



**Launceston
Grammar**

EST. 1846

Enrolment Process

Enrolling your children at Launceston Grammar is easy. The following provides an understanding of our enrolment process:

Step 1: Enrolment information

Request an information and enrolment pack [here](#) or contact our Registrar via registrar@lcgs.tas.edu.au or +61 3 6336 6052.

Step 2: Discover Launceston Grammar (School Tour)*

Consider attending a Discover Launceston Grammar Day at our Junior or Senior Campus. Interested families have the opportunity to visit our Junior and Senior Campuses, meet our Headmaster and learn more about the unique and broad opportunities we offer students. During your Discovery visit, you will hear more about our School's vision for our students, tour our classrooms and facilities, meet students and staff and ask questions. Click here to learn more. (link to Launceston Grammar Advantage)

Step 3: Experience Launceston Grammar*

As an extension of our School tours, we encourage new students to join us for an Experience Day. This is an opportunity for new students to experience life as a Launceston Grammar student, explore the Campus, join class activities and make friends. Half day and full day options are available. For students entering the Boarding House, we are happy to arrange an 'overnight' stay in our Girls or Boys Boarding House, together with a School programme for an experience at Launceston Grammar during term time. For more information, please contact the Registrar here or complete the form below.

** 'Discover Launceston Grammar' and 'Experience Launceston Grammar' Days are options available to all families but are not mandatory steps in the School's enrolment process.*

Phone: +61 3 6336 6000

Email: grammar@lcgs.tas.edu.au

Street: 36 Button Street Mowbray Heights Tasmania 7248

Postal: PO Box 136 Mowbray Heights Tasmania 7248

lcgs.tas.edu.au



CRICOS 00650K

**Courageous
Curious
Creative
Compassionate**

Step 4: Application to enrol

To apply for a place at Launceston Grammar, please complete an Application for Enrolment form, which is available here or can be requested from our Registrar's office.

The School is an open entry school. However, an enrolment application for admission does not guarantee a place at the School. Places may be limited at various levels and we therefore encourage parents to begin their child's enrolment application at our School as early as possible.

When submitting an enrolment application, please provide:

- A copy of your child's birth certificate
- A copy of your child's last school report (if applicable)
- Non-refundable \$100 Application Fee
- If your child is applying as a Temporary Resident or Permanent Resident, please provide a copy of their visa grant notice and passport
- For students with English as an additional language applying for entry to Grade 5 and above, AEAS test results (which are no more than 12 months old) are required www.aeas.com.au

Step 5: Enrolment questionnaire

You will be issued with an enrolment questionnaire and a request for your child's most recent school reports to ensure the School has the most updated information available to them to support your child's education. Following return of the questionnaire and reports, you and your child will be invited to attend an interview with the Headmaster, Head of Campus or designated staff member.

Step 6: Enrolment interviews

Before a place at Launceston Church Grammar School is offered to your child(ren) an interview is required. Interviews are conducted by the Head of the Senior Campus for entry to our Senior Campus or by the Head of the Junior Campus for entry to our Junior Campus. The interview provides an opportunity to discuss the School programme and clarify expectations regarding enrolment at the School.

Step 7: Offer to enrol

Based on the outcome of the interview, the Headmaster will issue a letter offering a place at Launceston Grammar which confirms the student's commencement date.

Once an offer is made, you will have 14 days to accept or decline the offer. To accept the offer, parents should return the fully completed and signed Acceptance of Offer and other documents accompanying the offer. Once documentation has been received and processed, you will receive an email confirming your child's enrolment status at Launceston Grammar. Please refer to the current Schedule of Fees document for all fees.

Parents/Guardians will be issued additional documentation to complete and return, including:

- Student Medical Information form
- A National Goals for Schooling in the Twenty-First Century form
- Boarding documentation (if applicable).

Step 8: Acceptance

The return of the Acceptance of Offer and completed documents by the due date confirms a family's intention to proceed with the enrolment. Failure to return the requested information indicates the choice to discontinue the child(ren)'s enrolment and the offer will be cancelled.

Step 10: Welcome

Whether your child(ren)'s enrolment is from the beginning of Term 1, or part way through the School year, Launceston Grammar's pastoral care programme and experienced staff will provide a smooth transition for your child.

For more information please contact our Registrar, Carolyn Roney, at Registrar@lcgs.tas.edu.au or via 03 6336 6000.