



TOWNSVILLE GRAMMAR SCHOOL

ENROLMENT POLICY (PRE-PREP TO YEAR 12)

PURPOSE	The purpose of this policy is to provide written processes about enrolments for students from Pre-Prep to Year 12.		
SCOPE	Students, prospective students and their parents/carers		
REFERENCES	Enrolment Application Form		
REVIEWED	Annually	NEXT REVIEW DATE	January 2027
POLICY OWNER	Director of Advancement		

Policy

Townsville Grammar School is proud to be an open access and inclusive School, which invites enrolments regardless of gender, religion, race, academic ability or physical circumstances.

Admission to Townsville Grammar School automatically allows possible admission to the IB Diploma Programme (IBDP) in Year 11 & 12. All students in Year 10 are able to select the IBDP.

A non-refundable Application Fee of \$250 is payable upon lodgement of the Enrolment Application Form. A separate application must be lodged for each student. Subject to all the enrolment requirements having been met and availability of placement, students will be offered a place in a timely manner. At that time, a non-refundable Confirmation Fee of \$500 will also be payable.

Places will be offered, taking into account the following considerations:

- Existing students in the School, i.e. students continuing on the same campus will be offered first places, then those in an equivalent grade at the alternative Junior Campus (North Shore or Annandale) will be offered remaining places. All students progressing from either Junior Campus are prioritised a place at the North Ward campus in Year 7.
- Sibling of a student currently enrolled at the School, given the enrolment application is completed within the published time frames.
- Child of a Townsville Grammar School staff member.
- School record (Year 2 upwards only), including pastoral and behavioural profile validated by referee check from previous school, where applicable.
- Past Grammarian or a transferring student from another Grammar School within the Grammar Schools in Queensland or Association of Heads of Independent Schools of Australia (AHISA) school in Australia.
- Date of application.

General Considerations:

- It is the parents/carer's responsibility to ensure the School is advised of any change of address or other particulars in respect of their child's application. The School does not guarantee to maintain an applicant's place on the enrolment list if correspondence to the address provided is unanswered.
- The School does consider the student's ability to contribute to and benefit from all aspects of the academic and Co-Curricular programs offered by the School.
- Operational considerations are also considered, such as the fact that the School enrolls boarding students.

Any applications received after first round offers are made will be considered on a case by case basis. Once all places are accepted, a waiting list will commence. Students on the waiting list will then be offered any subsequent positions that may become available, according to the above criteria.

The Principal has the right to exercise their discretion in relation to all enrolment matters, including the weighting to be attached to each of the criteria above.