

# Expression of Interest Form

## OFFICE USE ONLY

DATE RECEIVED:	CONTACT ID:	STUDENT ID:	INITIALS:
G/L: : :	RECEIPT:	RECEIPT AMOUNT:	RECEIPT DATE:
			POSTING:

## STUDENT DETAILS

**Proposed calendar year of entry:** ..... Students **must** turn 5 years of age by the end of February in the year they commence Prep

**Proposed year level of entry** (please circle): PREP 1 2 3 4 5 6 7 8 9 10 11 12

Surname: ..... Date of birth: ..... DD/MM/YYYY

Given name(s): ..... Gender:  Male  Female

Preferred name: ..... Religion: .....

Dominant language(s) spoken at home: ..... Country of birth: .....

Is the student?  A sibling of a current student at CGS  Child of a staff member  Child of a former student

Do you hold a visa for entry to Australia?  No  Yes  please attach a copy

Date of arrival in Australia: ..... DD/MM/YYYY Visa number: .....

Visa subclass: ..... Visa expiry: ..... DD/MM/YYYY

## PARENT / GUARDIAN DETAILS

### PARENT/GUARDIAN 1

Mr  Mrs  Miss  Ms  Dr

Surname: .....

Given Name: .....

Relationship to student: .....

Residential Address: .....

Suburb: ..... Postcode: .....

Home Phone: .....

Mobile: .....

Email: .....

The School frequently communicates via email

Occupation: .....

### PARENT/GUARDIAN 2

Mr  Mrs  Miss  Ms  Dr

Surname: .....

Given name: .....

Relationship to student: .....

Residential Address: .....

Suburb: ..... Postcode: .....

Home Phone: .....

Mobile: .....

Email: .....

The School frequently communicates via email

Occupation: .....

## CARE ARRANGEMENTS

**The student lives with:**  Both parents  Mother  Father  Other – please specify.....

**The following information is important and designed to help avoid confusion, please tick if relevant:**

Parents separated  Father deceased  Father remarried  
 Parents divorced  Mother deceased  Mother remarried

**Are there any court orders regarding residential care and/or contact?**

No  Yes  a copy **must** be attached

## EDUCATION

**Name of school/kindergarten currently attending:** .....

Do you give Casey Grammar School permission to contact the school/kindergarten?  Yes  No

**Names of any previous school(s) attended:** .....

Do you give Casey Grammar School permission to contact the school?  Yes  No

# Expression of Interest Form

## REASON FOR APPLICATION

Why do you wish for your child to attend Casey Grammar School? .....

Why does the student wish to attend Casey Grammar School? The student is to write in this section if they are in Year 5 or above at the time of application: .....

I intend for my child to complete Year 12 at Casey Grammar School (please tick):  Yes  No

## CASEY GRAMMAR SCHOOL CO-CURRICULAR ACTIVITIES

Should your child be accepted for enrolment at Casey Grammar School, will they participate in the following?

Sport	<input type="checkbox"/> Yes <input type="checkbox"/> No	Drama and Arts	<input type="checkbox"/> Yes <input type="checkbox"/> No
School Camps	<input type="checkbox"/> Yes <input type="checkbox"/> No	House Events	<input type="checkbox"/> Yes <input type="checkbox"/> No
Religious Education exploring the Christian Faith	<input type="checkbox"/> Yes <input type="checkbox"/> No	Music	<input type="checkbox"/> Yes <input type="checkbox"/> No

## STUDENT INTERESTS AND EXTRA CURRICULAR ACTIVITIES

What interests does your child have? e.g. sport, music, art .....

Does your child participate in any after school or extra-curricular activities? .....

## MEDICAL DETAILS

Does your child have a medical condition?  No  Yes – please provide details .....

Does your child take medication?  No  Yes – please provide details .....

Does your child have any allergies?  No  Yes – please provide details .....

Does your child have asthma?  No  Yes – please provide details .....

## BEHAVIOURAL AND LEARNING NEEDS

Does your child have a known disability?  No  Yes  please attach reports

Physical  Social  Emotional

Provide further information: .....

Has your child received any of the following specialist services?  No  Yes  please attach reports

Speech Pathology  Psychologist/Counselling  Psychiatrist

Physiotherapy  Occupational Therapy

Provide further information: .....

Has your child received any specialist education support?  No  Yes  please attach reports

EAL (English as an Additional Language)  Integration Aide  Modified Curriculum

Modified assessments/reports  Specialist Education Support Program

Provide further information: .....

## PARENT / GUARDIAN AGREEMENT

### Terms and Conditions

1. Submitting an Expression of Interest does not guarantee an interview or enrolment offer.
2. The School has limited places that can be offered each year, and it is likely that the number of applicants will exceed the number of places available.
3. Enrolment is subject to availability, assessment, a satisfactory interview, capacity to provide an appropriate program for the proposed student, and acceptance of the School's Terms of Enrolment outlined below.
4. At the discretion of the Principal, applications may be given preference after taking into account the following factors: siblings of current students, children of staff members & children of former students who completed their education at Casey Grammar.
5. The Principal reserves the right to grant a small number of priority enrolments each year if considered appropriate, including for students displaying particular talents and abilities that enhance the overall life and success of the School.
6. This application requires a non-refundable administration fee of \$100.00 to be paid per family.
7. Applications will be placed on a holding list for the year level requested until the School commences reviewing applications. The below timeframes can be used as a guide;
  - Prep intake interviews are generally held in Term 1 of the year prior to the year of entry
  - Year 7 intake interviews are generally held in Term 4 when students are in Year 5
  - All other year levels will be when a vacancy becomes available
8. It is the responsibility of parents to notify the school of any change to email, contact address and telephone numbers. Failure to do so will result in the child's application being cancelled when undeliverable mail (including email) is returned to the school. Cancellation will also occur if no response is received by the due date of any correspondence & failing to attend an interview without contacting the school to make alternate arrangements.
9. At all times, the Principal, will have the authority to use discretion in the final enrolment offers.

### School Rules

1. Students will respect teachers, parents, visitors and their fellow students
2. Students must be available to start on the first day of school
3. Religious Education exploring the Christian faith is compulsory at Casey Grammar School
4. Co-curricular activities and camps are non-negotiable
5. Students will be on time for school, assemblies and classes
6. Students will wear and maintain in good order their school uniform and comply with all uniform, jewellery and hair standards
7. Students will care for the school property, buildings and gardens
8. Students will stay in the playground area set aside for them
9. The Principal, in consultation with the student and parents, will deal with constant breaches in school rules or serious misconduct

### Should the student be offered enrolment at Casey Grammar School, I/we agree to:

1. Support the ethos and values of the School.
2. Learning opportunities are offered within and beyond the classroom. These may include field trips, camps, sports training, lectures and classes during term break, classes before and after school. It is a condition of enrolment that students attend these learning opportunities and fully commit to the Casey Grammar School programs.
3. Abide by the School rules and parent code of conduct.
4. Pay school fees and all other charges as required by the due date.
5. Students must be 5 years of age by the end of February of the year in which they commence Prep.
6. Following an enrolment offer;
  - A confirmation deposit of \$550 for Junior School students and \$750 for Senior School students is payable within 14 days of the date of offer. The confirmation deposit is applied to your school account at the beginning of the year the student commences their studies, the confirmation deposit is strictly non-refundable or transferable.
  - An Enrolment Contract will be forwarded to you to sign and return to the school within 14 days of the date of offer.
7. Enrolment is not confirmed until the confirmation deposit is paid and an Enrolment Contract is executed.
8. It is the responsibility of parents to notify the school of any change to email, contact address and telephone numbers. Failure to do so will result in the child's enrolment offer being withdrawn when undeliverable mail (including email) is returned to the school. In addition, enrolment offers will be withdrawn if no response is received by the due date of any correspondence, a confirmation deposit is not paid by the due date and the enrolment contract is not signed and returned to the school by the due date.
9. A term's notice in writing to the Principal is required prior to the withdrawal of a student from the school. An exit form will be forwarded to complete and return to the school, families will be invited to an exit interview with the Principal. If such notice is not given, a term's fee in lieu of the notice will be charged.

I/we understand that submitting an Expression of Interest does not guarantee an interview or enrolment offer. I/we understand enrolment decisions remain in the absolute discretion of the Principal. I/we declare that, to the best of my/our knowledge, the information is complete and correct. I/we acknowledge and agree that if we knowingly withheld information relevant to the enrolment process or have knowingly incorrectly completed this application form, the school may refuse or terminate the enrolment of my/our child.

In signing this document, I/we agree to the terms and conditions as set out above - **both parents/guardians to sign.**

Signed: ..... Date: .....

(relationship to student)

Signed: ..... Date: .....

(relationship to student)

# Expression of Interest Form

## ADMINISTRATION FEE PAYMENT

Is the Applicant a sibling of a student currently attending Casey Grammar School or a sibling of a student that has previously submitted an Expression of Interest form?

- Yes The administration fee is waived. Sibling name(s): .....
- No A non-refundable administration fee of \$100.00 (includes GST) is payable

### CREDIT CARD

- Visa  MasterCard

Card Number:

Expiry Date: ...../..... CVV:.....

Name on card: ..... Signature: .....

### ONLINE

[caseygrammar.vic.edu.au/enrolments](http://caseygrammar.vic.edu.au/enrolments)

If you have multiple Expression of Interest Forms, please only enter in one child's name via the payment section

### IN PERSON

Casey Grammar School  
3 New Holland Drive,  
Cranbourne East VIC 3977

## MARKETING

How did you hear about Casey Grammar School?

- Word of mouth  Facebook  Website  Press advertising  Bus advertising  Lynbrook Train Station sign
- Other – please specify.....

## PLEASE COMPLETE CHECKLIST

**Incomplete applications will not be processed and returned to the applicant. Incomplete applications refer to sections of the form not completed, requested documents not attached, payment declining and missing signatures.**

✓ **Please complete this checklist before submitting**

- A separate application has been submitted for each child
- A photocopy of the student's birth certificate is attached
- A photocopy of the student's visa is attached (if applicable)
- A copy of the most recent school report & NAPLAN test results must be attached if the student is currently attending a school
- A copy of medical/behavioural reports are attached (if applicable)
- Both parents/guardians have read & signed the Parent/Guardian Agreement section
- A non-refundable administration fee of \$100.00 (per family) has been paid with this application

**Enquiries:** Please contact the Enrolment Officer  
Phone: 03 5991 0800  
Email: [enrolments@caseygrammar.vic.edu.au](mailto:enrolments@caseygrammar.vic.edu.au)

**Return form to:** Enrolments  
Casey Grammar School  
PO Box 302, Cranbourne Victoria 3977  
Email: [enrolments@caseygrammar.vic.edu.au](mailto:enrolments@caseygrammar.vic.edu.au)

### Receipt of application:

Please note that the completion of the Expression of Interest does not guarantee enrolment. Students will be placed on holding list for the requested year level and year of entry.

Casey Grammar School will acknowledge receipt of your Expression Interest with a letter via post or email.

Contact the Enrolments Officer on 03 5991 0800 or [enrolments@caseygrammar.vic.edu.au](mailto:enrolments@caseygrammar.vic.edu.au) if you do not receive the letter of receipt mentioned above within 14 days of submitting your Expression of Interest form(s).