
ENROLMENT POLICY



**BRISBANE GIRLS
GRAMMAR SCHOOL**

1 Purpose

The purpose of this Enrolment Policy (the **Policy**) is to ensure families are provided with an equal opportunity to secure a place for their child at Brisbane Girls Grammar School (the **School**).

2 Scope

The Policy applies to all prospective and current students of the School, their parent/s and all staff involved in the enrolment process.

3 Policy

The School is a secular school for girls and is academically non-selective in enrolments during its main intake years, Year 5 (from 2026) and Year 7. The School does not award scholarships (academic or other), and does not require students to undertake entrance examinations. The School's educational philosophy guides the delivery of a broad, liberal education that seeks to prepare girls to contribute confidently to the world with wisdom, imagination and integrity.

The extensive range of subjects offered at the School, combined with its comprehensive co-curricular program and well-developed student care program, provide a platform for each girl to experience success and develop intellectually, physically, emotionally and socially.

4 Enrolment process

4.1 Conditions of application and entry

4.1.1 Entry into Years 5 (from 2026) and 7

Years 5 and 7 are the only major intake years.

Entry into the School in Term 1 of Years 5 and 7 is non-selective and places are offered to applicants on the School's Enrolment Waitlist in strict date order of receipt of a completed application and Enrolment Application Fee, except in the case of late offers.

If a student is unsuccessful in obtaining a Year 5 place, they will be moved to the Year 7 Enrolment waitlist according to the date of their original application. If a student accepts their Year 5 Offer by way of payment of the Confirmation Fee, and then decides to change to Year 7, they are placed on the Year 7 Enrolment waitlist according to the date they made that change. Their original application date is no longer valid.

There is no preference given to siblings of current students or to the children of trustees, staff or past students for entry into the School.

The Principal does not have the discretion to make special admission of a student.

Students applying for entry into Years 5 & 7 must have completed the full previous year of schooling (ie Years 4 or 6) or its equivalent, to a satisfactory level, including a demonstrated satisfactory level of English language.

Students are not enrolled ahead of their age-appropriate year level without the Principal's approval.

Should vacancies arise after an intake cohort is confirmed and Advance Fees received, places may then be reviewed and offered at the Principal's discretion having regard to the Enrolment Waitlist and practical considerations.

4.1.2 Entry into other year levels

Entry into non-intake years (Years 6 and Years 8 to 11) is at the Principal's discretion and considers a range of factors including, but not limited to, the likelihood that the student will make a good transition to the School and the School's capacity at that time to manage the new enrolment. Special consideration may be given to applicants who already had an existing application. Students are generally not enrolled into Year 12, except in extenuating circumstances.

4.2 Deferring enrolment

Applicants who decline an offer but wish to remain on the Enrolment Waitlist (or reactivate a cancelled application) are placed on the list at the date of refusal/reactivation, not at the original date of application.

4.3 Termination of enrolment

A place will not be offered, and the School reserves the right to cancel a place offered to a current family whose Tuition Fees are in arrears during the enrolment process. The enrolment will then be returned to the Enrolment Waitlist and only when all current outstanding fees are fully paid will a place be offered to an incoming student for the relevant intake year when a vacancy occurs.

4.4 Bursaries

Bursaries are awarded in accordance with the School's Bursary Policy.

4.5 Fees

4.5.1 Application Fee

A non-refundable, non-transferable Application Fee is payable on application. Refer to the School's Tuition Fee Schedule and Fee Payment Policy for further information. Only one Application Fee is payable regardless of the enrolment path.

4.5.2 Confirmation Fee

A non-refundable, non-transferable Confirmation Fee is payable on confirmation of a place. Refer to the School's Tuition Fee Schedule and Fee Payment Policy for further information.

4.5.3 Advance Fees

Parent/s are required to pay an Advance Fee in the year prior to entry. The Advance Fee is non-refundable and non-transferable and is credited to the first term's Tuition Fee. A student's enrolment will not progress unless the Advance Fee has been paid.

Refer to the School's Tuition Fee Schedule and Fee Payment Policy for further information.

5 Roles and responsibilities

5.1 Board of Trustees

The Board of Trustees is responsible for the regular review and monitoring of this Policy to ensure compliance with legislation and best practice.

5.2 Principal

The Principal is responsible for ensuring that enrolments are managed effectively by the School in accordance with this Policy and related Terms and Conditions.

5.3 Enrolments Office

The Enrolments Office is responsible for processing enrolment applications in accordance with this Policy and under the direction of the Principal.

6 Review and monitoring

This Policy shall be reviewed every year or in the event of any information, incident, legislative changes or organisational practice that would demonstrate the need for a review.

Document title	Enrolment Policy	Author	Board of Trustees
Version	BD016.2009.4	Approval	Board of Trustees
Distribution	Minerva, Website	Date	September 2025

7 Related documents

7.1 Relevant legislation

Education (Accreditation of Non-State Schools) Regulation 2017

7.2 Relevant School documents

Enrolment Terms and Conditions

Tuition Fee Schedule

Fee Payment Policy

Debtors Policy

Enrolment Agreement