



# Carmel School

FAITH & KNOWLEDGE

## Carmel School Enrolment Policy (January 2019)

### **Compulsory enrolment at School**

The School Education Act 1999 mandates that enrolment and attendance at school is compulsory for all students from the beginning of the year in which the child reaches the age of 5 years and 6 months until the end of the year in which the child reaches the age of 17 years and 6 months; or the child reaches the age of 18, or the student satisfies the minimum requirements for graduation from secondary school established under the Curriculum Council Act 1997, whichever happens first.

Please refer to the following link <https://www.education.wa.edu.au> to determine when students may commence pre-compulsory schooling.

## **Enrolment categories**

### **Kindergarten enrolments**

The School has a cut-off enrolment date whereby students commencing in Kindergarten should be four (4) years of age by 30 June in the year of enrolment. Each potential kindergarten enrolment will have an interview with the Head of Primary prior to acceptance.

### **Students with disabilities**

The Principal / HOS / HOP School will refer to the Disability Discrimination Act 1992 <http://www.comlaw.gov.au/Details/C2010C00023> when processing enrolment applications from parents / guardians of students with disabilities who seek to be included in regular classes.

The School Psychologist, Head of Primary / Secondary and AISWA will be contacted for advice during consideration of an enrolment application for a student with disabilities.

### **Enrolment policy and students with learning differences**

To enable the School to make an informed and realistic assessment and decision about the appropriateness of a student's placement, parents are required to divulge all relevant information regarding their student's special education needs and medical history (including a medical report of the student). Information provided will not jeopardise enrolment.

Each student with special education needs will be reviewed on an individual basis at the time of application. That review will require submission of all the relevant information and reports from parents. The review will consider a range of factors including, but will not be limited to, the reports and information provided by the parents, the resources the student will require in terms of human resources, financial, material and space resources, as well as the parental commitment to supporting their student's educational programme at home and at school.

Once the decision to admit a student to the School has been taken, it is the duty of the School to provide all possible support within the limits set by the resources at the School's disposal.

### **Conditional enrolment**

The Principal may, in discussion with the student, parents, staff and School Psychologist, enrol a student on a conditional basis in light of the student's particular situation and/or needs at the time of or during the student's enrolment.

## **School Curriculum & Standards**

On enrolment, Carmel School will open a student record under the School Authority Act 1997 (WA) Curriculum and Standards Authority Act 1997 (WA) and the School Curriculum and Standards Authority must be notified.

## **Enrolment limits**

The School reserves the right to cap student numbers to maintain the ethos and commitment to retaining the small school size and recommended class size guidelines by Department of Education Services.

## **Code of Conduct**

When an offer of a place for enrolment at Carmel School is accepted, all parents/guardians must give an undertaking that they will accept and support the ethos of the School, including the appropriate participation of their student in the approved camps and educational programs / activities.

There is also an understanding that the student will accept and support the programs of the School, and participate fully in all aspects of School life, and that parents /guardians will encourage this participation.

When accepting a place at the School all students and their parents/guardians make a commitment that the student will abide by the School rules and standards of conduct and behaviour. Parents/guardians are expected to also commit to the standards of conduct outlined in the Parent Code of Conduct policy document.

All parents/guardians must recognise and be prepared to meet their financial responsibilities for the ongoing enrolment of the student.

Parent/guardians must advise the Principal / Head of Primary School / Head of Secondary of any court order(s) that may exist with regard to the particular student and **MUST** provide a certified copy of the order(s) for the student's file.

**Parents/guardians must advise the Principal / HOP/ HOS of any existing medical conditions and/or special learning requirements.** Parents/guardians must also keep the School informed of any changes to medical conditions and/or special learning requirements during the student's enrolment.

All parents/guardians should complete and sign the enrolment agreement and return it to the school as confirmation of the student's enrolment.

The agreement should be signed all / both parents/guardians who will be jointly and severely responsible for payment of the fees.

## **Enrolment Procedure**

In order to complete an enrolment the following documents are required:

- Birth certificate of the student (at registration)
- If born overseas, Australian Passport or Citizenship
- VISA documentation, if applicable
- Identity documents (if applicable) for example change of name (required at registration or when a change is made)
- Immunisation History Statement
- Court order (if applicable)
- Most recent school report (if applicable - at interview)
- Most recent Naplan results (if applicable)
- Ketubah, if applicable

If the student is not a permanent resident of Australia, parents/guardians must provide a copy of the current visitor or temporary resident visa stating the visa sub-class and expiry date. The School must be kept up to date as these details change.

### **Carmel School will determine whether to offer enrolment based on:**

- Religious Affiliation
- Pre-entry assessment
- Interview
- Reports from previous schools
- Diagnostic reports
- Our ability to meet the needs or abilities of the student

### **Enrolment priority is given to students:**

- Who are Jewish
- Siblings of current students
- Children of Alumni

## **Placement in Class**

We value information and input from parents regarding class placement, however, the School will make the final decision.

Students will be placed in the year level corresponding to the age requirements outlined by the Department of Education. Repeating or advancing a year will be an infrequent occurrence following comprehensive (diagnostic) testing, discussion and consultation with parents, teachers, senior staff and counsellors where necessary.

We do not entertain requests for particular teachers.

Decisions about multiple births and cousins will be made according to the situation of each family and after discussion with parents.

## **Relevant Legislation**

It is unlawful to discriminate against a person on the grounds of their disability, sex, or race by refusing to enrol them at the School.

We are committed to meeting our obligations and as such Carmel School will adhere to

- Disability Standards for Education 2005 (Cth)
- Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984 (Cth)
- WA Equal Opportunity Act 1984 Termination of Enrolment

## **Withdrawal of a student**

If parent/guardians wish to withdraw a student for any reason other than an agreement breach, a minimum of one (1) school term's notice in writing must be provided to the Principal. Failure to provide the School with the prescribed notice will result in a charge of one full term's fees, which will become due and payable upon issue of your final statement.

Students with a poor attendance record will be put on an attendance plan in consultation with parents and allied health professionals. Failure to increase school attendance may result in the cancellation of the enrolment.

## **Changes to enrolment policy**

At all times, the current enrolment policy will be available on the [Carmel School website](#) and made available at Reception at either campus. Where a substantive change is made, the Principal will advise prospective parents of that change in writing.

## **Enrolment priorities; Priority to Jewish Students**

Carmel School's vision is '**Am Yisrael Chai**'.

The Carmel School Mission is to develop a successful and vibrant modern Orthodox Jewish Day School that offers a comprehensive education to Jewish children. The conduct and religious instruction at Carmel School is in accordance with the standards of Orthodox Judaism.

Carmel School maintains an open enrolment policy such that children of any Faith are eligible to be enrolled. It is, however, inappropriate or religiously impermissible in some circumstances for non-Jewish students to participate in aspects of the School's programme. Likewise, the appointment of non-Jewish students to certain positions of responsibility amongst the student group might conflict with the School's clearly stated Vision and Mission. What is more, the School's capacity to meet its Mission and Vision is compromised by the allocation of financial assistance in the form of Fees Assistance to non-Jewish children.

Carmel School recognises that there are non-Jewish children who are appropriately motivated and whose families are fully supportive to undergo conversion to Judaism in accordance to Halachah. Such a conversion process remains the primary responsibility (and under the direct supervision) of the child's Congregational Rabbi. The School will act to support such conversion in consultation with the Rabbi in question.

### **Purpose**

- The purpose of this policy is to clearly define the processes surrounding the enrolment of students and their participation in all aspects of school life.

### **Definitions**

- Jewish means Jewish according to Halachah.
- Conversion to Judaism is only recognised when it is also conducted according to Halachah.

### **Process**

1. All new enrolments to Carmel School must be scrutinised to ascertain whether or not the student is Jewish. This is achieved by inspection of appropriate documentation (usually the parents' Ketubah or other marriage documentation) by the Director of Jewish Studies or a Rabbi nominated by the School.

In the case of children who do not purport to be Jewish, no such documentation need be sought.

2. Children who are Jewish will be eligible to participate fully in the School and to access, where appropriate, all of the School's services.
3. In the case of children who are not Jewish, the following steps will be followed:

- (i) The Principal, Head of Primary and/or Director of Jewish Studies, or Enrolments Officer will conduct a detailed interview with the parents or legal guardians of the student(s) in question. At this interview the Principal will advise the parents/legal guardians - and document accordingly that:
  - a. Fee Assistance will not be accessible;
  - b. The appointment of non-Jewish students to certain positions of responsibility and leadership positions amongst the student group might conflict with the School's clearly stated Vision and Mission.
  - c. The students(s) will be required to participate in the School's religious program and curriculum but that some activities and rituals might, at the School's discretion, be restricted.
  - d. The School, in its unfettered discretion reserves the right to change any of these policies in any manner whatsoever at any time.

The meeting will also provide an understanding of aspects of the Jewish culture and ethos of the School.

- 4. In the case of children whose family regards themselves as "Jewish" but after thorough examination of appropriate documentation, are determined not to be Jewish, all the restrictions, requirements and processes outlined in point 3 above will apply.
- 5. In the case of children who are undergoing conversion to Judaism (according to Halachah):
  - (i) The Principal, Head of Primary or Director of Jewish Studies will conduct a detailed interview with the parents or legal guardians of the student(s) in question. At this interview the Principal will advise the parents/legal guardians - and document accordingly that:
    - a) Fees Assistance may be accessible, according to the usual processes for the determination of eligibility for the provision of Fees Assistance, so long as the Rabbi supervising the conversion remains confident that the conversion process is being adhered to by student(s) and family
    - b) The appointment of non-Jewish students to certain positions of responsibility and leadership amongst the student group might conflict with the School's clearly stated Vision and Mission.
    - c) The student(s) will be required to participate fully in the religious program and curriculum but that some activities and rituals might be restricted.
  - (ii) The Principal and Director of Jewish Studies will communicate on a regular basis with the supervising Rabbi to ascertain the progress of the conversion process and to be aware when it has been successfully completed.
- 6. The Principal will maintain a separate register of all non-Jewish enrolments, including those children who are in the process of Halachic conversion, and will maintain a clear record of all related documentation.
- 7. The School maintains the right to change any of these policies in any manner whatsoever at the School's unfettered discretion at any time.