



<b>Policy Name</b>	<b>Enrolment Policy - Criteria, Conditions and Processes</b> <b>Early Learning to Year 12</b>
<b>Policy Document No.</b>	<b>OPER.007.6</b>
<b>Head of Policy</b>	College Principal
<b>Management Responsibility</b>	Director of Enrolments & Engagement
<b>Attention</b>	<ul style="list-style-type: none"><li>• College Executive</li><li>• Board of Directors</li><li>• Staff</li><li>• Parents and Guardians</li><li>• Parent Support Group</li></ul>
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<b>Related Legislation</b>	<ul style="list-style-type: none"><li>• <i>Child Protection (Working with Children) Act 2012 (NSW);</i></li><li>• <i>Children and Young Persons (Care and Protection) Act 1998 (NSW)</i><i>Disability Discrimination Act 1992 (Cth);</i></li><li>• <i>Privacy Act 1988 (Cth);</i></li><li>• <i>Privacy and Personal Information Protection Act 1998 (NSW).</i></li></ul>
<b>Related College Policies</b>	<ul style="list-style-type: none"><li>• Child Protection Policy &amp; Procedures</li><li>• Code of Conduct – Parents and Students</li><li>• Fee &amp; Debtors Policy</li><li>• Privacy Statement</li></ul>

<b>Endorsed By</b>	Board of Directors
<b>Access</b>	<input checked="" type="checkbox"/> College Intranet (Staff & Parents) <input type="checkbox"/> Staff Intranet only <input type="checkbox"/> Restricted - Board and/or College Executive



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## **Enrolment policy - Criteria, Conditions and Processes**

### **Early Learning to Year 12**

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#### **1 Our Policy**

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- 1.1. 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 operated in accordance with its Modern Orthodox Zionist Ethos (**Ethos**) which is annexed to this Policy.
- 1.2. The College's mission is to achieve excellent academic standards by promoting the intellectual, spiritual, moral, social and physical development of students underpinned by Jewish values and to foster their critical thought, cultural engagement, tolerance, social responsibility and self-discipline, helping them to proudly realise their full potential as Australian Jews.
- 1.3. 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.
- 1.4. The College provides compulsory Jewish Studies and Hebrew programs (until the end of Year 10), Tefillah and a full Jewish co and extra-curricular life.
- 1.5. The College seeks to enrol students who demonstrate a willingness to participate in its full range of educational and co-curricular programs it offers and whose families understand and support the College's mission, Ethos and core values of commitment (mechuyavut), responsibility (achrayut), respect (kavod), integrity (yoshra) and kindness (chesed).
- 1.6. The College offers places to Jewish students whom the College considers will contribute positively to the College community.
- 1.7. Both acceptance into the College and continued enrolment at the College, are at the discretion of the College Principal (**Principal**).
- 1.8. If at any time a student and/or any of the student's family members do not satisfy or comply with the College's policies and the requirements set out in this document (both as varied from time to time), the College Principal may in his/her discretion refuse, suspend or cancel the student's enrolment at the College.



## **2 About this Policy**

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- 2.1 The remainder of this Policy sets out the:
- (a) conditions of enrolment, including criteria for enrolment that apply, and some of the requirements that the College has of its students and their parents; and
  - (b) processes relating to enrolment.
- 2.2 In this document, "*parent*" means a parent or legal guardian.

## **3 Eligibility and Criteria for Enrolment**

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- 3.1 The Principal with the unanimous approval of the Board of Directors (**Board**) may vary the enrolment criteria set out in 3.3 below.
- 3.2 The Principal will generally consult with the President of the Board of Directors (**President**) and Chair of the Enrolment Committee of the Board (**Chair**), before departing from the processes set out in this Policy at any time.
- 3.3 The College only accepts enrolment of a child:
- (a) 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, or another Orthodox Jewish authority acceptable to the College, on the issue); or
  - (b) whose mother is undergoing conversion to Judaism supervised by the Sydney Beth Din or another Orthodox Jewish authority acceptable to the College; or
  - (c) who is undergoing conversion to Judaism supervised by the Sydney Beth Din or another Orthodox Jewish authority acceptable to the College.
- 3.4 The College and its staff will endeavour to support and assist children enrolled in the College, and/or their families if they undertake the conversion process.
- 3.5 If at the time a child is seeking enrolment in the College, the child does not fall within any of the categories in clause 3.3 above, the College will, in consultation with and at the request of the family, assist the family in their approach to, and dealings with the Sydney Beth Din or other appropriate Jewish authority acceptable to the College, for the purpose of meeting one of the categories. The College is committed to welcoming such students and their families, along with all students and families in the College.
- 3.6 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 or some other document acceptable to the College.

- 3.7 The College Rabbi will generally check and approve all applications for enrolment for the purposes of clause 3.3 above, before the College's Enrolments 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.
- 3.8 Despite clause 3.1 above, or any other provision of this Policy, any child who is already enrolled at the College who does not meet the enrolment criteria set out above may, at the discretion of the Principal in consultation with the President and the Chair, be allowed to continue his/her enrolment at the College until completion of his/her schooling.
- 3.9 *Children applying for enrolment into an Early Childhood Class (ECC 2 - 3 years)*
- (b) A child must have turned two years of age to be eligible for enrolment in an ECC.
  - (c) Depending on vacancies, a child who is two may start attending an ECC at any time between 1 January and 30 April.
  - (d) a child who turns two years of age after 30 April should generally enrol in an ECC the following year.
  - (e) 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.
- 3.10 *Children applying for enrolment into an Early Learning Centre (ELC 3 -5 years)*
- (f) 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.
  - (g) 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.
- 3.11 *Children applying for enrolment into Year K*
- (h) 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.



- (i) 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.

**3.12 Children transferring from another school, or with siblings at another school**

- (j) 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*

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

**4 Priority for Enrolment Offers**

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4.1 Subject to what appears in this clause 4, applications for enrolment are processed in order of date of receipt of the accurately completed Application for Enrolment form and payment of the Administration Fee.

4.2 If a Wait List exists (where there are more applications for enrolment in a year than there are vacancies), then the College will give priority to applicants based on factors which might vary, but will always include (in the following order), the applicant:

- (a) being a student currently enrolled at Moriah College Primary School for a minimum of two consecutive years, for Years 5 and 6; and/or
- (b) (for the purpose of Year 7 applications only), being a student at Mt Sinai College for Years 5 and 6 and has completed their enrolment application by the end of Year 5; and/or
- (c) having a sibling currently attending the College, provided that if a parent moves a student from the College to another school, any siblings of that child will lose their sibling priority status; and/or
- (d) being a child of a past student that is a past student who has completed any four consecutive years at the College (K-12) and/or completed Year 12 at the College; and/or
- (e) having provided the College with a Commitment Deposit following completion of Priority of Offer and Intention to Enrol Form.



## **5 Wait Lists, Offers and Notifying Parents**

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- 5.1 Children will only be placed on a Wait List (as defined in 4.2 above), when the accurately completed Application for Enrolment form has been received and the Administration Fee paid.
- 5.2 Once any priority referred to in 4.2 above has been noted, Wait Lists are prioritised according to the date of application.
- 5.3 When a grade or year group has reached optimum size, the child will remain on the Wait List until a place in that year becomes available. Parents will be advised at that time.
- 5.4 Parents may choose to defer their child's registration to a later grade and year of entry. If a place is offered, parents will be notified and requested to accept the place within two weeks of the offer being made, following which the offer will lapse. An offer may not be held over to a later grade or year of entry.
- 5.5 In order to secure a place in a deferred grade or year group, a Commitment Deposit will be required. The Commitment Deposit is non-transferable nor refundable.

### **For Early Childhood (ECC) and Early Learning Centres (ELC)**

- 5.6 If a Wait List exists for any ELC, parents should accept the offer that has been made for the campus allocated to them and make a written request for the child to be placed on a Wait List to transfer to their preferred campus. Places on a Wait List will be allocated by date of original request.
- 5.7 The College will give priority to students based on the Moriah Entry Scoring System (**MESS**) based on the criteria which might vary, but will always include the factors and in the order listed in 4.2 above.
- 5.8 **Moving the Proposed Start Date of a Student Recorded on a Wait List**
  - (a) Where a child has been placed on a Wait List for a particular year or grade, there is only one opportunity to change that child's proposed start date in order to retain the original date of application. This may mean deferring the start date to a later year or moving it forward to an earlier year.
  - (b) Any further change will result in a new registration date being the date on which the further change is requested.
  - (c) Any variation to this process is at the discretion of the Principal.
  - (d) If parents decline an offer of a place for a particular grade or year of entry, they will be asked to specify the grade and year of entry to which they would like their child's registration deferred. If parents do not provide this information, their application will be cancelled.



## **6 Additional Needs and Support Requirements**

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- 6.1 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.
- 6.2 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.
- 6.3 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:
- (a) the student's disability and particular needs;
  - (b) the views of the student and the student's parent(s);
  - (c) 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;
  - (d) the effect of any proposed adjustment on anyone else affected, including the College, staff and other students; and
  - (e) any other factors relevant to the circumstances.

## **7 Enrolment Processes**

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- 7.1 Parents wishing to enrol a child at the College must:
- (a) accurately complete the Application for Enrolment Form and provide it together with all relevant supporting documentation, (including for non-Australian citizens proof of residency/visa) to the College;
  - (b) pay a non-transferable and non-refundable Administration Fee of \$150 (or such other fee as the College sets from time to time); and
  - (c) if the application is for an ECC or ELC, register their campus preference online when the College requests them to do so.



7.2 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:

- (a) 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;
- (b) completion and return of an accurately completed Application for Enrolment Form and related documentation, within a specified time; and
- (c) the College determining that it can reasonably meet the child's needs.

7.3 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:

- (a) 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;
- (b) a successful interview with the Head of Primary School;
- (c) completion and return within a specified time of an accurate Student Enrolment and Medical Consent Form; and
- (d) the College determining that it can reasonably meet the child's needs.

7.4 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 Enrolments & Engagement 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:

- (a) Returning the completed and signed College's Acceptance of Offer Form and 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;
- (b) completion and return within a specified time of an accurate Student Enrolment and Medical Consent Form; and
- (c) completion and return within a specified time frame of a signed Cyber Agreement Form (for all High School students).

Acceptance of any offer is, however, conditional on the College determining that it can reasonably meet the child's needs.



- 7.5 For Year 7, the enrolment process generally begins when the student is in Year 5, and the College generally makes offers during Year 5.
- 7.6 The College does not generally accept enrolments just for Year 12.
- 7.7 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.
- 7.8 Completion of the Acceptance of Offer Form in respect of a child, requires the declaration of:
- any disability, illness, condition or special needs of that child, whether medical; educational; psychological; or social;
  - all medication a child is taking for any reason;
  - any parenting or restraint order that applies to the child, parent(s) and siblings (the College requires copies of these documents); and
  - a commitment to keep the College fully informed in a timely manner about the child such as diagnosed disability, illness, condition or special needs that occur after enrolment and which would impact on the child's learning and wellbeing.
- 7.9 Where parents withhold information relevant to their child's enrolment, the College reserves the right to:
- terminate the enrolment process; or
  - refuse or cancel the student's enrolment.

## **8 Information regarding School Fees and Financial Assistance**

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### **a. School Fees**

- include tuition fees, levies and additional costs;
- are reviewed annually and are available on the Moriah College website;
- are payable in a variety of ways; and
- may be paid via Electronic Funds Transfer (EFT) or by major credit card which attracts a service fee of 1% of the amount paid).

### **b. Financial Assistance**

Parents who require assistance with fee payment can apply for fee support by completing a Fee Support Application Form and making application to the Fee Support & Operations Manager in accordance with the details published on that form.

Scholarships, financial assistance and other discounts that the College offers from time to time are only applied to tuition fees.



## **9 Retaining a place during absence from the College**

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### ***Absence for more than one year***

- 9.1 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 Principal.
- 9.2 In order to retain a place:
- (a) 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
  - (b) 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), in advance for the period of absence.
- 9.3 If parents to whom clause 9.1 above applies, apply to the Debtors & Fee Support Committee (**D&FSC**) for assistance, the FAC 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***

- 9.4 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:
- (a) to travel interstate or overseas, and the proposed travel is regarded as acceptable by the College Principal; or
  - (b) health-related.

The College requires the student's family to pay all tuition fees for the period of absence in full (excluding relevant camps and excursions). However, the College Principal has a discretion to waive part or all of that requirement, on a case by case basis.

### ***Deferring a place at the College***

- 9.5 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 of the offer in order for any Advance Fee to be deducted from the first term's fees. If the deferred place is not taken up within the two year period, the student's place will be lost and a new application for deferral will need to be made with a new date of deferral (rather than at the date of the original application). The Advance Fee is non-transferable and non-refundable.



## **10 Continued Enrolment at the College**

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10.1 As noted in the statement in section 1.5 of this Policy, both acceptance of a child into the College and their continued enrolment at the College, is at the discretion of the Principal.

10.2 Without in any way limiting the Principal's discretion, continued enrolment at the College is conditional on:

(a) a student:

- (A) abiding by the College's rules in effect from time to time, including without limitation the Behaviour Management Policy and Procedures and the Code of Conduct - Parents and Students; 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 the student may be suspended or expelled; and

(b) a student's parent(s):

- (A) abiding by the College's rules in effect from time to time, including without limitation the Behaviour Management Policy and Procedures and the Code of Conduct - Parents and Students;
- (B) maintaining a constructive and positive relationship with the College and its staff and supporting the College in its endeavours to deliver education to the student; and
- (C) paying fees and levies in accordance with the College's policies and practices and/or any fee agreements made.

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*

10.3 There is an expectation with enrolment that every family undertakes a PSG shift, twice per year.



## **11 Leaving the College**

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- 11.1 If a parent wishes to withdraw a student from the College permanently, he/she must give the College one term's notice in writing, other than where a student will be moving from Year 6 to Year 7. 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, being notice given in writing by the last day of the term prior to the student's last term at the College, then the College will require them to pay the rest of the current term's fees plus one further term's fees in lieu of notice.
- 11.2 In the case of a parent wishing to withdraw a student from the College permanently when that student will be moving from Year 6 to Year 7, parents need to give the College two term's notice in writing. This is in order to allow the College to provide at least two terms notice to intending new applicants for Year 7. Accordingly, if parents do not give at least two terms notice, (being notice by the last day of term 2 of Year 6) then the College will require them to pay the rest of the current term's fees plus two further term's fees in lieu of notice.
- 11.3 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.

## **12 Confidentiality of Information provided to the College**

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- 12.1 All information provided to the College as part of the enrolment process is treated confidentially in accordance with the College's Privacy Statement.



**Parent/guardian statement**

I/we understand and accept the above Policy and the conditions relating to enrolment at the College.

.....  
Parent/guardian's signature

.....  
Parent/guardian's signature

.....  
Parent/guardian's full name

.....  
Parent/guardian's full name

.....  
Date

.....  
Date