

Admissions Process and Enrolment Policy

Purpose

Brighton Grammar School (BGS or the School) is one of Australia's leading Anglican independent boys' school, with strong community traditions and a culture of excellence. Founded in 1882, the school has over 1550 students enrolled from ELC-VCE. The School is committed to an open and inclusive enrolment process, as outlined in this Admissions Process and Enrolment Policy (the Policy).

The Policy seeks to ensure that there is a consistently communicated and standardised approach to enrolling prospective students at BGS and provides that students are enrolled at the School in a manner that is fair, consistent and transparent. The Policy sets out the basis on which applications for admission are assessed and accepted, and the process from application to confirmation of enrolment. It is expected that all parents and guardians bearing legal parental responsibility for a prospective student (Parent(s)) will jointly undertake the admissions and enrolment process on behalf of the prospective student.

Policy Application

This policy applies to domestic prospective students only. An International Students – Enrolment Policy exists for those applying from overseas. Please see the [BGS Website](#) for this document.

Priority and Suitability

Mandatory requirements for prospective students to be considered for enrolment at the School are as follows:

- The programs BGS run, the way BGS teach and the facilities BGS build are all about boys. In line with the Equal Opportunities Act 2010 (Commonwealth), the School reserves the

right to limit enrolment to those assigned to the male sex at birth.

Priority

Applications for enrolment will be accepted at the discretion of the School, applications may be given priority for enrolment based on factors including (not in any particular order):

- Family or other association with the School;
- Date of a properly completed application
- Siblings currently or previously at the School;
- Academic record and potential;
- Co-curricular and leadership record and potential;
- Sons of permanent staff;
- Principles and values alignment;
- Willingness and ability to contribute to the wider life of the School;
- Good character, as evidenced by behaviours, attitudes and willingness to serve for the greater good;
- Interview;
- Returning students who were offered a priority at the time of departure.

Suitability

Where information obtained by the School suggests:

- A profile of misconduct, illegal activities or anti-social behaviours that indicate the prospective student's enrolment at the School is likely to be detrimental to other students, the staff or the School, or
- The parents/guardians may not be able to meet the financial commitment required by having a student at the School, or
- The level of English language proficiency of the prospective student is not adequate to fully participate in School life, both academically and socially,

Notwithstanding that the prospective student may be the sibling of a current student, the School may decline to proceed any further with the enrolment process.

Learning Support Requirements

The primary consideration is to ensure that the School is able to support the learning requirements of the prospective student, whilst continuing to support the learning requirements of all other students.

As part of the Enrolment Questionnaire, Parent(s) will be asked to declare any learning support requirements for the prospective student. This includes Learning Disorders, Physical Disabilities and Developmental Disorders. The School will require the parents/guardians to provide medical, psychological or other reports from specialists outside the school. These details are reasonably assumed to indicate a possible need for either education support services or for some measures or actions to assist the student to participate in the School's courses or programs and/or to use the School's facilities or services.

In respect of any prospective enrolment, the School reserves the right to have members of its staff make further enquires to better understand the prospective student's learning support requirements.

The School will then seek to identify the exact nature of the prospective student's needs, and the strategies required to address them. Having obtained this information, the School will determine whether the prospective student, if enrolled, would require some measures or adjustments to assist them to participate in the School's courses or programs and/or to use the School's facilities or services on the same basis as a student without the disability or special learning need.

Where the School determines that the prospective student would require some such measures or adjustments, the School will seek to identify the nature of the measures or adjustments required and whether they are reasonable. In assessing whether a particular measure or adjustment for a particular student is reasonable, the School will comply with the standards outlined in the Disability Standards for Education 2005 (Commonwealth) and Equal Opportunity Act 2010 (Commonwealth).

Where the School determines that the learning needs of the prospective student cannot be met at BGS through reasonable measures or adjustments, the School may decline to offer a position for the prospective student.

Admissions Process

Application to and enrolment at Brighton Grammar School is a four-step process, as below.

Step 1: Submit an application

Apply online via the School website:

www.brightongrammar.vic.edu.au.

Please note:

- An application is a pre-requisite for admission but not a promise of admission.
- The online application must be completed by, or with the consent of, all adults bearing parental / legal responsibility
 - Please note that the School is unable to involve itself in any family matters. In the case of all families, including divorced or separated parents, it is the School's assumption and understanding that prior to submitting an application, all parents/guardians are in agreement to the application and potential enrolment of their son.
 - Unless otherwise stated in Family Court Orders, all parents/guardians are required to sign the online application to indicate their consent. Should a place be offered, all parents/guardians must sign the Enrolment Agreement.
- The School may offer a place to any prospective student, irrespective of the date of application.
- A non-refundable application fee of \$200 applies and is payable at the time of application.
- Waiting Lists apply at most year levels.

Step 2: Application processing

Applications are accepted for all year levels; however, the core entry levels are ELC3, Year 3, Year 4, Year 5 and Year 7.

All applications are processed and placed on the application list for the selected year of entry.

Acknowledgement of receipt of the online application and application fee will be sent to the nominated email address.

Not all prospective students will be made an offer of enrolment, due to demand for places exceeding the number of places available.

Parents/guardians of prospective students seeking enrolment for a non-core entry level will only be contacted by the School if there is a possibility of a place for the prospective student.

Step 3: Offers of enrolment

The admissions process varies slightly by year level. An application may be cancelled if no confirmation of interest is received by the required date.

Early Learning Centre (ELC)

Approximately 12 months before the start of the year of entry, Parent(s) are contacted by email to request further documentation required to progress to interview. The interview will result in an offer of enrolment, or the prospective student being placed on a waiting list.

Prep to Year 6

Approximately 12 months before the start of the year of entry, Parent(s) are contacted by email to request further documentation required to progress to interview, which includes reports and transcripts.. The interview will result in either an offer of enrolment, or the prospective student being placed on a waiting list.

Year 7

Approximately 24 months before the start of the year of entry, Parent(s) are contacted by email to request further documentation. The admissions process will include requesting reports and transcripts, and may include an interview(s). This will result in either an offer of enrolment, or the prospective student being placed on a waiting list.

Years 8–11

All offers are subject to interview with the Head of School, and the provision of current school reports and

supporting documentation. Please note that offers are subject to availability.

Step 4: Confirmation of enrolment

Once an offer of enrolment is received, the Parent(s) must confirm their acceptance via the online portal within 14 days. Failure to do so may result in the Parent(s) forfeiting the offer. An enrolment is confirmed when an offer is accepted by the digital execution of the following:

- Completing the BGS Payment Advice Form
- Paying the non-refundable fees, as detailed below
- Signing the BGS Enrolment Agreement
- Providing copies of the documents required by the Admissions team, including:
 - Prospective student's birth certificate
 - Prospective student's Immunisation History Statement (ELC and Junior School enrolments only)

In completing the BGS Payment Advice Form and signing the BGS Enrolment Agreement, the Parent(s) agree to be bound by their terms. The BGS Payment Advice Form and BGS Enrolment Agreement must be signed by each parent or guardian bearing legal parental responsibility. Each signatory to the BGS Enrolment Agreement is jointly and severally liable for all terms included in the Agreement, inclusive of the payment of fees and charges due to the School at any time.

In the event that only one parent or legal guardian signs this Agreement, it is hereby acknowledged and agreed that all parents and legal guardians of the Student, whether they have signed this Agreement or not, shall be jointly and severally liable for all obligations and liabilities arising under this Agreement. The signing parent or legal guardian warrants that they have the authority to bind all other parents and legal guardians of the Student to the terms of this Agreement. The School shall be indemnified and held harmless by the signing parent or legal guardian against any claims, actions, or demands made by any other parent or legal guardian in relation to this Agreement.

Non-Refundable Fees

Early Learning Centre: A non-refundable fee of \$3850, which is made up of:

- \$2000 confirmation of enrolment fee;
- \$1500 fees in advance, deducted from the final billing of Prep. These fees will be retained by the School if the student leaves prior to the final billing of Prep; and
- \$350 lifetime membership of the Old Brighton Grammarian Society.

All other years: A non-refundable fee of \$2350, which is made up of:

- \$2000 confirmation of enrolment fee; and
- \$350 lifetime membership of the Old Brighton Grammarian Society.

Families returning to the School must pay a non-refundable fee of \$2,000.

These fees are subject to change. Current fees will be reflected in this Application and Enrolment Policy, as published on the BGS Website.

Deferment

If at any point subsequent to making an application, a Parent(s) wish to amend the year of entry, this request must be made in writing by email to the Admissions Office, being sure to include the child's full name, address, and e-mail address of the Parent(s), the year of entry and calendar year for which the original application was made, and the new year of entry and calendar year requesting to defer to.

A request to defer will result in moving the application to the application list for the requested deferred year of entry, without a guarantee of enrolment in that year of entry.

Where a prolonged absence from the School is planned, or in the instance that a prospective student is unable to commence at the start of the year of entry, a request to hold the student's vacancy must be submitted in writing to the Head of School for approval. Approval is not guaranteed. Where a vacancy is not held, the School may provide priority to the student for any vacancy at a later commencement date or upon request to return to the School.

Related Policies and Documents

- BGS online application form
- BGS Payment Advice Form
- BGS Enrolment Agreement
- Business Notice and General Regulations

This Policy is a controlled document. Any printing of this document is uncontrolled. Please refer to the school portal for the latest version of this policy

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