



Moriah College
בית ספר הר המוריה

MORIAH COLLEGE
ENROLMENT POLICY
Early Learning to Year 12

<i>Endorsed By:</i>	<i>Board of Directors</i>
<i>Date:</i>	<i>30 July 2014</i>
<i>Management Responsibility:</i>	<i>College Principal</i>
<i>Distribution:</i>	<i>All Staff</i>
<i>Next review:</i>	<i>July 2016</i>

Enrolment Policy

Early Learning to Year 12

1 Introduction

- (a) Moriah College (**the College**) is a co-educational Modern Orthodox Zionist Jewish Day School that teaches students from Early Learning to Year 12. The College is committed to teaching the love and knowledge of Orthodox Jewish philosophy and practice, and encouraging its students to live a full Jewish life.
- (b) The College offers places to Jewish students whom the College considers will contribute positively to the College community.
- (c) This policy applies to all parents and guardians (collectively referred to as 'parents') and students of the College, and is administered by the College Principal (**Principal**) and his delegates.
- (d) Acceptance into the College is at the College's absolute discretion.
- (e) If parents and/or students do not satisfy the requirements of this policy (as varied from time to time), the College may refuse, suspend or cancel a student's enrolment at the College.
- (f) In extraordinary circumstances, the Principal, in consultation with the President of the College Board of Directors (**President**), may exercise discretion to allow a student's enrolment at the College, even though the student (or family) does not satisfy the requirements of the policy.
- (g) The College has absolute discretion to vary this policy at any time.

2 Essential enrolment criteria

- (a) The College only accepts enrolment for a child:
 - (i) who is Jewish in accordance with *halacha* and the rulings of the Sydney Beth Din; (if required) or
 - (ii) whose mother is undergoing conversion to Judaism supervised by the Sydney Beth Din; or
 - (iii) who is undergoing conversion to Judaism supervised by the Sydney Beth Din undertaking.
- (b) All families enrolling a child at the College for the first time must provide the College with a copy of the child's parents' or maternal grandparents' Ketubah (religious marriage document) or Synagogue Marriage Certificate, because of NSW legislative provisions.

- (c) The College's Rabbi will check and approve all enrolment applications for the purposes of clause 2(a), before the College's Enrolment Officer processes the application or offers a place on a waiting list. For avoidance of doubt, a family's synagogue affiliation does not influence eligibility for enrolment.
- (d) Despite clause 2(a), any child who is already enrolled at the College who does not meet the criteria set out above, in the discretion of the Principal in consultation with the President, may be allowed to continue their enrolment at the College until completion of their schooling.

Children applying for enrolment into Year K

- (e) A child must turn five years old before the 30th of April in the year the child commences school to be accepted by the College for enrolment into Year K. Exceptions may be made at the discretion of the Head of Primary School or the Principal
- (f) If a parent rejects an offer from the College for a place for their child in Year K, and the parent subsequently requests a place at the College commencing at a later date, the date of the child's enrolment application will be the later application date.

Children transferring from another Jewish Day School

- (g) The enrolment of a child in the College from another Jewish Day School or other school affiliated with the Association of Heads of Independent Schools of Australia will not be confirmed until a financial clearance is obtained from that other school.

New students in Years 11 and 12

- (h) The College reserves the right not to offer places in Years 11 or 12 to students who are not already enrolled in the College. If the College decides to offer places in Year 11 or Year 12 to non-College students, such places will be offered subject to this policy.

Families in financial arrears

- (i) The College Principal, in consultation with the President has the discretion, to be exercised in consultation with the Head of Corporate Services, to withhold the offer of a place at the College, if the family of the applicant is currently significantly in arrears at their existing school or has a sibling with tuition in arrears in the College.

3 Enrolment process

- (a) Enrolment at the College is conditional on students and their parents providing all relevant and accurate information to the College, both before and after enrolment, including but not limited to information about the student's:
 - (i) immunisation status in accordance with government requirements from time to time; and
 - (ii) special needs.

- (b) Families enrolling a child at the College must accurately fill out the Application Form, pay a \$100 fee for enrolment (or such other fee as varied from time to time) and at all times comply with the 'Conditions of Entry' set out in the Application Form.
- (c) All applicants meeting the requirements (2) are required to attend an interview with the relevant Head of the School. Following a successful interview an offer is made.

4 Priority for enrolments

- (a) Applications for enrolment are generally processed in order of receipt. The College also considers other criteria which form the Moriah College Entry Scoring System (**The Scoring System**). The Scoring System, as amended from time to time, is used to establish the relative priority of applicants who are otherwise eligible for entry to the College (see clause 2 above).
- (b) Students are given priority for entry if they:
 - (i) have siblings already attending the College;
 - (ii) have deferred enrolment into the College; or
 - (iii) are children of past students. For this purpose, a past student is someone who has completed any four consecutive years at the College (K-12) and/or completed Year 12 at the College.
- (c) However, if parents move a student from the College to another school, any siblings of that child will lose their sibling priority status under clause 4(b)(i).
- (d) Without limiting the College's discretion in any way, if a student satisfies the eligibility criteria in clause 2(a) and has priority for entry according to clause 4(b), but the student's parent/s are significantly in arrears in College tuition fees for any student, the College has the discretion to withhold an offer of a place at the College.

5 Retaining a place during absence from the College

Absence for no more than one year (four school terms)

- (a) The College will only retain a place for a student at the College during an absence of no more than one year if:
 - (i) the applicable tuition fees (excluding excursions camps and similar expenses) are paid during the period of absence, regardless of whether the student's place is filled by the College during the absence; and
 - (ii) Where the reason for a parent withdrawing a student is for the purpose of travelling interstate or overseas for a period of no more than one year, if the purpose is regarded as acceptable by the College Principal.

- (b) If the parents to whom clause 5(a) above applies, apply to the Financial Assistance Committee for assistance, the Committee may have regard, amongst other things, to the purpose of the absence, whether the absence is due to interstate or overseas travel, and whether the parent is paying school fees interstate or overseas and if so, the quantum of such fees.

Absence for more than one year

- (c) If the parents of a student at the College withdraw that student:
- (i) for a period in excess of one year; for the purpose of travelling interstate or overseas;
 - (ii) the purpose is regarded as acceptable by the Principal; and
 - (iii) the parents do not pay the applicable tuition fees during the absence,

upon return, the student will have priority (not guaranteed) entry into the College at the same level as a child who deferred his or her entry into the College, if the student had attended the College:

- (iv) for not less than three consecutive years; or
- (v) continuously from Year K for a period of less than three consecutive years.

Deferring a place at the College

- (d) If a place is offered and families wish to defer, the place needs to be taken up within three years in order for the Advance fee (deposit) to be deducted off the relevant terms fees. Any further deferrals of a place and the conditions are at the discretion of the Principal.

6 Continued enrolment at the College

- (a) Continued enrolment at the College is conditional on a student's parents:
- (i) abiding by the College's rules and policies in effect from time to time, including without limitation the College Code of Conduct;
 - (ii) supporting the College in its endeavours to deliver education to the student;
 - (iii) complying with the College's fees policies and/or fees agreements; and
 - (iv) maintaining a constructive and positive relationship with the College.
- (b) Continued enrolment at the College is also conditional on a student:
- (i) abiding by the College's rules in effect from time to time, including without limitation the College Code of Conduct; and

- (ii) demonstrating satisfactory standards of effort, attitude and behaviour in order to continue at the College and progress to the next year level. If the Principal considers that a student is deficient in any of those areas, the student may be required to be counselled, to repeat a year level, or to leave the College.
- (c) The College may suspend or expel any student who (or whose parent/s) breach clause 6(a) and/or clause 6(b) .
- (d) If there is an outbreak of disease or infection at the College, the College may without notice temporarily exclude any student who is not relevantly immunised or treated, until the student receives appropriate immunisation or treatment. The College will not refund any school fees for the period of a student's exclusion in these circumstances.

7 Learning support for children with disabilities

- (a) The College recognises that a child with a disability should ideally have the same opportunities to attend and participate at the College as any other student.
- (b) The College aims to collaborate with parents and other professionals of a child with a disability to identify adjustments that it can reasonably make for a child to attend the College. The College also endeavours to ensure that any child with a disability receives the same educational opportunities as other children at the College.
- (c) In determining whether the College can reasonably provide the requested adjustment, the College will consider:
 - (i) the student's disability;
 - (ii) the views of the student and the student's parents;
 - (iii) the effect of the adjustment on the student, including the effect on the student's:
 - (A) ability to achieve learning outcomes;
 - (B) ability to participate in courses or programs; and
 - (C) independence;
 - (iv) the effect of the proposed adjustment on anyone else affected, including the College, staff and other students; and
 - (v) the costs and benefits of making the adjustment.
- (d) If the College may not otherwise be able to appropriately meet a student's needs due to financial considerations, the College may consider accepting an offer from the parents of the student to make payment (in addition to the College's usual school fees) for special programs or services which are designed to meet the needs of the student.

8 Leaving the College

If a parent wants to remove a student from the College, he/she must give the College one term's notice in writing, or payment in lieu of one term's notice (irrespective of any fee assistance provided by the College), of his/her intention to remove the student from the College from the following term.

Parent/guardian statement

I/we understand and accept the above policy and conditions of enrolment at Moriah College.

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Parent/guardian's signature

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Parent/guardian's signature

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Parent/guardian's full name

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Parent/guardian's full name

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Date

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Date