



## ENROLMENT POLICY GUIDELINES AND CONDITIONS

*Note: Information about Emanuel School's programs and philosophy is available in the prospectus and on the website, [www.emanuelschool.nsw.edu.au](http://www.emanuelschool.nsw.edu.au).*

### ***Enrolment Policy***

#### **Enrolment priorities and ethos**

Our enrolment priorities are established to reflect the ethos of our School. Consequently, we seek to enrol those children best able to benefit from the School programs we offer, and whose families understand and are supportive of the vision, mission and ethos of the School who demonstrate a willingness to participate in our full range of activities,

We will assess all applications to enrol against these criteria.

The timing of an interview with parents and students is at the discretion of the School.

Overseas students whose first language is not English are required to provide evidence of English competency prior to the interview. Copies of the student's and their parents' passports and visas are required.

The School's compulsory Jewish Studies and Hebrew programs must be taken by the student and involvement in the Jewish life of the School is required.

#### **Enrolment process**

***Application for enrolment in Emanuel School is a two-part process:***

- a. Registration – completion and return of the Registration Form, accompanied by copies of Required Documents and payment of \$100.00 Registration Fee ensure a student's name is included on the waiting list
- b. Enrolment – full completion and return of an Acceptance Form and the Enrolment Form, along with payment of the Commitment Fee, are required to finalise the enrolment of the student in the School.

#### ***Key Enrolment points***

- **Pre-school:** Children entering Pre-school need to be 3 years old before they commence.
- **Kindergarten:** Children entering Kindergarten need to be 5 years old by 30 April unless there are exceptional circumstances.
- **Year 5 Mainstream and Opportunity Classes:** Entry to the opportunity class involves a selection process.
- **Year 7:** Places in Year 7 are usually limited, but applications are encouraged and will be considered.
- **Other Years:** Applications for entry to other years will be considered if places are available. Due to the high demand for places, we advise parents to apply for entry for their child well before the desired year of entry. Offers will be made at the discretion of the Principal and may take into account the boy/girl ratio in the existing cohort.

On receipt of completed applications for registration we create a waiting list and use this list to begin the process of enrolment, such as invite the child and parents to interview, so as to fill the available places.

### **Key Transition points**

Students already enrolled in Emanuel School will transition into the next year automatically providing required learning outcomes have been met. If a student's needs have changed significantly, updated reports from specialists may be required to determine whether transition may occur or not.

- **Pre-school to Kindergarten** - Students enrolled in Kornmehl continuously for the duration of their time in Pre-school have a place reserved in Kindergarten if
  - a. Their fifth birthday is prior to 30 April in the year they commence Primary School and
  - b. The commitment fee paid on enrolling in Pre-school is applied at that time to Term 1 fees in Kindergarten.
- **Year 2 to Year 3**
- **Year 6 to Year 7**

### **Priority for filling vacancies**

- 1 **Years 7, 9 and 11** – external scholarship winners.
- 2 **Pre-school** - students whose parents have committed to Emanuel School Kindergarten enrolment once the student has finished at Pre-school.
- 3 **Kindergarten** –The Emanuel Woollahra Pre-school (EWP) students, providing they have applied for registration two calendar years before the proposed year of entry and have returned their Expression of Intention form. If there are fewer places available than the number of students wishing to enter Kindergarten from EWP, priority will be given according to the date of application to EWP.
- 4 **Family Connection with the School**
  - a. Siblings of Current Students
  - b. Siblings of Alumni
  - c. Children of Alumni
  - d. Children of Staff

Parents are encouraged to register their child(ren) as early as possible.

Priority enrolment of c and d (above) applies only to Alumni who graduated from Emanuel School High School or were enrolled for at least four years.
- 5 **Intention to Enrol** - priority will be given to applicants whose parents have submitted the completed application for registration, paid the \$100.00 Registration Fee and have also responded to our communication regarding their future enrolment plans. Priority based on the date of the original application will still apply within the list of those who have responded to the Intention to Enrol communication.
- 6 **Discretionary Entry** (at the discretion of the Principal in consultation with the President).
- 7 The School reserves the right to enrol students not based solely on vacancy. Consideration may be given to:
  - a. Special cases
  - b. Students contributing to the co-educational aspect of the School.

### **Waiting Lists, Offers and Notifying Parents**

Students will only be placed on a waiting list when all registration requirements have been completed and the fee paid.

Once priority registrations have been noted, waiting lists are prioritised according to the date of application. When a grade has reached optimum size, the child will remain on the waiting list until a place becomes available. Parents will be advised at that time. 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 by mail, requesting acceptance of the place within two weeks of the offer being made. If the place is not accepted within the time period, the offer will lapse. An offer may not be held over to a later grade and year of entry.

### ***Moving the Proposed Start Date of a Student Record on the Waiting List***

There is only one chance to change the proposed start date for a student who has been placed on a waiting list for a particular year and grade. This may mean deferring the start date to a later year or moving it forward to an earlier year. Any such move can be done only once if it is to retain the original date of registration. Once this opportunity has been taken, any further change would see the registration date amended to reflect the date on which this further change is requested. Any variation to this policy is at the discretion of the Principal.

If parents decline an offer of a place for a particular grade and 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, the child's name will be placed on the waiting list for the next entry point.

## **Enrolment Fees**

### ***Registration Fee***

This is paid by parents and forwarded with the *Application to Register* form. This amount is non-refundable and does not guarantee a place at the School.

### ***Commitment Fee***

Parents pay this on acceptance of an offer of a place for their child.

Of the commitment fee for **Years K-12** all but \$1,000 is credited to the first term's fees.

The \$1,000 portion of the Commitment Fee identified above is retained on commencement, and will be refunded in the following circumstances:

- On the completion of Year 12, or
- With the provision of adequate notice of withdrawal to the Principal at other year levels, where adequate notice is defined as: eight (8) weeks of term time, except for **Year 6, which requires two terms' notice.**

Where adequate notice is not provided, the \$1000 balance of the Commitment Fee is forfeited.

Of the commitment fee for **Pre-school** all but \$1,000 is credited to the first term's fees for either Kindergarten or Pre-school. The retained \$1,000 portion of the Commitment Fee is refunded in the following circumstances:

- Where the family has elected not to progress through to Emanuel School Kindergarten as long as adequate notice of withdrawal is provided to the School. Adequate notice is eight (8) weeks term time.
- If, on acceptance of a place in Pre-school the family elects to continue onto Emanuel Kindergarten, the \$1000 Commitment Fee is refunded as per process for Years K-12 above.

No other fee in lieu of notice applies. This application of commitment fee to fees in lieu of notice is relevant for enrolments after February 2015.

Current students moving from Year 6 to Year 7 are not required to pay a commitment fee.

## **Enrolment Contract**

Acceptance of a place requires the return of the signed Enrolment Form and payment of the Commitment Fee. This establishes an agreement to abide by and support the school rules and policies, to pay the School Fees, to accept the Enrolment Terms and the consequences of suspension or termination.

On enrolment there is an expectation that all students will participate in all the compulsory activities of the school, including classes, Jewish Life events, prayers, camps, some extra-curricular activities and special

school functions (such as concerts and inter-school sporting events.) Some camps, excursions and extra-curricular activities may entail an extra charge to the tuition fees.

### **Parents' declaration**

Completion of the *Enrolment Form* requires the declaration of:

- Any disability, illness, condition, special needs of their child, be they medical, educational, psychological or social
- Any/all medication a child is taking for any reason
- Any Court Orders, Parenting or Restraint Order that applies to the prospective student, parent(s) and siblings (the School requires copies of these documents)
- A commitment to keep the School up-to-date with essential information about their child such as diagnosed disability, illness, condition or special needs that occur after enrolment and which would impact on the student's learning and wellbeing
- Completion of the *Enrolment Form* and provision of all required supporting documents

If parents withhold information relevant to their child's enrolment the School will reserve the right to:

- Refuse, or terminate the enrolment process or
- Cancel the student's enrolment,

### **Communication with Parents**

The School's practice is to communicate with both parents, unless documentary evidence to the contrary is provided e.g. Court Order.

### **School Fees**

- Are comprised of the following: tuition fees, levies and additional costs.
- Are reviewed annually and are available on the Emanuel School website during December each year, for the following calendar year.
- May be paid in cash, by cheque or credit card (use of Visa/MasterCard/Amex attracts a service fee of 1% of the amount paid).
- Are Payable in one of the following ways:
  1. the entire year in advance within the first four weeks of Term 1 to qualify for a 2.5% discount on tuition fees and levies.
  2. in instalments via direct debit from your nominated bank account or credit card:
    - a. By the term (4 equal amounts due on the first day of each term) or
    - b. Monthly (10 equal amounts from 10 February to 10 November).

Once confirmed by the Business Office, fees will be billed and are payable in accordance with the payment method selected by the parents.

Term 1 School Fees must be paid on the first day of Term 1 in the year the student is to start at the School unless otherwise indicated on the invoice. Term 1 School Fees are non-refundable even if the student does not proceed with the enrolment having previously accepted the place.

*The School reserves the right to charge administration costs on fees not paid within the specified time.*

### **Scholarships and Discounts**

Scholarships, financial assistance and other discounts that the School offers from time to time are only applied to tuition fees. Any levies and charges specifically identified and approved by the School Board do not attract a discount and are payable in full.

Sibling discounts listed below currently apply to families with two children or more but not where families are in receipt of any other reduction in tuition fees (except scholarships).

- Second child: 10% discount
- Third child: 20% discount
- Fourth or further children: 25% discount

The school applies a firm credit policy. The School allows a discount of 2.5% if payment is made in advance of a full year's fees.

### **Enrolling Students with Disabilities**

Emanuel School adheres to the Disability Standards for Education 2005 and to processes detailed in this document. These guidelines, detailed in a separate document enclosed in the School's Enrolment Information Pack, are pertinent to all applications to register and enrol at Emanuel School.

Disclosure of diagnoses of all disabilities, special needs, illnesses, disorders is a requirement of enrolment.

### **Enrolling Overseas Students**

Emanuel School is not currently registered to enrol individuals entering Australia on a student visa.

We do however welcome applications from families entering Australia as permanent residents. In this instance copies of passports and visas for both parents and each student are required as part of the application.

### **Withdrawing a student from the School**

Parents are required to provide the Principal with adequate notice in writing before a student is withdrawn from the School. Adequate notice is defined as: eight (8) weeks' term time, for all grades except for Year 6. Parents of Students wishing to withdraw their child at the end of Year 6 are required to provide the Principal with two terms' notice in writing. Insufficient notice will result in parents forfeiting \$1,000, being the portion of the Commitment Fee that was retained on commencement. Please see *Commitment Fee* section for further clarification.

### **Parents, Guardians and Carers**

In this Policy 'parents' are referenced to indicate those people responsible for enrolling students. As most enrolments involve the natural parents of children this terminology has been used for simplicity. However, the use of parents includes applications to enrol in which guardians or carers have responsibility for a child's application.

### **Privacy of Information Supplied**

All information supplied during the enrolment process is kept confidential and accessed only by those staff involved in the enrolment process. If an application to enrol is not successful the information will be retained, with the permission of the parents, in case a place should become available at a later date.

### **Changes to the Enrolment Policy**

The School reserves the right to alter its Enrolment Policy at any time. Any changes will be communicated to parents.

## ***Guidelines for Enrolment***

Information about the School is easily available and accessible online or on request from the Enrolments Office.

The Emanuel School Prospectus Pack contains the following documents to assist all students and parents to make informed choices regarding possible enrolment:

- a. Prospectus
- b. Enrolment Policy & Guidelines
- c. Enrolment Information Booklet (including fee information)

All families are engaged in discussion as to whether the student requires any special services or facilities the School might provide to assist them. The School obtains information from a third party (such as the Association of Independent Schools and/or the student's specialist support personnel) about the student's needs due to any identified disability.

All relevant information must be supplied as quickly as possible to ensure the application from a student with a disability is processed in a timely manner as would apply to any other student.

A collaborative team approach to planning is implemented to use the combined expertise of the family and their specialist/s with the School and its advisors. Objective notes including names of those involved are kept on an ongoing basis regarding possible adjustments, agreed actions and a timeline.

### **Applications (Pre-school to Year 12)**

#### ***Registration Form (Step 1 of enrolment)***

Completing the Registration Form requires that parents:

- Provide basic personal details and contact information to include a child on the waiting list.
- Identify any disability/condition or illness their child has that may impact on their education and/or participation in the programs provided by the School. Disclosure of such information is mandatory - it is not in the child's best interest to withhold information required to accommodate their needs.
- Pay the Registration Fee of \$100.00
- Provide a copy of the child's birth certificate and a copy of his/her immunisation record as supporting documents. These form part of the Registration documentation. Each supporting document for Pre-school registration must be certified (by a Justice of the Peace).
- For applicants who are not Australian citizens, proof of permanent residency must be provided (a copy of passport and visa)
- Sign the Registration Form, acknowledging the contract with Emanuel School to include their child on the waiting list for a specified grade and year of entry. Parental signatures on the Registration Form also acknowledge they have received and read all information in the Prospectus Pack.

All registrations are listed in order of date of receipt of the Registration Form. Requests to change the grade and year of entry (deferment) must be made in writing (see Deferment below).

#### ***Interview and Offers (Pre-school to Year 12)***

When places are available and in date order of original registration, after consideration of priority status, prospective students, accompanied by their parent(s), are invited to attend an interview at the School as part of the enrolment process. Copies of the student's most recent two school reports (if applicable) are required in advance of the interview. Comprehensive and full disclosure of special circumstances, including medical details must be made prior to the interview.

Following the interview, the School may make an offer of a place.

Acceptance of an offer will be required within a fixed time (generally two weeks). Acceptance of an offer, completion of required documentation and payment of a Commitment Fee will confirm a place in the School. Non-payment of the Commitment Fee within the fixed time of the offer will result in the place being forfeited.

For Pre-school and Kindergarten entry, letters of offer will be mailed to a number of families at one time, generally prior to mid-year. Parents wishing to secure a place for their child will be required to accept the offer and pay the commitment fee at that time, although enrolment will only be confirmed following completion of internal processes, including an interview, and if appropriate, consultation with parents and a consultant from AIS about disability and impact of this on the student's education; identification of adjustments; preparation of a review schedule etc.

### **Acceptance and Enrolment Forms**

The following steps must be adhered to before a place can be confirmed:

- A signed Acceptance Form and payment of the commitment fee must be received by the School
- A completed Enrolment Form signed by both parents (if appropriate) must be received by the School
- Any special circumstances including medical details must be disclosed (and noted on the Enrolment Form) especially as these may have arisen since the student's Registration Form was first completed
- The student and his/her parent(s) must attend an interview with the Pre-school Director, Head of Primary or Principal
- Provision of comprehensive information by parents in preparation for enrolment.

### **Commitment Fee**

This fee is set each year in line with tuition fees charged. Please refer to the current Tuition Fees Schedule. All but \$1,000 is non-refundable and non-transferable. This amount is retained on acceptance of the student's place and will be refunded when the student leaves the school providing adequate notice of his/her withdrawal is provided (see section about *Withdrawing a Student From the School*). The balance of the commitment fee for **Years K-12** will be credited to the student's first term's fees.

For Pre-school, parents will be required to indicate whether they will have their commitment fee applied to payment of Term 1 fees for either:

- Kindergarten – guaranteeing the student a place in that grade on completion of Pre-School at Kornmehl, OR
- Pre-School – whereby these students will
  - a. Be included on the waiting list for Kindergarten but not guaranteed a place
  - b. Receive a preference for placement in Kindergarten after siblings of current students and children of Alumni have been accommodated, and ahead of other applicants on the waiting list
  - c. Be required to have the non-refundable commitment fee paid on acceptance of a place in Kindergarten should they proceed with enrolment

### **Accounts (School Fees)**

The parents or persons nominated on the Enrolment Form as being responsible for the payment of school fees are jointly and severally responsible for the payment of fees.

Other costs such as for camps, excursions, extra subjects, materials and the supply of goods and services may be charged to a student's account at the School's discretion and shall be payable under the same conditions as School fees.

All fees are payable on or before the first day of each term. Parents and/or those responsible for payments are encouraged to pay via Direct Debit Request, authorising the School to draw the funds directly from their nominated bank account on the due date. Monthly direct debit payments may also be arranged.

Payments made after the due date will attract an Administration Charge as published from time to time by the School. The School reserves the right to refuse entry to or terminate the enrolment of students for whom the fees are in arrears.

## ***Guidelines for Enrolment of Students with Disabilities***

The Disability Standards for Education 2005 (Standards) apply to Emanuel School's dealings with all students with disabilities (i.e. those enrolled at the school even if they have not yet commenced) and also prospective students with disabilities (i.e. someone who has approached the school about seeking admission/enrolment). This document is based on The Disability Standards.

### **Process**

1. The needs of students with disabilities, or special learning or other needs are met through a collaborative planning process to determine the adjustments required. To this end the School requires full disclosure of all information (including reports) from other schools and specialists. Failure to disclose such information is regarded as an infringement of the enrolment policy and may mean that a student cannot be accepted for enrolment.

Students and their families are expected to provide relevant information about the disability and how it affects the student, and about the issues on which the School requests further information in relation to the student's learning or wellbeing needs, in a timely way. Emanuel School is therefore entitled to ask for all information that is relevant to the consideration of a reasonable adjustment.

2. In conjunction with internal processes and prior to an offer, the School will consult with the student and parents and a consultant from AIS about the disability and how this may impact on the student's education. Adjustments will be identified and consideration will be given as to whether these adjustments are reasonable. Consideration will also be given to whether the adjustments will achieve the aim of allowing the student to be treated on the same basis as students without disabilities.
3. A schedule to review the student's needs over the period of his/her education will be developed and agreed upon. Additional reviews may be undertaken from time to time.

### **Providing reasonable adjustments**

Adjustments are measures/actions that identify the type and levels of support required by the student with a disability to access and participate in all aspects of school life. Information to support adjustments is a requirement at the time of enquiry for enrolment.

An adjustment is reasonable if:

- It leads to a learning outcome
- It enables participation in school life: and
- It leads to greater independence for the student

Emanuel School assesses information from the student, parents, specialists who have or are working with the student, school staff and independent experts, to facilitate development of a reasonable educational plan including adjustments. Other advice may also be sought to support the school.

As part of the planning process, Emanuel School will consider the educational needs of the student.



## Enrolment Timetable

What the School does	What the parent does	
1 A list of prospective students is compiled of those who have completed an Application to Register	Parents may have their child placed on a list of prospective students by completing an Application to Register form and paying the Registration Fee	As each form is received, the name, contact details and submission date of Registration Form are added to the list of prospective students for the relevant year. Applications are handled according to date of Registration.
2 An <i>Expression of Intention</i> Communication is sent to parents of prospective students requesting confirmation of intention to proceed with the application (12-15 months prior to proposed enrolment)	Parents complete and return the <i>Expression of Intention</i> form	A note is made of those who intend proceeding with their child's application to afford these families priority over those who do not return the form
3 Based on priorities, students are selected for interview and parents are notified. For students already at school, parents are asked to provide copies of the child's previous two reports in advance of the interview	Parents attend an interview with their child at the time arranged, after copies of reports have been provided.	Note: An interview does not guarantee an offer of a place
4 Offer of a place is mailed to parents and includes an <i>Acceptance Form</i> and <i>Enrolment Form</i>	Parents accept the offer of a place by signing the <i>Acceptance Form</i> and paying the Commitment Fee; completing and returning the <i>Enrolment Form</i> ; or parents may reject the offer	The number of places offered reflects the number of places available. Parents will be advised if their child is being offered a place, placed on a waiting list, or if the School is not able to consider the child for enrolment. The Commitment Fee is payable for each student for whom a place is offered

## ***Enrolment Conditions***

There are two categories of conditions pertaining to enrolment at Emanuel School: those that the student and/or his/her parents agree to on acceptance of a place, and those that the School will uphold.

### **The Student and/or his/her Parents**

- 1 Adequate notice of withdrawal must be provided in writing to the Principal in advance of a student being withdrawn from Kornmehl or Emanuel School. Adequate notice is defined as eight (8) weeks' term time for all grades, except Year 6 for which is two terms' notice is required (i.e. the Principal must receive written notice from parents intending to withdraw their child from the School by the end of Term 2 if their child will not be continuing on to Year 7 the following year)
- 2 Full disclosure of educational and medical details is mandatory, both at initial enrolment and throughout the period of the child's enrolment.
- 3 The School must be notified promptly of changes to address, phone numbers or other information noted in the *Enrolment Form*.
- 4 All students are responsible for their personal belongings and the school will not be liable for any loss of these belongings.
- 5 All students are required to demonstrate a commitment to the ethos of the School, abide by School rules and act in accordance with directions of School staff. Parents are required to support the School in its actions to follow School policy in relation to student management and discipline.
- 6 All students are required to wear the School uniform neatly and properly at School, when travelling to and from School and at all School occasions unless otherwise instructed.
- 7 All students are required to participate in the following activities as determined by the Principal:
  - Learning opportunities, both within and outside of the classroom
  - Prayers;
  - Jewish Studies till the end of Year 11;
  - The School's compulsory sports programs;
  - Camps and excursions for the relevant year group;
  - School events as determined by the Principal.
- 8 A written explanation to [absence@emanuelschool.nsw.edu.au](mailto:absence@emanuelschool.nsw.edu.au) is required from the parent/guardian on the morning of the absence for every student absence.
- 9 Except in the case of illness, permission for a student to be absent from School must be sought and granted in advance, in writing. Only the Principal, Deputy Principal or Head of Primary (or their nominees) can give this permission.
- 10 The automatic granting of extended leave should not be assumed. Requests for such leave should be made in writing to the Principal (for more than 5 days' leave), Deputy Principal or Head of Primary well in advance of the anticipated date of departure.

### **The School**

- 1 Reserves the right to amend its academic and other programs at any time without notice to parents. This may include the discontinuance of teaching subjects and other programs.
- 2 Enrolment implies permission for the student to take part in all School activities and camps. Students will be excused from activities only when valid reasons are given in writing and accepted by the Principal, Deputy Principal or Head of Primary (or their nominees).
- 3 The School reserves the right to discipline students for breaches by the School rules. Acceptance of enrolment indicates acceptance and support from parents/guardians of policies in regard to discipline at the School.

- 4 If the Principal, or any person deputising for the Principal, considers that a student is guilty of a serious breach of the rules or has otherwise engaged in conduct that is prejudicial to the school or its students or staff, the Principal or Deputy Principal may exclude the student permanently or temporarily at their absolute discretion.
- 5 If the Board or the Principal believes that a mutually beneficial relationship of trust and co-operation between a parent/guardian and school has broken down to the extent that it adversely impacts on that relationship, then the school, the Board or the Principal may require the parent to remove the child from the school.

The school will only exercise its powers under this clause to exclude a student permanently if it has provided the student and the parents/guardians of the student with details of the conduct that may result in a decision to exclude the student and provided them with a reasonable opportunity to respond. No remission of fees applies in relation to clauses 4 and 5 above.

- 6 Limited student accident insurance cover is available for those participating in School organised sporting activities.
- 7 In the case of a student needing urgent hospital or medical treatment of any nature and if after making reasonable efforts the School is unable to contact the parents/guardians, the parents/guardians authorise the school to give authority for such treatment and indemnify the school, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.
- 8 The Board may alter these conditions of entry at any time by providing not less than two terms notice [and which will take effect from 1 January in the following year].

