



# EMANUEL SCHOOL

## 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 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 and 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 \$150.00 Registration Fee. This ensures a student's name is included on the waiting list
- b. Enrolment – 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. They also need to be toilet trained.
- **Kindergarten:** Children entering Kindergarten need to be 5 years old by 30 April
- **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**

## Waiting Lists, Offers and Notifying Parents

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

**Intention to Enrol** - priority will be given to applicants whose parents have submitted the completed application for registration, paid the \$150.00 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. This occurs approximately 15 months prior to the intended year of entry.

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.

**Discretionary Entry** (at the discretion of the Principal in consultation with the President).

**Sibling Priority** Effective 1 January 2019, **all** applicants within a family group need to be on the waiting list for a minimum of two years before the sibling priority is activated. In the case of a new enrolment where there is a sibling on the waiting list, the sibling priority for the child on the waiting list is only activated once the enrolled student has attended ES for two years. For applications received until 31 December 2018, the sibling priority applies.

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

There is **only one opportunity** 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 *Registration* 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. This fee serves to secure their child's place and should a family withdraw their acceptance prior to their child commencing at the School, **the entire fee is forfeited.**

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. The contract establishes an ongoing relationship between the school and the parents and continues in force beyond the end of each school year.

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 Orders 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 available on the Emanuel School website during December each year.
- May be paid in cash (\$1000 limit), by cheque or credit card (use of Visa/MasterCard/Amex attracts a service fee of 1% of the amount paid).
- Are Payable as a direct debit arrangement in one of the following ways:
  1. the entire year in advance within the first four weeks of Term 1 to qualify for a discount on tuition fees and levies. Please contact the Accounts department for further information.
  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).
    - c. Other arrangements after discussion with the Business office.

Once confirmed by the Business Office, fees will be billed and are payable in accordance with the payment method selected by the parents. Fees are payable even where there is some disruption to the student's education, such as illness.

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 if payment is made in advance of a full year's fees. Please contact the Accounts department for further information.

### **Enrolling Students with Disabilities**

Emanuel School adheres to the Disability Standards for Education 2005 and to processes detailed in this document. These guidelines 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 \$150.00 (non-refundable).
- 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 Enrolment Policy Document.

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 11)***

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-11** 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. **The payment of school fees is required as a direct debit arrangement** from a bank or credit card for all new families enrolling in the school after April 2018. 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.

## Enrolment Timetable

What the School does	What the parent does	
<p>1 A list of prospective students is compiled of those who have completed an Application to Register</p>	<p>Parents may have their child placed on a list of prospective students by completing an Application to Register form and paying the Registration Fee</p>	<p>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.</p>
<p>2 <i>An 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)</p>	<p>Parents complete the <i>Expression of Intention</i> online form</p>	<p>A note is made of those who intend proceeding with their child's application to afford these families priority over those who do not complete the form</p>
<p>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</p>	<p>Parents attend an interview with their child at the time arranged, after copies of reports have been provided.</p>	<p><b>Note: An interview does not guarantee an offer of a place</b></p>
<p>4 Offer of a place is mailed to parents and includes an <i>Acceptance Form</i> and <i>Enrolment Form</i></p>	<p>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</p>	<p>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</p>

## **Enrolment Conditions**

### **1. Acceptance of Offer of Enrolment**

- 1.1 An offer of enrolment must be accepted by both Parent/carer(s) where appropriate unless the School agrees to waive this requirement. Upon acceptance all signatories to the terms and conditions will be jointly and severally liable in respect of the obligations contained in these terms and conditions.
- 1.2 Enrolment is dependent on the School receiving the Commitment Fee in full by the due date.

### **2. Conditional Enrolment**

- 2.1 All enrolments are conditional upon the School being satisfied in its discretion that the Student's needs can be met by the School. The School may cancel the enrolment if it determines prior to the start of the enrolment that the Student's needs cannot be met.
- 2.2 The School will require Parent/carer(s) to provide reports and assessments necessary to determine the particular needs of the Student.

### **3. Progress of Student**

If the School considers that the progress of a Student is unsatisfactory and that it can no longer meet the Student's needs it may cancel the enrolment of the Student by giving not less than one term's notice.

### **4. Fees and Charges**

- 4.1 The School Board determines the fees and charges that will be payable from time to time which are set out in a Schedule of Fees. The fees are revised regularly and will be amended each year.
- 4.2 Fees and Charges are also levied for, co-curricular activities, elective subjects and sport.
- 4.3 The School may also incur expenditure for the Student's needs on behalf of the parent/carer(s) as it reasonably considers necessary, which may be added to the parent/carer(s)'s school account.
- 4.4 All medical expenses incurred on behalf of a Student must be reimbursed by the parent/carer(s).
- 4.5 Fees will not be remitted in whole or part if the Student is absent due to illness, leave or suspension.
- 4.6 If students are undertaking activities which incur extra fees or charges, not less than six (6) weeks' notice must be given to discontinue these activities or six (6) weeks' fees for these activities will be charged.
- 4.7 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.
- 4.8 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.
- 4.9 All fees are payable on or before the first day of each term. The payment of school fees is required as a direct debit arrangement from a bank or credit card for all new families enrolling in the school after April 2018. Monthly direct debit payments may also be arranged.
- 4.10 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

### **5. Withdrawal of Students**

- 5.1. Where students leave to enrol at another school, the NSW Education Standards Authority (NESA) requires that parent/carer(s) advise the School in writing of the name of the school the Student will be attending and the grade the Student will be entering at the new school.
- 5.2. 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 the Commitment Fee section for further clarification.

## **6. Obligations of Students**

### **6.1 Students are required**

- a) to have high standards of behaviour;
- b) abide by the School Rules, Policies and Codes of Conduct as they apply from time-to-time;
- c) behave courteously and considerately to each other and to staff at all times;
- d) not do anything which may bring the School into disrepute, including in print and electronic media;
- e) support the goals and values of the School;
- f) wear the School uniform as prescribed including when travelling to and from school and follow conventional standards of appearance while at school in accordance with the School's guidelines and the expectation of the School community; and
- g) attend the School during school hours, except in the case of sickness or where leave has been given or an exemption from attendance has been granted.

### **6.2 All students are required to participate in the following activities as determined by the Principal:**

- a) learning opportunities, both within and outside of the classroom;
- b) prayers;
- c) Jewish studies till the end of Year 11;
- d) the compulsory sports programs;
- e) camps and excursions for the relevant year group; and
- f) school events as determined by the Principal.

## **7. Obligations of Parent/Carer(s)**

### **7.1 The parent/carer(s):**

- a) must accept and abide by the requirements and directions of the School Board and the Principal relating to the Student or students generally and not interfere in any way with conduct, management and administration of the School;
- b) are required to support the goals, values and activities of the School;
- c) must abide by the School's Traffic and Parking Policy; and
- d) should view the School's parent portal on a regular basis and/or read the weekly Ma Nishma

### **7.2 The Parent/carer(s) must promptly advise the School:**

- a) in writing of any change of home, mailing, email address or contact details or other information on the Enrolment Application Form. Offers of enrolment may be cancelled if the School loses contact with the parent or mail is returned;
- b) if the Student is absent from the School due to ill health or other reason; and
- c) in writing of any orders or arrangements that affect the Student concerning custody or access, any change to them or any other orders or arrangements which were relevant to the Student's education and welfare and provide copies of any orders to the School.

### **7.3 The Parent/carer(s) also:**

- a) must ensure the Student has each item of officially required uniform, clean and in good repair, and all other requirements such as textbooks and stationery;
- b) should communicate with students, parent/carer(s), visitors and all staff members in a courteous manner, and follow the communication guidelines laid down by the School from time-to-time and observe the Parent Code of Conduct;
- c) should use their reasonable endeavours to attend parent-teacher interviews and parent forums and participate in courses offered by the School which are relevant to the Student's education; and
- d) must not use social media or other form of media to denigrate the School, staff, students or other members of the School community

## **8. Health and Safety**

- 8.1. Parent/carer(s) must advise the School immediately if they become aware of any special needs that the Student may have including, but not limited to, any medical, physical, psychological needs, or any changes to these needs
- 8.2. Parent/carer(s) must provide the School with any specialist reports or diagnoses related to the above prior to the Student commencing at the School. Parents agree that the School may share these reports with the relevant staff members and parents will provide updates as required by the School.
- 8.3. If the Student is ill or injured, requiring urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and parent/carer(s) are not readily available to authorise such treatment, the Principal or, in the Principal's absence, a senior staff member of the School, may give the necessary authority for such treatment. The parent/carer(s) indemnify the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.
- 8.4. Parent/carer(s) must observe School security procedures for the protection of students
- 8.5. Students are responsible for their personal property and the School does not accept any responsibility for the loss of their belongings
- 8.6. The Principal or the Principal's nominee may search the Student's bag, locker or other possessions where there are reasonable grounds to do so, in order to maintain a safe environment for all students.

## **9. Programs and Activities**

- 9.1. The School determines the educational and other programs and activities conducted at the School from time to time in its absolute discretion.
- 9.2. The School may change its programs and activities and the content of these programs and activities without notice.

## **10. Reports**

The School will send academic reports to the address or addresses notified by the Parent/carer(s). Where Parent/carer(s) do not live together, reports will be sent to both Parent/carer(s) unless there is an Order of the Court or an agreement that the reports will only be sent to one Parent.

## **11. Leave**

If the Parent/carer(s) wish to seek leave for the Student not to attend any School academic or co-curricular program or activity during a term, they must apply to the Principal, Deputy Principal or Head of Primary or their nominees. Leave will usually only be granted in extenuating circumstances.

## **12. Suspension & Termination of Enrolment**

- 12.1. The School may suspend or terminate the enrolment of a student, either temporarily or permanently at any time for reasons which may include, but are not limited to:
  - a) a serious breach of the School's rules or Code of Conduct
  - b) conduct prejudicial to the reputation of the School or the well-being of its students or staff, and;
  - c) where the Principal or School Board believes that a mutually beneficial relationship of co-operation and trust between the School and the Parent/carer(s) has broken down to the extent that it adversely impacts on that relationship
  - d) non-payment of fees or fees in arrears
- 12.2. The School will only exercise its powers under this clause to expel a student if it has provided the Student and their parent/guardian(s) with details of the conduct which may result in a decision to expel the Student and provided them with a reasonable opportunity to respond and where there has been procedural fairness.
- 12.3. The School may terminate the enrolment of the Student without notice if, either before or after the commencement of enrolment, the School finds the relevant particulars of the special needs of the Student have not been provided to the School or the particulars provided are materially incorrect or misleading.

### **13. Privacy**

The Parent/guardian(s) acknowledge that they have read the School's privacy policy.

### **14. Amendment of Terms and Conditions**

The School may alter the terms and conditions of enrolment at any time by giving not less than two (2) term's notice to the Parent/guardian(s) in writing which shall apply to both current and future students and parent/guardian(s) from the date specified in the notice.

### **15. Definitions**

In the terms and conditions:

**Parent** means the parent/guardian(s) who entered into the contract of enrolment with the School

**School** means the Emanuel School

**Student** means the student who is named in the contract of enrolment