

SCOTCH COLLEGE MELBOURNE

ADMISSION POLICY AND PROCEDURES

Scotch College Melbourne is a school for boys. Students at Scotch College come from a range of different social, cultural and economic backgrounds, as well as from many different locations in Australia and overseas. The diverse nature of the student body and the students' many individual talents, interests and skills enrich and benefit the entire School community.

The School has one core goal – to develop each boy to his full potential. To this end, Scotch provides an extensive and integrated range of academic, cultural, sporting and social programs from the Preparatory Year (Prep) to Year 12.

Offers of places are made at the discretion of the Principal. There are four main entry points for student admission to the School: Prep, Year 4, Year 7 and Year 9. Places may be offered at other levels where vacancies arise.

Initial offers of places for the main entry years of Prep, Year 4 and Year 7 are primarily determined by the age of the boy on receipt of the initial application. In the case of Year 9 entry, the age of the boy on receipt of the initial application is of lesser importance. Places are not usually offered to boys for a particular year level if they are more than one year older or younger than the average age of the students in that level.

Initial Application

- Parents are encouraged to return a signed Admission Application Form with the application fee to the School as soon as possible.
- In the case of Prep and Year 4, if forms are received by the School within 4 weeks of birth the boy's name is placed on a 'definite' list, subject to satisfactory fulfilment of enrolment procedures. Applications received after this period are placed on a 'waiting' list.
- For Year 7, applications received by the School within 8 weeks of birth are placed on a 'definite' list.
- These timeframes may change and confirmation should be sought from the School's Admissions Office.
- At the discretion of the School, some applications may be given preference on the waiting list on the basis of criteria such as:
 - Having a brother currently or having had a brother previously at Scotch;
 - Transfers from interstate or overseas schools similar to Scotch;
 - Sons of the full-time permanent teaching staff at Scotch College;
 - Sons or grandsons of former students of Scotch College Melbourne;
 - Sons of ministers of the Presbyterian Church of Victoria and Old Boys in full-time Christian ministry;
 - Potential to perform at an exceptional standard academically or in other areas of the school program; and
 - Returning students who were offered priority at the time of departure.

Junior School Enrolments

- Boys applying for Prep should turn 5 years old by 30 April in the year of entry.
- Approximately 18 months prior to the start of the relevant preferred year of entry, the School will seek a further expression of interest from parents for a place for their son in the School. Applications may be cancelled if no expression of interest is received at this time.
- On confirmation that parents are still interested in a place, offers are made having regard to a number of factors including the timing of receipt of the initial application and the criteria outlined above.
- Where requested by parents, offers of a place in Prep may be deferred at the discretion of the School.
- Parents who have been offered a place may meet with the Head of the Junior School or another senior member of staff and participate in a tour of the School.

- When accepting an offer of a place, parents will be required to fill out an enrolment form which includes a Business Notice. Details of current fees will also be provided.
- Parents who do not receive an offer of a place are encouraged to place their son on the waiting list for casual vacancies, which may arise from time to time when a current student leaves the school.
- When offering places as a result of further vacancies in Prep and Year 4, or 'casual' vacancies in other year levels, the age of the boy on receipt of the initial application is of lesser importance.

Senior School Enrolments

- Approximately two years prior to the start of the requested year of entry, the School will seek a further expression of interest from parents for a place for their son in the School. Applications may be cancelled if no expression of interest is received at this time.
- On confirmation that parents are interested in a place, all boys who are on the list for possible entry are required to sit a placement test. Alternative arrangements may be made for interstate and overseas boys. In the majority of cases, only boys who have completed the placement test or its equivalent will be considered for a place.
- The placement test is used as preparation for class placement and identifying the needs of the applicant. It may also be used to assess academic potential.
- Offers of a place are made having regard to a number of factors including the timing of receipt of the initial application and criteria such as those outlined above.
- Enquiries should be made with the School's Admissions Office in respect to applications by families resident overseas.
- Once an offer of a place has been accepted, parents will be required to fill out an enrolment form which includes a Business Notice and details of current fees.
- Parents who have been offered a place for their sons may meet with the Director of Admissions or another senior member of staff and participate in a tour of the School.
- Parents who do not receive an offer of a place are encouraged to place their son on the casual vacancy waiting list in case further vacancies arise.
- When offering places as a result of further vacancies in Year 7, or 'casual' vacancies in other year levels, the age of the boy on receipt of the initial application is of lesser importance.

Boarding Applications

- Boarding applications are usually given a priority on the waiting list according to the places available.
- Further information about boarding applications should be sought from the School's Admissions Office.

Overseas Students

- Australian law requires students who are not Australian Citizens or Permanent Residents to obtain an Australian Student Visa prior to entering Australia.
- Further information about applications for boys who are not Australian Citizens or Permanent Residents should be sought from the School's Admissions Office.

Special Needs

- Parents are requested to disclose whether their son has any disability or learning difficulties of which the School should be aware and which may require adjustments to be made by the School to meet his special needs.
- Prior to accepting an enrolment, the School may consult with the student and his parent/s about whether the disability or learning difficulties affects the student's ability to participate in the courses or programs for which the student is enrolling and to use the facilities and services provided by the School on the same basis as other students.
- The consultation will assist the School to consider and identify whether any reasonable adjustment is necessary and can be made to assist the student's participation at the School.

For further information about the School's Admissions Process and Policy, please the Admissions Office by telephone (+61 3 9810 4023) or by email (Admissions@scotch.vic.edu.au). The Admissions Policy is subject to change without notice and the Principal reserves the right to determine to whom places are offered.

22 October 2008