



FIRBANK GRAMMAR SCHOOL

Enrolment Policy

Firbank is proud to be an open entry school. Students at Firbank come from a range of different cultural, religious, social and economic backgrounds as well as from many different locations in Australia and overseas. This diversity benefits the School community. Places are offered at all year levels if vacancies exist.

When applications are received, they are placed on a list in order of receipt of the application. Offers of places are made solely at the discretion of the School.

Priority of entry is given to affiliations with Firbank Grammar School:

A brother or sister of a student currently or previously enrolled at Firbank Grammar School

A returning student who is offered a future place at time of departure

A direct relative of an Old Grammarian

A son or daughter of a staff member at Firbank Grammar School

A brother or sister of a student currently enrolled at Brighton Grammar School

Enrolment Process

Step 1 – Application Form

An application must be made online.

<https://www.firbank.vic.edu.au/online-application-form/>

Please note:

- An application is a pre-requisite for admission, but not a guarantee of admission
- A copy of the student's birth certificate is to accompany the application
- A non-refundable application fee of \$200 applies and is payable at the time of application
- The School has strong enrolments and waiting lists apply at most year levels



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Step 2 – Processing Applications

Applications are accepted for all year levels if vacancies exist.

All applications are processed and placed on the application list for the selected year of entry. A letter acknowledging receipt of your application and application fee will then be issued.

Step 3 – Progressing Applications

As your child's year of entry approaches, you will receive a letter asking for confirmation of your interest in enrolment for the requested year level.

Step 4 – Offers of Enrolment

With the exception of Year 7 entry, in the year preceding the date of entry, parents will be invited to bring their child in for an Enrolment Interview. Offers for entry at Year 7 will commence two years prior to the year of entry. This process can take several months to complete.

Offers are subject to an interview with the Director of Admissions or Head of Junior School, and the provision of supporting documentation. Prior to the interview, parents should have submitted a copy of the student's latest school report, latest NAPLAN results (if relevant) and any other educational assessment that the student has undertaken. Parents will also need to articulate any specific learning needs or health issues at this interview.

For entry into ELC, children are required to be fully immunised. Immunisation records must be provided prior to confirmation of enrolment.

Following the interview, a letter formally offering a place in the School is sent.



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Step 5 – Acceptance of an Offer

Once an offer is received, families should confirm their acceptance by returning the completed Student Enrolment Contract within 7 days and paying the non-refundable Confirmation of Enrolment Fee of \$2,000.

ELC Enrolments:

1. ELC Enrolment are conducted as stated in Section 1, with the following variations.
2. Children are to be fully toilet trained prior to commencement.
3. Children must have attained 3 years of age prior to commencement.
4. As per Australian Government regulations, the School requires current Immunisation Certificates. These Immunisation records must comply with Australian Government regulations.

Junior School Enrolments:

Junior School Enrolment are conducted as stated in Section 1, with the following variations:

1. For students entering Preparatory level must be 5 years of age by April 30 on the Year of entry.
2. The School requires current Immunisation Certificates.

Enrolment can be deferred with the understanding that such deferral may not guarantee a place in the future.

Please see the Fee Schedule: <https://www.firbank.vic.edu.au/current-students-parents/parent-resources/parents-need-know/school-fee-schedule-2019/>