



ABBOTSLEIGH

Enrolment information 2020



School tours

JUNIOR SCHOOL

Junior School tours are open to all members of the community. They are however, particularly aimed at prospective parents of the School. Prospective students are most welcome to attend a tour with their parents.

Junior School tours start at 10.15 am. On the morning of the tour, please gather at Junior School Reception shortly before 10.15 am. The tour runs for one and a half hours, usually beginning with a presentation by the Head of Junior School followed by a tour of the facilities and concluding with morning tea, which offers an opportunity for informal discussions. This is an excellent opportunity to acquaint yourself with the School and its educational opportunities.

Visitors can also discuss enrolment procedures with the Registrar. We usually have one or two current Abbotsleigh parents joining the tour to chat with prospective parents. The emphasis is on informality with opportunities to ask questions and familiarise yourself with Abbotsleigh.

SENIOR SCHOOL

Enjoy a stroll through Abbotsleigh and see some of the exciting new things that are happening within the School. As you walk through the School (which was established in 1885) you will have the opportunity to gain a glimpse into its long history.

Abbotsleigh greets prospective students and their families through these guided school tours each term rather than on large scale open days. The Senior School tours start at 10 am and commence on the steps of the Marion Clarke building (Reception).

The tour runs for one and a half hours, beginning with a presentation by the Headmistress and finishing with morning

tea. Visitors may then discuss enrolment procedures with the Registrar. Families of potential boarding students can visit the boarding precinct with the Head of Boarding and view their potential future home at close quarters. The emphasis in each tour is on informality with many opportunities to ask questions. Guides on the Senior School tours are parents of girls currently in the School, with some guides also being Old Girls who are therefore doubly familiar with the ethos of Abbotsleigh.

JUNIOR SCHOOL TOURS IN 2020 WILL BE CONDUCTED ON THE FOLLOWING DATES

Term 1

Wednesday 19 February, 10.15 am

Term 2

Wednesday 3 June, 10.15 am

Term 3

Wednesday 26 August, 10.15 am

Term 4

Wednesday 4 November, 10.15 am

SENIOR SCHOOL TOURS IN 2020 WILL BE CONDUCTED ON THE FOLLOWING DATES

Term 1

Friday 20 March, 10 am

Term 2

Friday 8 May, 10 am

Term 3

Friday 28 August, 10 am

Term 4

There is no scheduled tour this term

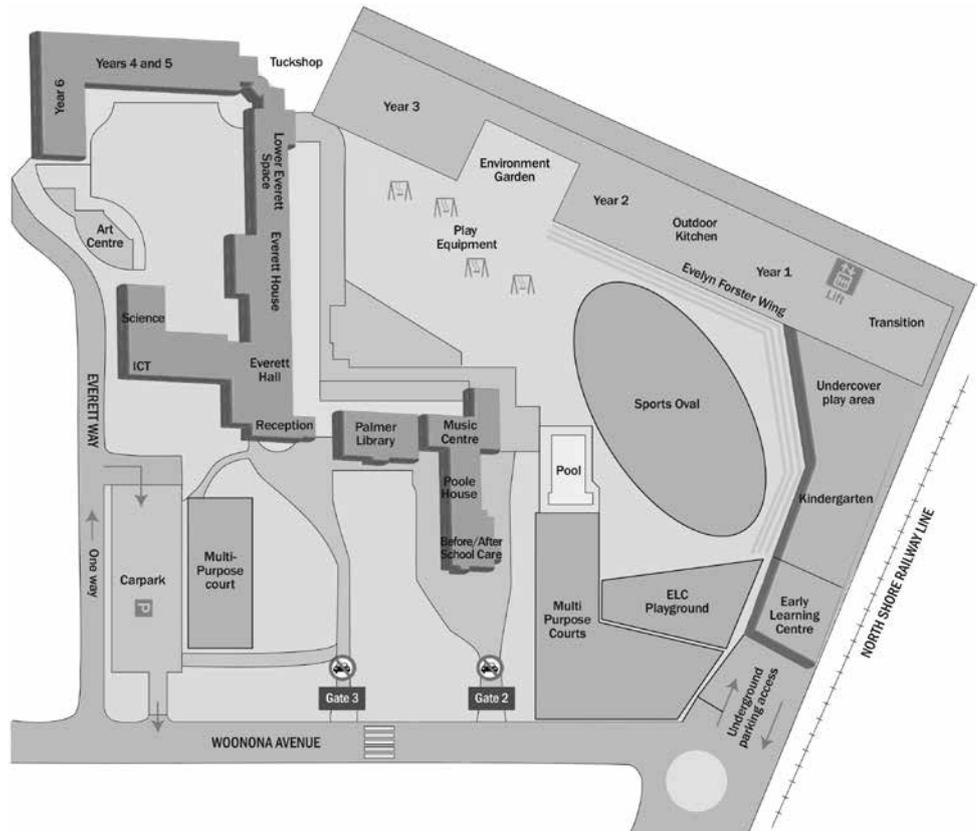
Bookings are essential for all school tours. Book online via the Abbotsleigh website using the Quicklinks menu.





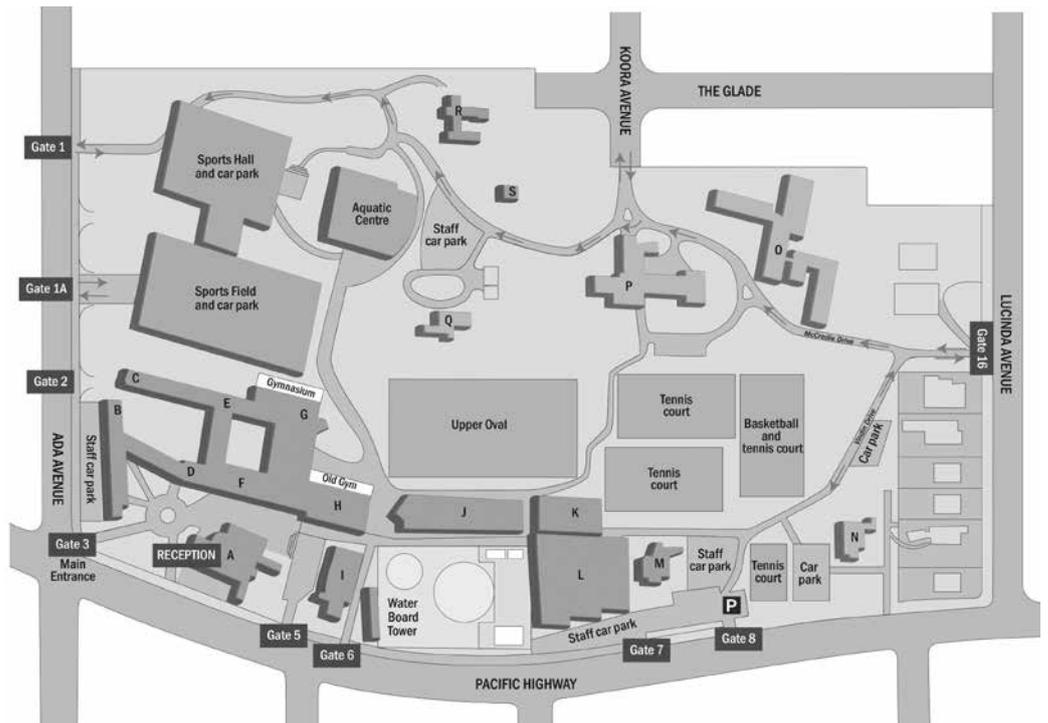
JUNIOR SCHOOL

Abbotsleigh Junior School is located at 22 Woonona Avenue, Wahroonga.



SENIOR SCHOOL

Abbotsleigh Senior School is located at 1666 Pacific Highway (corner of Ada Ave), Wahroonga.



Enrolment of students

Abbotsleigh is an Anglican Pre K-12 day school for girls providing boarding from Years 7-12. Abbotsleigh enrolls a diverse range of day and boarding students. Its programs are intended to allow each girl to:

- Benefit from Abbotsleigh's academic program of preparing her for university.
- Learn from the Christian program of the School in pursuit of her spiritual maturity.
- Endeavour to realise her individual talents.
- Contribute to the life of Abbotsleigh by participating in co-curricular activities.
- Embrace the goal of becoming a courageous, constructive and compassionate world citizen with a will to serve.

Abbotsleigh requires the parents of its students to understand and support:

- The Christian ethos, values and environment of Abbotsleigh.
- The academic and pastoral care programs of the School.
- The behavioural expectations on their daughter.
- Parent endeavour on behalf of the School and its future.

The School may refuse or discontinue enrolment if the student or parents do not continue to support the ethos and expectations of the School.

This document is to be read in conjunction with the Conditions of Entry and Continuing Enrolment which is printed in the Enrolment Application Form. The School may change these documents from time to time as it may consider necessary to reflect the changing needs of the School and community.

TERMINOLOGY

- 'Applying for enrolment' refers to the process of seeking a place at Abbotsleigh.

- The 'gap' on the waitlist is the difference in time between the date of birth and date of Application for Enrolment.
- A student is placed on the 'waitlist' on receipt of the completed Application for Enrolment. A 'waitlisted place' is not a secure place, but it may convert to an offer of an 'accepted' place closer to the time of entry.
- An 'accepted' place is a place secured after payment of a non refundable acceptance fee.
- A student is 'enrolled' when the parents agree in writing to the School's offer of an accepted place and after all entry procedures are completed and all entry fees are paid.
- 'Parents' includes guardians.
- A 'transfer' refers to a change from the proposed year of entry to a different year of entry. While on a waitlist, it is usually possible to transfer to a waitlisting for a different year. Transfers from an accepted place in one year to an accepted place in another year are not automatic.
- A 'deferred place' refers to an accepted place with entry delayed to a later term or year. Deferred places are not automatically granted and may incur deferral fees.
- A 'held place' refers to a place reserved for a current student during prolonged absence from the School. A place held for more than one term incurs holding fees. A place held for one term or less incurs ongoing normal tuition and other fees including boarding if relevant.

AN APPLICATION FOR ENROLMENT MUST INCLUDE:

- The application for enrolment fee.
- A copy of the student's full birth certificate.
- A copy of residency/citizenship papers if the student or both parents were born overseas.
- A copy of the latest school report if the student is of school age.
- Referee details.





- The signatures of both parents on the Conditions of Entry and Continuing Enrolment. 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.
- An English proficiency test which may be required for students whose first language is not English. The Registrar will refer parents to a testing organisation.
- Any specific needs that may impact on the student's education and/or participation in programs provided by the School. Parents are required to submit any further updates both before and after the student is enrolled.
- Court Order or Parenting Plan, if any, relevant to the student. Parents are required to submit any further updates both before and after the student is enrolled.

FACTORS DETERMINING OFFERS OF PLACES

The offer of a place is at the sole discretion of the School. Some factors involved in exercising that discretion include but are not limited to:

- A strong family connection to Abbotsleigh.
- Parent who is in full time Anglican ministry.
- Availability of an appropriate day or boarding place for the student.
- The student's ability to benefit from Abbotsleigh's program of preparing students for university.
- The result of an entrance test for Year 7 and an assessment process for Year 5 and Years 8 to 11.
- Documentary evidence of English proficiency for students whose first language is not English.
- Referees.
- The gap between the date of birth and date of Application for Enrolment.

ENTRY POINTS

Junior School

The entry points for Junior School are Transition, Kindergarten, Year 3 and Year 5.

Accepted places in Transition to Year 3 are offered on a first in first served basis and with consideration of the above factors. Once these priorities have been observed, accepted places are offered directly from the waiting list. This process takes place within the second half of each year after girls have had their first birthday.

Abbotsleigh Old Girls are strongly encouraged to make application soon after the birth of their daughter to best

ensure a place at Abbotsleigh. Thereafter, consideration will be given to Old Girl factors but places are more difficult to ensure.

Year 5 places are offered via an assessment process which includes a day visit to the school and a review of student reports and other supporting documents. For families requiring firm placement this assessment may occur from Year 3 onwards.

Senior School

There is an automatic progression from Abbotsleigh Junior School to Year 7.

Year 7 new day students gain entry via an entrance test which is held regularly from the commencement of Year 3 onwards at Abbotsleigh. Students may sit the entrance test once only, unless there are extenuating circumstances. Year 7 applicants may also sit the scholarship examination.

Boarders and daughters of Abbotsleigh Old Girls are not required to attend Year 7 entrance testing to gain entry.

Years 8-11 new day students gain entry on the basis of reports, assessment procedures and an interview.

CASUAL VACANCIES

Casual vacancies may be offered as they occur in intake or non-intake years.

SCHOLARSHIPS

- Scholarships are available in Middle School and Senior College.
- Year 7 scholarships are open to both boarding and new day students as well as Abbotsleigh Junior School students.
- Year 10 scholarships are open to boarders and day girls, both new and current.
- A list of scholarships and bursaries is available on the Abbotsleigh website.

BOARDING

- Boarding is available from Years 7 to 12 with intakes in each year. Accepted boarding places are offered well in advance for Year 7 and for other years when available.
- Boarders are not required to sit the Year 7 entrance test to gain entry, but they must sit the scholarship examination if they wish to apply for Year 7 scholarships.
- Waitlisted boarders gain entry to Senior College on the basis of reports, assessment procedures and an interview. This assessment process also applies to all boarders seeking Year 10 scholarships.
- Priority in boarding is given to rural and

regional NSW students.

- Students enrolled as boarders are expected to remain as boarders and our allocation of places depends on this. Boarding is a long term commitment unless the School has previously agreed in writing to the contrary.
- A boarding place will be converted to a day place only in unusual circumstances and only when the boarding/day numbers allow. A change in status, either before or after commencement, is entirely at the discretion of the School.
- Boarders may be waitlisted for day places in the hope that a change of status becomes available. However, boarders in Year 11 must remain as boarders until the end of Year 12.
- At her discretion, the Headmistress may allow a boarder to live at home but there will be no reduction in the boarding fee if there is no suitable day place available.
- Boarders who become day students must live with their parents and must not live in the care of any other relative or friend, unless specifically approved by the Headmistress.

FULL FEE PAYING OVERSEAS STUDENTS (FFPOS)

- A full fee paying overseas student (FFPOS) is an overseas student studying at Abbotsleigh on a student visa.
- Abbotsleigh does not deal with agencies, nor pay referral fees, for the recruitment of students.
- Abbotsleigh is registered on the Commonwealth Register of Institutions and Courses for Overseas Students under CRICOS Provider Code 02270F. Applications are considered for limited places.
- Students whose first language is not English are required to have their readiness for entry into the School supported by a certificate of their English fluency from the Australian Education Assessment Service (AEAS). Students are required to achieve an AEAS score of 80 or higher to ensure they are able to access the School's learning programs.
- FFPOS boarders and day students are normally waitlisted until the year preceding entry.
- Abbotsleigh will require an interview with parents and the student before an accepted place is offered.
- FFPOS will live in Abbotsleigh boarding houses or with their parents in suburban Sydney.

ENTRY FEES

The following three entry fees apply to each student and are not credited towards tuition fees:

- A non refundable Application Fee of \$370 per student must accompany the Application for Enrolment.
- A non refundable Acceptance Fee of \$1,500 per student is required to confirm acceptance when the School offers an accepted place. This payment secures a place in the specific school year and calendar year offered. (When parents apply for Junior School Transition to Year 3 or boarding places a number of years in advance of commencement, they may be offered an accepted place forthwith. Parents can secure this place by paying the Acceptance Fee at that time. If parents do not wish to commit at this stage, they may elect instead to take a waitlisted place which is not a secure place.)
- A non refundable entrance fee of \$2,000 per student is payable two years prior to entry of new students. The payment of this fee finalises the enrolment process for a student.

WITHDRAWAL OF CURRENT STUDENTS

A term's notice must be given in writing to the Headmistress before the removal of a student. Otherwise 25% of the annual fees (including boarding fees where applicable) will be payable.

CHANGE OF CONTACT DETAILS

Parents must advise the School in writing of any change of address or contact details as soon as known. Applications and enrolments may be cancelled if the School loses contact with parents or has mail returned.





Scholarships

To acknowledge and encourage excellence, Abbotsleigh offers a number of scholarships awarded on several criteria which may include school reports, examination results, financial need, personal interview and, in the case of music scholarships, performance.

Scholarships are open to both boarding and day students. Needs-based scholarships require a statement of financial affairs to verify need. The Registrar welcomes enquiries about scholarships and bursaries.

Year 7 Scholarships – open to girls in Year 5

Applications are open to any student in Year 5 (including current Abbotsleigh students).

Examinations for the following Year 7 scholarships are held in September of Year 5. Girls in Year 5 2020 may sit the scholarship examination for Year 7 2022 on **Saturday 19 September 2020**. Online registrations open in June and close on Friday 11 September 2020.

OPEN SCHOLARSHIPS

Abbotsleigh offers two academic scholarships, providing up to 100% remission of school tuition fees for the remainder of schooling.

BETTY ARCHDALE SCHOLARSHIP

This is a needs-based academic scholarship, providing up to 100% remission of school tuition fees for the remainder of schooling.

JUBILEE SCHOLARSHIP

This academic scholarship is for the daughter of an Abbotsleigh Old Girl. It provides up to 100% remission of school tuition fees from Year 7 for the remainder of schooling.

MOLLIE AND NANCY DOUGLAS SCHOLARSHIP

This is a needs based academic scholarship, providing up to 100% remission of school tuition fees for the remainder of schooling. This biennial scholarship will be next assessed for girls in Year 5 in September 2020 for a Year 7 2022 start.

MUSIC SCHOLARSHIP

The Music Scholarship is an academic scholarship awarded to an outstanding musician, providing up to 100% remission of school tuition fees for the remainder of schooling. Selected candidates are invited to audition. This scholarship is awarded to a player of an orchestral instrument (not piano) with a high pass in AMEB exam or equivalent as follows.

Strings

Violin, viola, cello – Grade VI

Double bass – Grade III

Brass/Woodwind

Bassoon, oboe, French horn, tuba – two years' prior school tuition

All other brass or woodwind instruments – Grade IV

INDIGENOUS SCHOLARSHIPS – OPEN TO GIRLS IN YEAR 6

Indigenous students from rural and remote locations may apply for Year 7 boarding scholarships.

Indigenous Scholarships are needs-based scholarships providing up to 100% remission of school tuition fees and up to 100% remission of boarding fees (net of other scholarships and government assistance).

They are normally awarded to a Year 7 boarding student one year prior to entry.

Enquiries regarding Indigenous Scholarships for Year 7 2022 may be made to the Registrar. Registrations close 31 May 2020.





Years 7 to 11 Scholarships

ENDEAVOUR PERFORMANCE SCHOLARSHIP

To acknowledge and encourage excellence, the recipient of the Endeavour Performance Scholarship is a student who will add to the life of the School. All round excellence will benchmark this student. Typically this student will be a high achiever, whether it be in a sporting, dramatic, musical or public speaking field.

This is a unique scholarship for a student entering the school at any point from Year 7 to Year 11 and will provide partial remission of up to 50% of school tuition fees for the remainder of school years.

The selection process is by way of application including a personal summary demonstrating ability by way of a list of achievements in sport or other performance category. This personal summary will include two reference letters supporting the candidate's chosen activity. The latest school report and NAPLAN test results will complete this application. Following this, an interview will be arranged with the Headmistress, together with either the Head of Sport, Head of Visual Arts or Head of Drama.

Girls wishing to commence in Year 7 are required to attend the Year 7 scholarship exam held in September of Year 5.

Applications are open for entry in 2022.

Year 10 Scholarships

FOUNDATION SCHOLARSHIPS

These scholarships are open to new and current Abbotsleigh students.

Foundation Scholarships are needs-based academic scholarships providing up to 50% remission of school tuition fees for the remainder of schooling.

Online applications open March 2020 and close on Friday 15 May 2020.

EVERETT SCHOLARSHIP

The Everett Scholarship is awarded to one current Abbotsleigh student moving from Year 9 to Year 10. The selection process is by way of application. The Everett Scholarship provides 50% remission of tuition fees in Year 10. Online application forms will be available September 2020 with a closing date of Friday 23 October 2020.

YEAR 10 SPECIAL AWARD – THE KATHLEEN MCCREDIE AWARD

The Kathleen McCredie Award is awarded to new applicants or current Abbotsleigh students entering Year 10.

This award is governed by strict financial criteria. The recipient will demonstrate all round involvement in the areas of spirituality, service, culture, sport and academia. The selection process is by way of application.

This scholarship will be next assessed in 2020 for a Year 10 2021 start.

Online applications open March 2020 and close Friday 15 May 2020.

Year 10 and 11 Scholarship

THE ROYLE SCHOLARSHIP

The Royle Scholarship is for Year 10 or Year 11 and is open to any student in Year 9 or Year 10 (including current Abbotsleigh students) with particular Old Girl affiliations.

This biennial scholarship is an academic and/or general merit scholarship providing up to 50% remission of school tuition fees for the remainder of schooling. Needs-based criteria may also apply. It is awarded to a girl joining the Senior College in either Year 10 or Year 11 who is the daughter, granddaughter or great granddaughter of an Abbotsleigh Old Girl.

The selection process is by way of online application. Applications open in March 2020 and close on Friday 15 May 2020.

Year 11 Scholarship

CENTENARY SCHOLARSHIP

The Centenary Scholarship is open only to current Year 11 Abbotsleigh students.

It is awarded to a student who is the daughter of an Abbotsleigh Old Girl for all round participation and achievement. The scholarship provides 25% remission of school tuition fees for the remainder of schooling.

Enquiries regarding the registration procedure for scholarships and bursaries are welcome. For scholarship application closing dates please also refer to the website www.abbotsleigh.nsw.edu.au

Please phone 02 9473 7777 or email registrar@abbotsleigh.nsw.edu.au

Tuition fees

2020

Year	Per annum
Transition	\$18,390
Kindergarten	\$20,830
Years 1-2	\$22,490
Years 3-4	\$24,510
Years 5-6	\$27,190
Years 7-8	\$32,030
Years 9-10	\$32,850
Years 11-12	\$34,120

BOARDING

Year	Per annum
Years 7-12	\$29,150 [#]

FULL FEE PAYING OVERSEAS STUDENTS (FFPOS)

CRICOS Provider Code 02270F

Year	Per annum
Transition	\$28,480
Kindergarten	\$30,930
Years 1-2	\$32,870
Years 3-4	\$34,620
Years 5-6	\$37,290
Years 7-8	\$42,120
Years 9-10	\$42,950
Years 11-12	\$44,210

BOARDING FFPOS

Year	Per annum
Years 7-12	\$39,830 [#]

[#] Includes GST on food component.

TUITION AND OTHER FEES

The process for payment of Tuition Fees, IT Access, Challenge Week/Camp and Resource and Activity Charge is by way of ten monthly instalments due on the 15th of the month from February to November inclusive.

AbbSchool fees will be billed separately from tuition fees.

If the School considers that a student needs intensive English support, parents/guardians may be required to pay additional fees.

Courses studied outside the normal School program may attract additional fees and charges.

If a student is absent from the School, fees will not be refunded in whole or in part.

If all the fees and charges are not paid when due, the School may terminate the enrolment of the student.

Late payment of fees or instances where fee payments are regularly dishonoured by the parent's banker may incur an administration fee.

Tuition fees are set by the School Council and are reviewed annually.

FINANCIAL PREPARATION FOR SCHOOLING COSTS

Some parents enter plans with external bodies to help them prepare for costs of private schooling in a flexible, tax effective manner. Some service plans accept responsibility for the payment of school fees which the parent member then repays over monthly instalments. This is not a recommendation but a referral only for The Australian Scholarships Group (Sydney 02 8440 6666) or School Plan (Victoria 03 9276 7711).



Privacy collection notice

Your privacy is respected by Abbotsleigh as always.

Privacy legislation now requires us to issue this Collection Notice.

1. Abbotsleigh (the School) collects personal information, including sensitive information about students and parents or guardians before and during the course of the student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your daughter.

2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.

3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include public health and child protection laws.

4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.

5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches and volunteers.

6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your daughter.

7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities and other news is published in School newsletters, magazines and on our website.

8. Parents may seek access to personal information collected about them and their daughter by contacting the School. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student, or where students have provided information in confidence.

9. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

10. We may include your contact details in a school directory and year/class list for distribution. If you do not agree to this you must advise us now.

11. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

Abbotsleigh's full Privacy Policy is on our website www.abbotsleigh.nsw.edu.au.



ABBOTSLEIGH

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Senior School & Administration
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ABB6981 MARCH 2020