



ABBOTSLEIGH



# Enrolment information **2024**

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# Our School. Our Girls. Today and tomorrow.

Our aim at Abbotsleigh is to work together with our parents to ensure the best possible educational and wellbeing outcomes for your daughter.

## **THE DRIVING FORCES THAT WILL SHAPE OUR FUTURE – AND SHAPE A BETTER FUTURE FOR OUR GIRLS:**

### **Educational innovation**

Great inspires greater

Abbotsleigh is a leader in girl's education, where both learners and educators thrive. Empowered to grow as exceptional leaders of learning, our inspirational forward-thinking teachers create learning experiences that are innovative, challenging, varied and fun.

### **Christian enrichment**

Inspired by hope

At Abbotsleigh we respect, explore and experience the beauty and wonder of the Christian faith. We challenge girls to explore and respond to the hope of Christ's message with curiosity, open minds and intellectual rigour. We encourage generosity, respect and understanding of diverse beliefs and cultures.

### **Individual empowerment**

Unafraid to be awesome

Abbotsleigh inspires girls to strive for excellence within and beyond the classroom. We grow resilient, independent, confident and compassionate girls who believe they are capable of anything.

### **Organisational strength**

Sustainable foundations built together

Abbotsleigh maintains robust relational, physical and financial foundations to achieve our purpose.

### **Positive social impact**

Creating a better tomorrow today

Abbotsleigh prepares girls to adapt to change, leverage complexity and positively impact their future and that of others.

## **REQUEST A VISIT**

Should you wish to tour either campus, please contact Colleen Fenn at [registrar@abbotsleigh.nsw.edu.au](mailto:registrar@abbotsleigh.nsw.edu.au) or call 02 9473 7744.



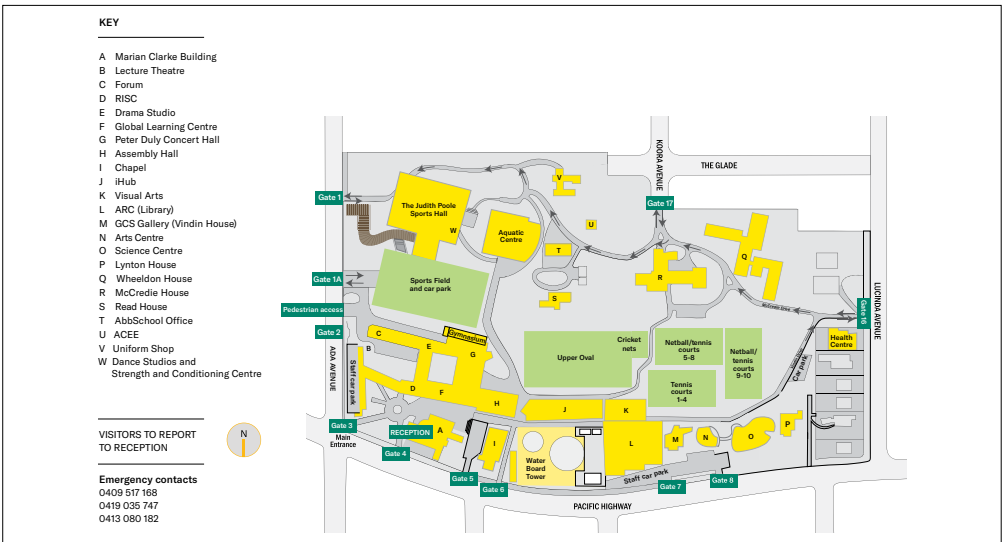
## JUNIOR SCHOOL

Abbotsleigh has two large campuses in Wahroonga.  
The Early Learning Centre and Junior School are located in Woonona Avenue.



## SENIOR SCHOOL

The Senior School is located on the Pacific Highway, corner of Ada Avenue.





## How to apply

Our aim is to make the enrolment process as smooth as possible for you.

Please complete the online application form: <https://www.abbotsleigh.nsw.edu.au/enrolment>

### **What else do I need to provide?**

Your application will need to be accompanied by several supporting documents and other information. These are listed on the online application form, or can be found on page 6 of this booklet.

## 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 and bursaries.

- 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 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 \$450 per student must accompany the Application for Enrolment.
- A non refundable Acceptance Fee of \$1,750 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 \$2,750 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 2024 may sit the scholarship examination for Year 7 2026 on **Saturday 21 September 2024**. Online registrations open in June and close on Thursday 12 September 2024.

### **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 2024 for a Year 7 2026 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 2025 may be made to the Registrar. Registrations close 30 April of the year the student is in Year 6.

### **Years 7 to 11 Scholarships**

#### **BOARDING BURSARIES**

To assist and encourage our boarding community, Abbotsleigh offers a range of boarding bursaries for remission of part boarding fees for families living in country NSW. Girls wishing to commence in Year 7 are required to attend the Year 7 scholarship exam held in September of Year 5.

#### **ENDEAVOUR PERFORMANCE ALL ROUND 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.

For girls wishing to join after Year 7, by way of application please provide a personal summary detailing the candidate's academic records plus extra-curricular achievements as detailed above. This information should be provided prior to the end of Term 2 in 2024. Applications are open for entry in 2025.

### **SPORTS PERFORMANCE SCHOLARSHIP**

This scholarship acknowledges a student who shows exceptional sporting promise at an elite level. Typically, this student will be competing at national or state level (or the highest possible equivalent depending on the sport), in at least one sporting activity (team or individual) that is offered through Abbotsleigh's Sport program.

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.

Applicants must provide a summary demonstrating their sporting ability by way of a list of achievements in their sport with proof of performance, including two reference letters supporting the candidate's application.

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

For girls wishing to join after Year 7, by way of application please provide a personal summary detailing the candidate's academic records plus extra-curricular achievements as detailed above. This information should be provided prior to the end of Term 2 in 2024. Applications are open for entry in 2025.

### **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 April 2024 and close end of June 2024.

#### **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 2024 with a closing date of Monday 28 October 2024.





### **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 for girls in 2025 for a 2026 start.

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.

This biennial scholarship will be next assessed for girls in 2024 for a 2025 start.

Online applications open April 2024 and close end of June 2024.

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.abbottsleigh.nsw.edu.au](http://www.abbottsleigh.nsw.edu.au)**

**Please phone 02 9473 7777 or email [registrar@abbottsleigh.nsw.edu.au](mailto:registrar@abbottsleigh.nsw.edu.au)**

# Privacy collection notice

This notice explains how the School (**our/we/us**) handles the personal information of students and parents or guardians (together you).

## How and why the School collects personal information

1. The School collects and holds information about you before, during and after the course of a student's enrolment at Abbotsleigh. The information may be collected in writing, through technology systems or in the course of conversations. In limited circumstances, the School may also collect personal information about you from a third party, for example, a previous school. The types of personal information the School collects includes sensitive information which includes health information.
  2. The primary purpose of collecting personal information is to enable the School to provide education for students enrolled at Abbotsleigh, exercise its duty of care and perform associated administrative functions, which will enable students to participate fully in the broad range of School activities.
  3. The School has obligations at Public Health, Education and Child Protection legislation requiring certain personal information to be collected and disclosed.
  4. A student's enrolment may be delayed or prevented if the School cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and staff.
  5. 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.
- (e) Related entities including the Abbotsleigh Old Girls Union and the Abbotsleigh Foundation
  - (f) Organisations that assist us with fundraising
  - (g) Providers of learning and assessment tools and services
  - (h) Educational and assessment authorities
  - (i) Third party providers of our information management and storage systems and other third party providers of information technology services to the School
  - (j) Providers of administrative and financial services to the School
  - (k) Any person or party you authorise the School to disclose information to
  - (l) Anyone to whom the School is required or authorised to disclose information to by law.
7. Personal information collected from students is disclosed regularly to their parents or guardians.
  8. Information about School activities and news and student and staff achievement is published frequently in the School's journals, newsletters and magazines, on the School's information system and the School's intranet (AbbNet) or otherwise shared with the School community including past, current and future students, parents and teachers). This may include personal information (including photographs and videos) of students and parents involved in School activities including academic and sporting events and achievements, concerts and plays, and School camps and excursions. The School will obtain permission if we wish to include photographs or videos of students in our promotional material or otherwise make this information available to the public such as on the internet.

## To whom the School discloses information

6. The School may disclose your personal and sensitive information for educational, care and administrative purposes and to seek support and advice. This may include to
  - (a) Other schools and teachers at those schools, including a new school to which a student transfers to facilitate the transfer of the student
  - (b) Commonwealth and State government departments
  - (c) Medical practitioners
  - (d) People providing educational support, health services and specialist services to the School including specialist teachers, specialist advisors, coaches, volunteers and counsellors
9. The School uses centralised information management and storage systems (Systems). These systems are provided by third party service providers. Personal information is stored within these systems and is accessible by School staff and, in limited circumstances, to third party service providers for the purpose of providing services to the School in connection with the Systems.
10. The School may use online or cloud service providers to store personal information and provide services to the School that involve the use of personal information such as email, instant messaging and educational and assessment applications. Some personal information may be provided to these service providers to enable them to authenticate users and for technical support.

11. The School engages in fundraising activities from time to time. Your personal information may be used to make an appeal to you. Your personal information may also be disclosed to the Abbotsleigh Foundation for the purpose of making an appeal to you and 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.

**Your rights**

12. The School's Privacy Policy, available on the Abbotsleigh website, sets out how you can

- (a) seek access to and correct your personal information which the School holds
- (b) make a privacy complaint and how such complaints are managed.

# Fee Schedule 2024

Fees are set by the School Council and are reviewed annually. The following fees are payable for 2024. All fees shown on this Schedule are in Australian Dollars (AUD):

Year Group	Tuition Fees per annum	Other Compulsory Fees per annum				Boarding Fees* (Full-time) per annum	Boarding Fees* (Weekly) per annum	No. of Instalments per annum
		Resource and Activity Fee	Technology Fee	Challenge Week/ Outdoor Education Fee	Total Other Fees			
Transition	\$21,050	\$300	\$290	\$0	\$590	N/A	N/A	10
Kindergarten	\$24,450	\$300	\$550	\$110	\$960	N/A	N/A	10
Year 1	\$25,750	\$340	\$550	\$230	\$1,120	N/A	N/A	10
Year 2	\$25,750	\$390	\$1,030	\$330	\$1,750	N/A	N/A	10
Year 3	\$28,050	\$600	\$1,030	\$500	\$2,130	N/A	N/A	10
Year 4	\$28,050	\$620	\$1,030	\$850	\$2,500	N/A	N/A	10
Year 5	\$31,150	\$750	\$1,030	\$930	\$2,710	N/A	N/A	10
Year 6	\$31,150	\$750	\$1,030	\$930	\$2,710	N/A	N/A	10
Year 7	\$36,650	\$1,175	\$140	\$780	\$2,095	\$30,980	\$26,400	10
Year 8	\$36,650	\$1,150	\$140	\$880	\$2,170	\$30,980	\$26,400	10
Year 9	\$37,600	\$1,000	\$140	\$940	\$2,080	\$30,980	\$26,400	10
Year 10	\$37,600	\$1,175	\$140	\$740	\$2,055	\$30,980	\$26,400	10
Year 11	\$39,030	\$1,000	\$140	\$760	\$1,900	\$30,980	\$26,400	10
Year 12	\$39,030	\$1,200	\$140	\$420	\$1,760	\$30,980	\$26,400	8

\*Including GST on food component

The **Resource and Activity Fee** varies by Year group and includes items such as excursions/incursions, online resources, pastoral care, specific lectures/seminars and events necessary for the particular Year group to undertake their studies at Abbotsleigh.

The **Technology Fee** covers the device, warranty, insurance and specific software for Transition through to Year 6. For Years 7 to 12, where the student brings their own device, the fee covers device software costs and 'Back to Abbotsleigh' IT support.

The **Challenge Week/Outdoor Education Fee** covers the cost of this program and is compulsory for all students. Abbotsleigh pays the fees for this program in advance and a refund is not available if a student cannot attend.

**AbbSchool Activity Fees** – Where students enrol in AbbSchool extended tuition programs, the cost of these activities will be charged to Parent Accounts each term.

## Full Fee Paying Overseas Students

Abbotsleigh School is registered to accept Overseas Students from Transition to Year 12 (CRICOS Provider Code 02270F). Please contact the School for further information on fees or visit our website.

## School Entry Fees

Entry Fees	Payments	Details
Application Fee	\$450 (inc. GST)	Must accompany Application for Enrolment Form.
Acceptance Fee	\$1,750	Confirms acceptance of an offered place in the Year group and calendar year.
Entrance Fee	\$2,750	Payable two years prior to entry of new students. Finalises the enrolment process.

Entry Fees are non-refundable and are not credited towards Tuition and Other Compulsory Fees.











ABBOTSLEIGH

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Wahroonga NSW 2076  
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T 02 9473 7777