**Entry Points**

**Junior School**
The traditional entry point for Junior School is Kindergarten, with a select few places available in Year 5.

Interviews and placement offers for Kindergarten are usually offered soon after application.

Entrance into Year 5 is on the basis of reports and an interview. Entrance into other year groups is possible if there are vacancies.

**Secondary School**
There is an automatic progression from Queenwood Junior School to Year 7, Queenwood Senior School.

New Senior School students are offered a confirmed place on the basis of reports, references and an interview. Interviews may take place up to two years prior to students commencing at Queenwood.

**Mid-Year Enrolments**
Entrance during the school year is possible if vacancies are available and a Confirmed Place is offered. It is preferable that students commence at the beginning of a school term.

**Scholarships**
Bursaries (means-tested scholarships), scholarships and awards are available at Queenwood in the Senior School. Please refer to www.queenwood.nsw.edu.au/enrolments for more details.

**How to Apply**
Applications for enrolment at Queenwood should be made by the parent/s or guardian using the Enrolment Application Form. This form is available from the Director Of Admissions DirectorOfAdmissions@queenwood.nsw.edu.au ph: 8968 7714 who will forward it by email or post, or it can be accessed online at www.queenwood.nsw.edu.au/enrolments.

Applications for enrolment include:
- the Enrolment Application Form
- the signatures of both parents are required. Where only one parent signs, that person must satisfy the school that he/she is the sole parent and will be responsible for all fees and charges.
- a non-refundable Application Fee (excluding international transfer fees)
- a copy of the student’s full Birth Certificate
- a copy of passport and visa details if the student is not an Australian or New Zealand citizen. Queenwood accepts permanent resident or skilled worker visas; it is not registered to accept student visas.
- a copy of Australian English Assessment Services (AEAS) results for students who have been living overseas and whose first language is not English. Results must meet the criteria outlined under the heading English Proficiency in these Terms and Conditions.
- Court Orders or Parenting Plans, if any, relevant to the student. Parents are required to submit any further updates both before and after the student is enrolled.

**The Enrolment Process**
The Principal, through the Director of Admissions, is responsible for the maintenance of enrolment lists for entry to Queenwood.

**The Enrolment Pack**
The pack includes a copy of Queenwood’s prospectus, recent school publications, Conditions of Enrolment and the current Schedule of Fees. Request the pack online or contact the DirectorOfAdmissions@queenwood.nsw.edu.au ph: 8968 7714.

**Application**
Once an Application Form and Application Fee (excluding international transfer fees) is received and processed, the applicant is added to a waiting list.

**Waiting Lists**
Applicants are added to the waiting list according to application date; for entries into Kindergarten consideration is given to the time elapsed between birth and application rather than application date alone. Priority is given to siblings of current Queenwood students, daughters of Queenwood Old Girls, siblings enrolling together and applicants related to Queenwood Old Girls.

**Introductory Days**
Families should submit an application prior to attending an Introductory Day and an interview with the Principal will only be arranged after attendance. You can register your intent to attend an Introductory Day online or by contacting the DirectorOfAdmissions@queenwood.nsw.edu.au ph: 8968 7714.

Attendance at an Introductory Day for prospective Year 7 families is by invitation only; the Admissions Office will invite families to Introductory Days in the order that they appear on the priority waiting list; this will occur approximately 3 years prior to commencement.

Should a family be in the process of an overseas transfer and they wish to secure an immediate placement, a visit to the School can be arranged for a particular day followed immediately by an interview with the Principal to secure their daughter’s place at the school.

**Interview**
Parents and their daughter will be invited to an interview with the Principal. Both parents are expected to attend the interview together with the prospective student. Prior to the interview you will be asked to submit all relevant paperwork such as past school reports, references, extra-curricular interests etc.

**Acceptance**
Following a successful interview, you may receive an offer of a place at Queenwood. The usual entry points are Kindergarten and Year 7, although other offers will be made at the Principal’s discretion as spaces become available from time to time. On acceptance, parents return the signed Conditions of Enrolment and pay the non-refundable Acceptance Fee. Your daughter’s enrolment will then be confirmed. Owing to demand for places, deferred entry cannot be offered. Please note that the first term’s fees are payable 6 months prior to start date.
Year 7 entry

In Term 1 of Year 6, your daughter will be invited to a Sample Day at Queenwood with her classmates for the following year. In Term 4 of Year 6, your daughter will be invited to an Orientation Day. This will include a range of activities with her peers and some testing which is conducted by an external agency and assists us in developing an academic profile of each student in conjunction with her academic records.

Kindergarten entry

Your daughter will be invited to spend a morning at Queenwood in Term 4 prior to the year of entry. This is an opportunity to become familiar with her teachers, peers and classrooms. Each girl has a one-on-one meeting with her class teacher immediately prior to her first day in Kindergarten which provides a further opportunity for familiarisation.

Other entry points

Individual arrangements are made for girls joining at other entry points, which may include opportunities to meet other Queenwood families socially. A ‘buddy’ will be allocated to partner each new student on their arrival.

English Proficiency

International applicants on permanent resident or skilled worker visas for whom English is a second language must have their English language assessed. Tests can be arranged by the applicant at their own expense through AEAS www.aeas.com.au. Applicants must reach prescribed standards of English in reading, writing, listening and speaking, to be accepted as students at Queenwood.

In order for the application to progress at Queenwood, the following levels of English proficiency MUST be reached:

- Years 10 – 12, Advanced Level above 80%
- Years 7 – 9, Pre-Advanced Level above 71%
- Years 4 – 6, Intermediate Level above 46%

The applicant should arrange for AEAS to send the DirectorOfAdmissions@queenwood.nsw.edu.au a copy of the results if the applicant does not meet the threshold, AEAS may recommend intensive English Language study (ELICOS) that students require prior to commencing formal school studies; at the conclusion of this course, the applicant may re-sit the test and apply for later entry at Queenwood. Queenwood may, at times, request additional testing at the School if required.

Queenwood does not offer course credit. Entry into any course is subject to the assessment of the School. This also applies to onshore school transfers of students on international visas either within NSW or ACT or from interstate.

Privacy Policy and Standard Collection Notice

The School collects personal information, including sensitive information about students and parents or guardians, before and during the course of a student’s enrolment at the School. The primary purpose of collecting this information is to enable the School to provide an appropriate education for your daughter.

Your privacy is important to us. Queenwood respects your right to privacy and abides by the National Privacy Principles laid down in the Privacy Amendment (Private Sector) Act 2000. Ensuring the security of information held by the school is a top priority. The Queenwood Privacy Policy is available at http://www.queenwood.nsw.edu.au/contact/business-office/.

Student Obligations

Students are required to have high standards of behaviour and:

- abide by the School Rules and the Student Code of Conduct;
- behave courteously and considerately to each other and to staff at all times;
- support the goals and values of the School;
- attend and, if required, participate in assemblies, important school events or other events determined by the Principal;
- attend camps and excursions that are an integral part of the school curriculum;
- wear the school uniform as prescribed and follow conventional standards of appearance in accordance with the school's guidelines and the expectation of the school community; and
- attend the school during school hours, except in the case of sickness or where leave not to attend has been given.

Parent Obligations

The Parents:

- must accept and abide by the requirements and directions of the School Council and the Principal relating to the student or students generally and not interfere in any way with the conduct, management and administration of the School;
- are required to support the goals, values and activities of the School;
- must advise the school in writing of any change of home, mailing, email address or contact details or other information on the Enrolment Application Form, within one month of such change. Applications and Offers may be cancelled if the school loses contact with the parent or has mail returned;
- must ensure the student has each item of officially required uniform, clean and in good repair, and all other requirements such as textbooks and stationery;
- should communicate with students, parents, visitors and staff members in a courteous manner, and follow the communication guidelines laid down by the School; and
- pay all relevant fees. Fees are revised and published annually by the School Council and prospective parents must pay the enrolment fee published/current at the time of enrolment/acceptance.

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