



Policy Name	Enrolment Policy, Conditions and Processes Early Learning to Year 12
Policy Document No.	OPER 007.1
Head of Policy	College Principal
Management Responsibility	Director of Admissions
Attention	<ul style="list-style-type: none">• College Executive• Board of Directors• Staff• Parents and Guardians• Parent Support Group
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Related Legislation	<ul style="list-style-type: none">• <i>Disability Discrimination Act 1992 (Cth);</i>• <i>Privacy Act 1988 (Cth);</i>• <i>Privacy and Personal Information Protection Act 1998 (NSW);</i>• <i>Child Protection (Working with Children) Act 2012 (NSW);</i>• <i>Children and Young Persons (Care and Protection) Act 1998 (NSW);</i>•
Related College Policies	<ul style="list-style-type: none">• The Community Code of Conduct• The Child Protection Policy
Endorsed By	Board of Directors
Access	Staff Intranet



INDEX

1.	OUR POLICY	3
2.	ABOUT THIS DOCUMENT	3
3.	ELIGIBILITY FOR ENROLMENT	3
4.	PRIORITY FOR ENROLMENT OFFERS	5
5.	ADDITIONAL NEEDS AND SUPPORT REQUIREMENTS	5
6.	ENROLMENT PROCESSES STUDENTS	6
7.	RETAINING A PLACE DURING ABSENCE FROM THE COLLEGE	7
8.	CONTINUED ENROLMENT AT THE COLLEGE	8
9.	LEAVING THE COLLEGE	9



Enrolment policy, conditions and processes

Early Learning to Year 12

1 Our policy

- (a) Moriah College (**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) Both acceptance into the College and continued enrolment are at the discretion of the College Principal (**Principal**).
- (d) If at any time a student and/or any of the student's family members do not satisfy or comply with the College's requirements as set out in this document (and as varied from time to time), the College may refuse, suspend or cancel the student's enrolment at the College.

2 About this document

- (a) The remainder of this document sets out the:
 - (i) conditions of enrolment, including criteria for enrolment that generally apply, and some of the requirements that the College has of its students and their parents; and
 - (ii) processes relating to enrolment.
- (b) The College has absolute discretion to vary its criteria and processes at any time. The Principal will generally consult with the President of the Board of Directors (**President**) before departing from the criteria and/or processes set out in this document.
- (c) In this document, "parent" refers to a parent or legal guardian.

3 Eligibility for enrolment

- (a) The College only accepts enrolment of a child:
 - (i) who is Jewish in accordance with *halacha*. If there is any dispute as to the child's status, the College will accept the ruling of the Sydney Beth Din on the issue; or
 - (ii) whose mother is undergoing conversion to Judaism supervised by the Sydney Beth Din or another Jewish religious court acceptable to the College; or



- (iii) who is undergoing conversion to Judaism supervised by the Sydney Beth Din or another Jewish religious court acceptable to the College.
- (b) To assist with determining halachic status, all families enrolling a child at the College for the first time must provide the College with a copy of the child's parents' Ketubah (religious marriage document) or Synagogue Marriage Certificate.
- (c) The College Rabbi will generally check and approve all applications for admission for the purposes of clause 3(a), before the College's Admissions Office processes the application or offers any student a place on a waiting list. For avoidance of doubt, a family's current synagogue affiliation does not influence eligibility for enrolment.
- (d) Despite clause 3(a), any child who is already enrolled at the College who does not meet the criteria set out above may, at the discretion of the Principal in consultation with the President, be allowed to continue his/her enrolment at the College until completion of his/her schooling.

Children applying for enrolment into an Early Childhood Class (ECC 2 - 3 years)

- (e) A child must have turned two years of age to be eligible for enrolment in an ECC.
- (f) Depending on vacancies, a child who is two may start attending an ECC at any time between 1 January and 30 April.
- (g) a child who turns two years of age after 30 April should generally enrol in an ECC the following year.
- (h) All children enrolled in an ECC must attend at least two days per week. Parents may nominate the specific days that they prefer, and the College will endeavour to accommodate that preference.

Children applying for enrolment into an Early Learning Centre (ELC 3 -5 years)

- (i) A child must turn three years of age before 30 April in the year of commencement at any of the Moriah ELCs, and are expected to start attending in January. That is, a child may start attending an ELC as early as two years and eight months of age.
- (j) All children enrolled in an ELC must attend full-time. Exceptions can be made for children with a diagnosed disability that prevents them attending each day or for the full duration of any day.
- (k) Children may generally attend an ELC for up to two years. It is expected that they enrol in school when they have turned five or will turn five before April 30 of that year. The College may make exceptions for children who the College deems not to be "school ready", and may allow them to remain in the ELC for a third year.

Children applying for enrolment into Year K

- (l) A child must generally turn five years of age before 30 April in the year the child commences school to be accepted by the College for enrolment into Year K. However, if parents consider that their child, who will turn five between 1 May and 31 July (inclusive), is "school



ready", they may apply and the College will consider making an exception to the general approach.

- (m) If a parent declines 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 school, or with siblings at another school

- (n) The College may ask parents to consent to the College obtaining information about their payment of fees at any other school that their child or children (including siblings of the child seeking enrolment) have been attending. The College may refuse to enrol a child if that other school does not provide a financial clearance.

Families in financial arrears

- (o) The College may refuse to enrol a child if the child's family has another child at the College whose fees are currently significantly in arrears.

4 Priority for enrolment offers

- (a) Applications for enrolment are generally processed in order of receipt.
- (b) If a wait list exists, then the College will give priority to applicants based on criteria which might vary, but will always include (in the order below) the applicant:
 - (i) having a sibling currently attending the College; and/or
 - (ii) being a child of a past student. 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; and/or
 - (iii) (for the purpose of Year 7 applications only) being a student at Mt Sinai College for Years 5 and 6.
- (c) However, if parents move a student from the College to another school, any siblings of that child will lose their sibling priority status.

5 Additional needs and support requirements

- (a) Legislation recognises that schools need to consider the learning needs of students with disabilities on a case by case basis. This involves school personnel, parents and students (where possible) collaborating to determine what, if any, reasonable adjustments are required to support individual learning needs. This process requires the sharing of information and the development of a plan to support each student with additional needs. Failure to disclose information that is relevant to a student's additional needs may compromise the College's ability to provide relevant support and assistance and may, in some cases, lead to the College refusing, suspending or terminating an application or enrolment.



- (b) In determining whether the College can reasonably provide any requested support or assistance, including any adjustments to facilities or services, the College will generally consider:
 - (i) the student's disability and particular needs;
 - (ii) the views of the student and the student's parent(s);
 - (iii) the effect of any proposed 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 any proposed adjustment on anyone else affected, including the College, staff and other students; and
 - (v) any other factors relevant to the circumstances.

6 Enrolment processes

- (a) Parents wishing to enrol a child at the College must:
 - (i) accurately complete the Application for Admission Form and provide this to the College;
 - (ii) pay a non-refundable Administration Fee of \$150 (or such other fee as the College sets from time to time); and
 - (iii) if the application is for an ECC or ELC, register their campus preference online when the College requests them to do so.
- (b) If the application is for an ECC or ELC, and the College determines that the proposed student is eligible for enrolment, then (subject to vacancies and priority assessment) the College will send the parent(s) an offer of enrolment at a specified campus that will be conditional on:
 - (i) payment within a specified time of an Advance Fee of \$2,000 (or such other fee as the College sets from time to time), which will be refundable if the College decides that the other conditions of the offer have not been met;
 - (ii) completion and return of an accurate Enrolment Form within a specified time; and
 - (iii) the College determining that it can reasonably meet the child's needs.
- (c) If the application is for Year K, and the College determines that the proposed student is eligible for enrolment, then (subject to vacancies and priority assessment) the College will send the parent(s) an offer of enrolment that will be conditional on:
 - (i) payment within a specified time of an Advance Fee of \$3,000 (or such other fee as the College sets from time to time), which will



- be refundable if the College decides that the other conditions of the offer have not been met;
- (ii) a successful interview with the Head of Primary School;
 - (iii) completion and return within a specified time of an accurate Student Enrolment and Medical Consent Form; and
 - (iv) the College determining that it can reasonably meet the child's needs.
- (d) If the application is for Years 1-11, and the College determines that the proposed student is eligible for enrolment, then (subject to vacancies and priority assessment) the College may invite the child and his/her parent(s) to attend an interview with the Director of Admissions or relevant Head of School. Following a successful interview, the College might send the parent(s) an offer of enrolment that may be accepted by:
- (i) payment within a specified time of an Advance Fee of \$3,000 (or such other fee as the College sets from time to time), which will be refundable if the College withdraws the offer; and
 - (ii) completion and return within a specified time of an accurate Student Enrolment and Medical Consent Form.
- Acceptance of this offer is, however, conditional on the College determining that it can reasonably meet the child's needs.
- (e) For Year 7, the enrolment process generally begins when the student is in Year 5, and the College generally makes offers during Year 5.
 - (f) The College does not generally accept enrolments just for Year 12.
 - (g) At any stage, before deciding whether to offer enrolment, the College may request further information from the parent(s) and/or require the parent(s) and/or child to attend additional meetings at the College.

7 Retaining a place during absence from the College

Absence for more than one year

- (a) The College will only retain a place for a student at the College during an absence of between 1 and 3 years if the reason for withdrawing a student is for the purpose of travelling interstate or overseas and is regarded as acceptable by the College Principal. To hold a place:
 - (i) the student's family must pay a Holding Fee of \$5,000 per student (or such other fee as the College sets from time to time). The Holding Fee is not refundable. On the student's return, it will be used as part payment towards fees; but
 - (ii) if the relevant year group has a wait list, the College may require the student's family to pay full tuition fees (excluding excursions, camps and similar expenses) for the period of absence.
- (b) If parents to whom clause 7(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(s) are paying school fees interstate or overseas and, if so, the quantum of such fees.

Absence for less than one year

- (c) The College will generally only retain a place for a student at the College during an absence of less than one year if the reason for withdrawing the student is:
- (i) to travel interstate or overseas, and the proposed travel is regarded as acceptable by the College Principal; or
 - (ii) health-related.

The College may, at its discretion, require the student's family to pay all tuition fees for the period of absence in full (excluding relevant camps and excursions).

Deferring a place at the College

- (d) If the College offers a student a place and the student's family wishes to defer, the place needs to be taken up within two years in order for any Advance Fee to be deducted from the first term's fees.

8 Continued enrolment at the College

- (a) As noted in the policy statement in section 1 of this document, both acceptance into the College and continued enrolment are at the discretion of the Principal.
- (b) Without limiting this general discretion, continued enrolment at the College is conditional on:
- (i) a student:
 - (A) abiding by the College's rules in effect from time to time, including without limitation the Community Code of Conduct; and
 - (B) 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 these areas, the College may require the student to be counselled, to repeat a year level, or suspend or expel the student; and

- (ii) a student's parent(s):
 - (A) abiding by the College's rules in effect from time to time, including without limitation the Community Code of Conduct;
 - (B) maintaining a constructive and positive relationship with the College and supporting the College in its endeavours to deliver education to the student; and



- (C) complying with the College's fees policies and/or fees agreements.

If the Principal considers that a student's parent(s) are deficient in any of these areas, the College may suspend or expel the student.

- (c) 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.

Participation in Parent Support Group (PSG) Roster

- (d) There is an expectation of enrolment that every family undertakes a PSG shift, twice per year.

9 Leaving the College

- (a) If a parent wishes to withdraw a student from the College permanently, he/she must generally give the College one term's notice in writing. The College often needs time to adjust resources and programs, and/or to offer the student's place to others. Accordingly, if parents do not give a complete term's notice, then the College may (depending on the circumstances) require them to pay the rest of the current term's fees plus one further term's fees in lieu of notice.
- (b) Any notification to withdraw a student from the College who is of "compulsory school age" must be accompanied by the name of the school that the student will be attending. This information will be held in the College database to ensure the College meets the requirements of the *Education Act 1990* (NSW). NOTE: In New South Wales, a child is of "compulsory school age" between age six and either completing year 10 or turning 17 (whichever comes first). Please note that additional requirements apply to students who complete year 10 but have not yet turned 17.

Parent/guardian statement

I/we understand the above policy and accept the 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