).

## Fee Due Dates

Fee Statements are issued prior to the commencement of each School term, with a final statement in December. The first four fee statements will represent one quarter of the annual tuition and boarding fee plus any sundry costs for elective or co- curricular activities of the prior term. The final supplementary statement issued in December will cover any sundry expenses and co-curricular activities in term 4.

Account Statement	Issue Date	Payment Due Date
<b>Statement 1</b> Prep to Year 12	11 January	End of January
<b>Statement 2</b> Prep to Year 12	17 April	Early May
<b>Statement 3</b> Prep to Year 12	3 July	Mid July
<b>Statement 4</b> Prep to Year 11	25 September	Mid October
<b>Statement 5</b> Final Sundry Charge	18 December	Early January

## Notice of Withdrawal

At least one term's notice of withdrawal is required to be provided in writing to the Head of School if a student is to be withdrawn from the School, or is changing from a boarder to a day girl. In the event that a student is withdrawn without the required notice period, one term's fee (plus GST) in lieu of notice will be charged. If a boarding student in Year 12 is withdrawn part way through the year, the School will charge the full year's boarding fee.

All enquiries regarding fees and the payment thereof should be made to the Finance Office on (02) 8356 7068 or by email to [fees@ascham.nsw.edu.au](mailto:fees@ascham.nsw.edu.au)

## Change of Policy

Ascham School reserves the right to change the Enrolment Policy at any time without notice.

## Further Information

For further information about Ascham School's Enrolment process please contact the Enrolments Office. [enrolments@ashcam.nsw.edu.au](mailto:enrolments@ashcam.nsw.edu.au) or call on 61 2 8356 7000.

## Definitions

Name	Description
School	means Ascham School Limited
Parents	means the Student's parents; or, where the Student has only one parent, that parent. 'Parents' also includes the Student's legal guardian
Student	means the person who is enrolled as a student at the School
Head of School	means the Head of School or Acting Head of School, by whatever title he or she is known, and/or his or her nominee