

## FRENSHAM SCHOOLS ENROLMENT POLICY

### About Frensham Schools

Frensham Schools is a non-denominational, educational community founded on Christian principles of service, generosity and kindness.

We aim to nurture confident, compassionate students who lead with integrity and make a positive difference in the world.

Frensham Schools includes:

- Frensham Junior School – a co-educational Preschool to Year 6, and
- Frensham – a Boarding and Day School for girls in Years 7 to 12.

As directed by the Board of Governors, Frensham maintains a 70:30 ratio of Boarding to Day students.

### Purpose

This policy explains how parents/carers can apply for enrolment at Frensham Schools and outlines the School's approach to managing applications consistently and fairly.

This policy should be read together with:

- Frensham Schools Terms and Conditions of Enrolment, and
- Frensham Schools Fee Schedule.

### Applications for Enrolment

1. Applications may be submitted any time after a child's birth.
2. Submitting an application does not guarantee a place; it places the child in the enrolment pool for the nominated year. Refer Priority for Enrolment (10).
3. Applications are completed online via the [Frensham Schools website](#) and must include:
  - Payment of the non-refundable Application Fee (currently \$220)
  - A copy of the child's birth certificate
  - The proposed year and year group of entry
  - For Frensham, the boarding status requested (Day, Weekly or Full)
  - Any other relevant documents (medical, special needs or court orders)
4. Children entering Kindergarten must be five years old on or before 31 March of their entry year.
5. Children entering Preschool must be three or four years old and toilet trained by the first day of attendance.

### Medical Conditions and Individual Needs

6. Parents/carers must tell the School about any medical, physical, learning or psychological needs so that appropriate support can be planned.
7. Any changes or new information after submitting the application must be shared with the Admissions Office immediately.
8. If information is withheld or not accurately provided, the School may cancel an application or withdraw an offer of enrolment. The application fee or enrolment fee is non-refundable.

### Family Information

9. Parents/carers must provide copies of any relevant court orders that affect the child's care, custody or education.

## Priority for Enrolment

10. The School will apply the following criteria when allocating places:
  1. Family Relationship
    - Siblings of current or past students
    - Children of Frensham Schools alumni (Old Girls/Old Boys)
    - Children of current Frensham Schools staff
  2. Date the Application was received
  3. Family support for the School's values and expectations
  4. The contribution the student may make to the School
  5. The ability of the School to meet the student's needs or abilities
  6. The student's reports from the current or previous school or learning environment

## Interviews

11. The School determines which students are invited for an enrolment interview based on the above criteria and available places.
12. Where a place is available, and the enrolment process for the student's cohort and entry year has commenced, parents/carers and the student are invited to an enrolment interview with the Head of School. In the case of Year 7 entry, this will be at least two years prior to the proposed enrolment. All remaining year groups will be in the year preceding the proposed enrolment.
13. Parents/carers who are not yet invited to an enrolment interview will remain on a waiting list and will be notified of their status within the year preceding the entry year of application.

## Offers of Enrolment

14. Following the interview, the School may make an offer of enrolment at its discretion.
15. Offers are sent by email, together with the Enrolment Contract and Terms and Conditions.
16. Parents/carers have 14 days to accept the offer.

## Accepting an Offer

17. To confirm a place, parents/carers must:
  - Return the signed Enrolment Contract, and
  - Pay the non-refundable Enrolment Fee (see Fee Schedule).
18. All parents/carers responsible for the student's care and fees must sign the contract.
19. Acceptance confirms the student's place for the specified entry point and, in the case of Frensham, the boarding status (Full, Weekly or Day).
20. If an offer is not accepted within the timeframe and no extension is requested, the Application will lapse.
21. Changing from Weekly or Full Boarding status to Day Boarder status requires the Head of School's approval and is subject to available places.

## Before Commencement

22. Parents/carers must keep contact and student details up to date with the Admissions Office, including any changes to medical or special needs.

## Fees and Charges

23. Fees are set annually by the Board of Governors and communicated in December.
24. The Fee Schedule is available on the Frensham Schools website or from the Admissions Office.
25. Tuition and boarding fees are billed at the start of each term and must be paid by 5:00pm on the first day of term.
26. Co-curricular, sundry and out-of-pocket expenses are billed four times per year.

## Ongoing Enrolment

27. Continuing enrolment depends on:
  - Satisfactory academic progress and attendance, and
  - Observance of the School's relevant behaviour policies for both students and parents/carers. Refer Policies on the Frensham School website.
28. Students are generally expected to complete their schooling at Frensham.
29. Boarding students wishing to change to Day Boarder status must apply in writing at least one term in advance. Approval is dependent on places being available and is at the Head of School's discretion.

## Changes to Policy

Frensham Schools reserves the right to update this policy at any time without notice.

## Contact

For more information, please contact the Admissions Office:

Email: [enrolments@frensham.nsw.edu.au](mailto:enrolments@frensham.nsw.edu.au)

Phone: 02 4860 2104

Website: [frensham.nsw.edu.au](http://frensham.nsw.edu.au)