

POLICY

ADMISSIONS



PREAMBLE

Scotch College Melbourne is a school for boys. Boys at Scotch 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 boys' many individual talents, interests and skills enrich and benefit the entire School community.

Scotch is affiliated with the Presbyterian Church of Victoria and Christian teachings underpin all that we do. Building on our Articles of Association Our Aim is '*...to deliver an education which, secure in the traditions of our past and our Christian belief, opens boys' minds to the rich diversity of the world in which they live and challenges them to question and explore everything they find, with integrity, humour and compassion. And to do this in an exciting, intimate environment which nurtures self-expression and self-worth while promoting the uniqueness of each boy's journey*'.

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 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 number of days elapsed from birth to the date of receipt of the 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 boys 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, Year 4 and Year 7, all applications received are placed initially on a 'waiting' list.
- A fixed number of applications will be placed on a 'definite' list for entry to Prep, Year 4 and Year 7. The definite list places are awarded on the basis of the number of days elapsed from birth to the date of receipt of the application. The number of definite list places is determined by the Principal or his delegate so as not to exceed the number of places available. Parents will be advised if their son's name has been placed on a definite list within 14 months of birth.
- A place on a definite list for one year level is not automatically transferrable to a definite list place for another year level.
- 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.
- The School reserves the right to refuse an application or to remove an application from the waiting list or definite list if there are reasonable grounds for doing so.
- The principle form of contact from the Admissions Office is through email. It is the responsibility of families to provide the Admissions Office with current contact details.

POLICY

ADMISSIONS



JUNIOR SCHOOL ENROLMENTS

- Boys applying for Prep should turn 5 years old by 30 April in the year of entry.
- Up to three years 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.
- In the final months before the year of entry, 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

- Up to three 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.
- 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.
- In the final months before the year of entry, 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.

POLICY

ADMISSIONS



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.
- Boys on Student visas (Category 500) must be enrolled in the Boarding House while enrolled at the School.
- 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

- At the time of application or as soon as becoming aware, parents are required 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 contact the Admissions Office by telephone (+61 3 9810 4203) 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.