



## **Enrolment Policy as at June 2022**

**(Reviewed every 3 years)**

### Compulsory enrolment at School

The School Education Act 1999 mandates that enrolment and attendance at a 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.

Any references to "the School" in this policy should be read as references to Carmel School.

### Enrolment applications and process

Enrolment forms are available online or by contacting the School via phone.

The application form must be signed by **all** parent(s)/guardian(s). Where relevant, the School may also request any other information or documentation the School believes is required to complete the enrolment process.

If parents/guardians have any difficulty with the enrolment application form (including the provision of supporting documentation), they are encouraged to contact the School. The School will be happy to assist and answer any queries or concerns.

Students seeking enrolment for Term 1 commencement are asked to submit their forms by the end of August of the year prior to commencement.

The School may require a prospective student and their parent/s or guardian/s to attend an interview with the School prior to accepting the enrolment in accordance with this Enrolment Policy.

The School has the absolute discretion to consider and either accept or reject an enrolment application, and to review the enrolment of a student at any time (including to impose reasonable conditions on, or terminate, a student's enrolment where the School considers this is necessary in the circumstances).

Following the enrolment process outlined in this policy, parent/s or guardian/s will be notified of the outcome of the application via email.

The 'Carmel School Confirmation of Enrolment' must be signed by **all** parent(s) and guardians(s) and returned to the School to confirm enrolment.

At this point, the School will formally enrol the student, advise the School Curriculum and Standards Authority and advise on orientation details.

### Enrolment categories

Carmel School generally accepts applications for enrolment in all year groups where class size allows.

There are three main enrolment categories:

#### 1. Kindergarten

The Department of Education has a cut-off enrolment date whereby students commencing in Kindergarten must be four (4) years of age by 30 June in the year of enrolment. The School does not enrol any child in the Kindergarten program who does not meet this requirement.

Each potential Kindergarten enrolment from a new family is offered an interview with the Head of Primary (HOP) prior to acceptance. Applications to enrol for Kindergarten must be submitted by the end of August in the year prior to commencement.

Following submission of an enrolment form, meeting with the HOP (if applicable) and review of documentation, families will be notified in writing of the outcome of their application.

Families are invited to an orientation event prior to commencement of the Kindergarten program.

## Primary School

Applications for enrolment into Pre-primary or Years 1-6 of the Primary School may be submitted at any time and will be assessed when received, with consideration given to the availability of places in the relevant year level.

All student applicants, and their parent/s or guardian/s, will be required to attend an enrolment interview prior to being offered a place at the School.

## 2. High School

Applications may be submitted at any time for enrolments into the High School and will be assessed when received, with consideration given to the availability of places in the relevant year level.

All student applicants, and their parent/s or guardian/s will be required to attend an enrolment interview prior to being offered a place at the School.

### Students with Disabilities

The School will comply with the Disability Discrimination Act 1992 <http://www.comlaw.gov.au/Details/C2010C00023> when processing applications from students with disabilities.

The Principal, School Psychologist, HOP, Head of Secondary (HOS) and Association of Independent Schools of WA (AISWA) and such other persons as the School sees fit may be consulted during consideration of an enrolment application for a student with a disability.

The School Psychologist may attend enrolment interviews for these students.

### Students with Learning Difficulties, Special Needs and Disabilities

To enable the School to make an informed assessment and decision regarding the School's ability to meet the needs of a student, parents/guardians are required to provide all information, reports and medical history (including any medical reports) which may reasonably be considered relevant to the student's learning differences, special educational needs and/or care in a school environment. The relevant information and reports should be provided as part of the enrolment application.

Each student's application will be reviewed by the School on an individual basis at the time of application.

The School's review and decision-making regarding a student's enrolment will consider a range of factors including (without limitation):

- the medical reports and other relevant information required to be provided by the parent(s)/guardian(s) (see above); and
- the resources, facilities and nature of support the student will require (e.g., teaching, medical, therapy, financial, physical and space resources).

This section does not limit the School's ability to make or review enrolment decisions (including to impose reasonable conditions on, or terminate, a student's enrolment) at its discretion where the School considers this is necessary in the circumstances.

### Conditional Enrolment (Trial period)

The Principal may, in discussion with a prospective student, the student's parent/guardian(s), staff and the School Psychologist, enrol a student for a trial period (with reasonable conditions) having regard to the student's particular circumstances and/or needs at the time of the student's enrolment.

The School will advise the proposed term of the trial period, and the conditions (if any) which will apply to the trial enrolment.

The School will determine whether to offer permanent enrolment at the conclusion of the trial period. The School may decide to extend a trial period.

The School may elect to withdraw or impose new condition(s) of enrolment at any time during the trial period, having regard to the student's circumstances and the School's applicable policies and codes of conduct.

Parents/guardians will be required to sign to acknowledge their agreement and acceptance of the trial period and any applicable conditions.

### Enrolment Limits

The School reserves the right to cap student numbers for any class.

Any decisions regarding the priority to be given to enrolment applications where class size(s) have been capped are at the School's discretion.

Each parent / guardian acknowledges and agrees that the School may determine (at its discretion) whether to offer enrolment based on consideration of factors which may include family connection to the School (e.g., children of alumni, siblings of current students), the faith and cultural background of students, class dynamic, and the best fit for the class, as assessed at interview and determined by the School at its discretion.

## School Rules, Standards and Codes of Conduct

When an offer of enrolment at Carmel School is accepted, parents/guardians undertake that they will accept and support the School's policies, codes of conduct and guidelines, including compliance with the School uniform policy, participation in camps, sport and the student's involvement in the School's educational programs/activities (both Jewish and secular).

There is also an understanding that the student will accept and participate in the programs of the School, with support and encouragement from their parent(s)/guardian(s).

Parents/Guardians accept that they will respond to communications from the School promptly, co-operate with requests for meetings and return all forms by the due dates.

Each parent/guardian:

- acknowledges that the student is required to comply with the School rules and standards of conduct and behaviour according to the Student Code of Conduct;
- agrees to accept the consequences of any failure of the student to comply as set out in the Student Code of Conduct; and
- agrees that the parent/guardian is required to meet the standards of conduct outlined in the Parent Code of Conduct.

The Student Code of Conduct and the Parent Code of Conduct are both publicly available on the School website.

## Other parent / guardian obligations and acknowledgements

*Financial Responsibilities:* All parents/guardians agree to meet their financial responsibilities jointly and severally for the ongoing enrolment of the student (including, where relevant, in accordance with any Fee Assistance Agreement), unless otherwise agreed by the School in writing. Put another way, because all parents/guardians agree to be jointly and severally responsible for the school fees, each parent / guardian is responsible for 100% of the school fees. For example, if a student has 2 parents, no individual parent can assert they are only responsible for 50% of the school fees, each individual parent is responsible for 100% of the school fees and the School is entitled to recover 100% of the school fees from any individual parent or guardian.

*Court Orders:* Parent/guardians are required to advise the School of any court order(s) that may exist with regard to the student and must provide a certified copy of the order(s) for the student's file where applicable. Parents/guardians acknowledge and agree that the School takes no responsibility for any breach or incident related to court order(s) where the School has not been provided with all information and documentation relating to the relevant court order(s).

*Medical conditions and learning requirements:* Parents/guardians must:

- provide details of any existing medical conditions and/or special learning requirements which may reasonably be considered relevant to the student's education and care at the School as part of the student's enrolment application (see above);
- keep the School informed of any changes to medical conditions and/or special learning requirements during the period of the student's enrolment; and
- use best endeavours to work collaboratively with the School to manage these medical conditions and/or special learning requirements.

### Enrolment documentation and assessment

An application for enrolment must be accompanied by all supporting documentation required by, and identified in, the enrolment form, including (without limitation):

- Birth certificate of the student (at registration)
- 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 or other proof of being Halachically Jewish
- Reports or assessments from other professionals (eg medical specialists) (if applicable)
- Information relating to previous school suspensions/exclusions (if applicable)

Each parent/guardian acknowledges and agrees that Carmel School will determine at its discretion if it can meet the learning needs of the prospective student based on:

- Pre-entry assessment
- Interview
- School reports
- Diagnostic reports

Having regard to the above, the School may also impose reasonable conditions on the enrolment of a student.

## Placement in Class

The School will make the decision on all class placements. The School does not entertain requests for particular teachers.

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 / guardians, teachers, senior staff and counsellors where necessary.

Placements in cases where siblings are in the same year level will be made according to the circumstances and after discussion with the family.

## Relevant Legislation

The School acknowledges its obligations to comply with all applicable legislative requirements, including:

- 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 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.

## Excluding a student

In circumstances where a Student or parent/guardian does not comply with the School's rules, policies and/or codes of conduct, the School may exclude the student and/or cancel their enrolment in accordance with the terms of the School's applicable policies and procedures.

There may also be circumstances where a student is suspended for a period. The decision to suspend a student is at the School's discretion and will be made in accordance with the School's policies and procedures.

### Changes to Policy

The current enrolment policy will be available on the Carmel School website and made available on request.

The School reserves the right to change any of its policies or codes of conduct at any time (in its absolute discretion).

### Jewish and Non-Jewish Students

Carmel School's vision is 'Am Yisrael Chai'. ("The People of Israel Live" – to foster and grow the Jewish people, and ensure Jewish continuity). Carmel School's mission is to develop a successful and vibrant modern Orthodox Jewish Day School and the conduct of the School is therefore in accordance with the standards of Orthodox Judaism. At the same time, Carmel School maintains an open enrolment policy such that children of any faith, affiliation or cultural background are welcome and eligible to be enrolled.

Students who are not Jewish pursuant to Orthodox Jewish law ('Halacha') may not be able to participate in certain religious practices and rituals (e.g. bar/bat mitzvah ceremonies, wearing tefillin, being called to the Torah and leading prayers) as these are undertaken at the School in adherence to the requirements of Orthodox Judaism. This is the only aspect of School life that would be restricted to a non-Jewish student. For example, there is no restriction on a non-Jewish student's ability to be part of student leadership teams (other than where the position necessarily involves participation in, or leadership of, Orthodox religious practices such as Head of Judaica) or become School Captain. The ability to access fee assistance is dealt with separately below.

Carmel School recognises that there are students and/or parents who may wish to convert to Orthodox Judaism during the period of the student's enrolment. The decision whether to undertake a conversion process is entirely up to the student and his/her family. The child's Rabbi will be responsible for initiating and supervising the conversion process. The School will support such conversion in consultation with the nominated Rabbi as appropriate, but will not be responsible for the process.



The following terms apply to the enrolment of all students as may be relevant in the circumstances:

1. The School may request the provision of documentation to confirm whether or not a student is Jewish pursuant to Orthodox Jewish law ('Halachically Jewish'), e.g. Ketubah, other marriage document and/or conversion certificate). The School may require such documentation to be submitted as part of enrolment application forms or at other times reasonably requested by the School (eg for assessment of Fee Assistance applications).
2. Where a student is not Halachically Jewish, the parent(s)/guardian(s) of that student acknowledge and agree that:
  - a. Fee Assistance may or may not be accessible in accordance with Carmel School's Fee Assistance Policy; and
  - b. The student will be required to participate in the School's religious program and curriculum, but certain religious practices which are undertaken in strict adherence to Orthodox Jewish law ('Halacha') might, at the School's discretion, be restricted.

It is noted that conversion to Orthodox Judaism is recognised by the School when it has been undertaken and approved according to Halacha. The School may request evidentiary documentation for this purpose in accordance with item 1 above.

If a student or parent/guardian is undergoing conversion to Orthodox Judaism, the parent(s)/guardian(s) of that student acknowledge and agree that:

- a) Fee Assistance may be accessible, in accordance with the Fee Assistance Policy and at the School's discretion.
- b) The School may consult with the Rabbi supervising the conversion in order to confirm the status of the process.
- c) The parent(s)/guardian(s) will ask the Rabbi supervising the conversion to assist the School in all respects.
- d) Certain Orthodox religious practices which are undertaken in strict adherence to Halacha might, at the School's discretion, be restricted.
- e) The School may require a letter of confirmation of the commencement and/or completion of the Conversion from the supervising Rabbi, which must be provided within the time reasonably requested by the School and it is the responsibility of the parents(s)/guardian(s) to procure this.
- f) The School must be kept informed in relation to any change in status of the conversion process (including the cessation or completion of the process).
- g) Generally, the parent(s)/guardian(s) must provide the School with all such assistance and information as is requested in relation to the conversion process.

## Appeals

A family may lodge an appeal against any decision related to their enrolment.

A formal appeal must be submitted, in writing, within 7 working days of notification of the School's decision not to approve an application for enrolment, or to impose any conditions on such enrolment.

The written appeal should be directed to the Principal and lodged via email:  
[carmel@carmel.wa.edu.au](mailto:carmel@carmel.wa.edu.au).

The Principal, in consultation with the relevant Head of School, the Director of Jewish Life and the School Board President (or the School Board President's nominee), will determine the outcome of the appeal.

You will be notified of the outcome of your appeal via email.

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