



## STUDENT ENROLMENT POLICY

### NESA REQUIREMENT 3.8<sup>1</sup>

#### Introduction

##### 1.0 Source of Obligation

The Registered and Accredited Individual Non-government School (NSW) Manual (3.8) requires the Principal of the School to keep a register, in a form approved by the Minister, of the enrolments of all children at the School.

The Registered and Accredited Individual Non-government School (NSW) Manual (3.6.2) requires the School to provide a safe and supportive environment by maintaining a student enrolment register.

#### Purpose

##### 2.0 Student Enrolments

Yeshiva College – Bondi (Yeshiva) keeps a register of enrolments of all children at the School in electronic form. Data is initially entered into the School's database (SAS2000).

Following the enrolment of the student, the Enrolments Office maintains the accuracy of the data on SAS2000, as subsequent changes to student details occur.

The “Family Summary “report may be generated at any time which details all the required information captured at enrolment.

##### 3.0 Information for Register of Enrolments

The Register of Enrolments records the following information for each student and refers to the Procedure - Student Enrolment Process:

- name, date of birth and address of students
- name, contact telephone number and emails of parents/guardians
- date of enrolment
- date of leaving the School and the student’s destination, where appropriate
- for children older than six years of age, previous school or pre-enrolment situation

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<sup>1</sup> Clause 3.8 and 3.6.2 – Registered and Accredited Individual Non-government School (NSW) Manual – March 2020



- ACARA<sup>2</sup> Data Collection information

It is the responsibility of the Principal's Secretary to enter the enrolment details in SAS 2000 and maintain this data as it changes.

#### Other responsibilities of the Principals Secretary

- Maintenance of Enrolment Register (includes entry of approved Attendance and Enrolment Exemptions – this section must be read in conjunction with Attendance Policy)
- Maintenance of Attendance Register
- Backup of SAS2000
- Upload of student withdrawal documents and correspondence, destination known into SAS2000
- Upload of student withdrawal and correspondence, destination unknown into SAS2000

#### 4.0 Records of the Register of Enrolments

The register is retained for a period of seven (7) years after the last entry is made, and copies of information in the register are stored off-site at regular intervals.

#### 5.0 Implementation

Yeshiva has set up a series of compliance review activities, to ensure that key obligations under the Registered and Accredited Individual Non-government School (NSW) Manual are managed effectively.

Compliance Activities are scheduled in an outlook calendar related to governance and compliance of Yeshiva.

Where changes occur this policy and associated documents will be published in the Yeshiva Website and staff involved in the enrolment of students into Yeshiva will be notified accordingly.

This section of the policy should be read in conjunction with Yeshiva policy for Dissemination and Promotion of Policies and Procedures.

#### 6.0 Enrolment Process

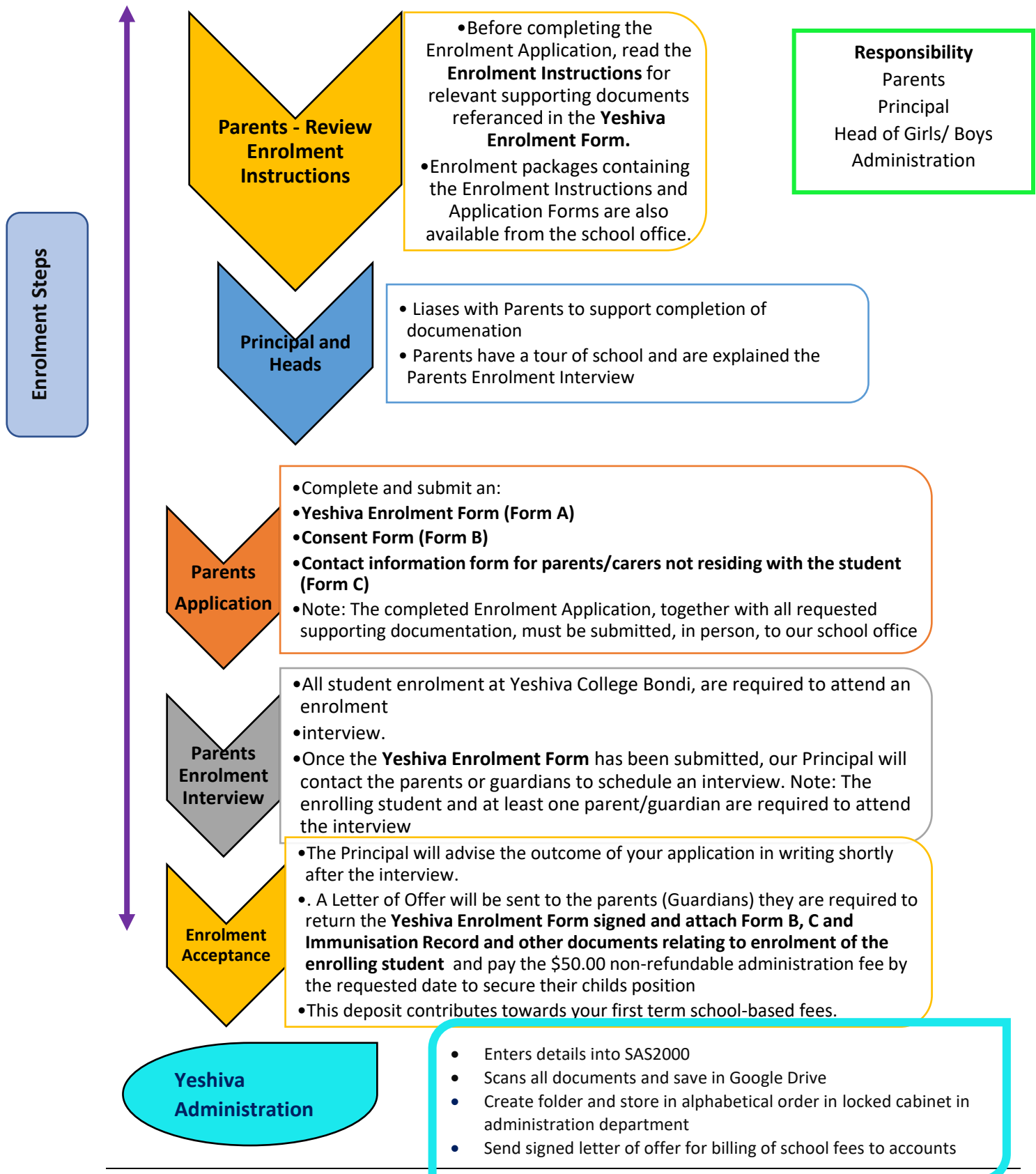
The Flow chart below demonstrates the Enrolment Process.

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<sup>2</sup> [Australian Curriculum Assessment and Reporting Authority](http://www.acara.edu.au)



**Enrolment Flowchart Yeshiva College - Bondi**





The School captures the following data, as a minimum once in the enrolment form as part of the application process, this information includes:

- The prospective student's name, date of birth (age), address
- The prospective student's desired year or entry
- The parents' name and contact details including mobile number and email
- ACARA Data Collection information
- A copy of the child's birth certificate
- Evidence of Australian citizenship (required if applying from overseas or if both parents are born outside of Australia)
- Evidence of eligibility to be in Australia – Visa (required if student is not an Australian citizen)

Note: The submission of an Application to Enrol form does not guarantee that the prospective student will proceed to Enrolment Interview.

### **Enrolment Points of Entry**

Yeshiva's entry points are Pre-Kindergarten, Kindergarten – Year 6 and, Year 7 - Year 10.

In cases where demand exceeds places available, prospective students are placed on a Waiting List. The Wait List will be used to make subsequent Offers of Enrolment, subject to future availability and successful review of the prospective student's Application to Enrol, in relation to the School's Enrolment Criteria.

### **Parent Enrolment Interview**

Parents Enrolment Interview (and Enrolment Criteria) Yeshiva assesses all Applications to Enrol against the following Enrolment Criteria, to determine which prospective students proceed to Enrolment Interview:

#### **Enrolment Criteria:**

- The prospective student has a brother or sister who is a current student at the Yeshiva. (Sibling)
- The date of application.
- The ability of the prospective student to benefit from the educational offering of the Yeshiva.
- The ability of the prospective student to contribute to the school co-curricular activities, opportunities and community.
- Past school reports, test results and aptitudes.

Note: None of the above by itself is a determining factor, nor is there any particular order in which the criteria are considered. Enrolment decisions taken are the responsibility of the Principal.



## Enrolment Acceptance

The Principal will send a Letter of Offer and Acceptance to the Parents or Guardians. Upon the Acceptance of an Offer of Enrolment, Yeshiva captures the following information from the parent or guardian and enters this in the School's database SAS2000. (Note: All documents are also scanned and held in the students file in Google Drive, hard documents a kept in a locked filing cabinet)

To finalise the student enrolment the following documents are required:

- The date of enrolment (commencement at the School)
- The student's previous school (if over the age of 6)
- The student's medical information
- The student's learning abilities
- A copy of parent's driver's licence or passport
- Up-to-date AIR Immunisation History Record of the Child
- Copy of the Childs Birth Certificate
- Other documentation (ie: parent legal forms, medical)
- Consent Form (Form B)
- Contact information Form (Form C)

## Deferring an Offer of Enrolment

Whilst it is possible to defer a student's Application to Enrol to a later point of entry, it is not possible to defer an Offer of Enrolment. If Yeshiva offers a student a place for a particular entry point, that offer only applies to that point of entry - it does not apply for a later entry point.

For example, if Yeshiva offers a child a place starting in Kindergarten, but the parents decide that they wish to defer the child's entry until Year 7, they cannot defer the original offer to take it up at the later entry point. They can however, choose to have their child remain on the normal "Wait List" for the next point of entry. Yeshiva will reconsider their Application to Enrol at the next entry point, with all other applications.

## Student enrolled on trial

Upon acceptance of offer of enrolment, the Principal will, at all times, enrol a student initially for one week then after parent interview for a further one month trial period to be reviewed at determined intervals by the Principal.

The School is committed to principles of Reasonable Adjustment and will examine the needs of each student individually at time of enrolment and on an on-going basis.



One term's notice is required before transferring to another school. Term fees will be invoiced and expected to be paid for incomplete terms unless an alternate arrangement is made with the Principal.

On enrolment, a student record must be opened for the student, during the trial period the student's attendance will be monitored. In the event of transferring the student the attendance records of the student will also be transferred to the onboarding school.

When reading this section of the policy also read "Volunteer Adult and Student Visitor Policy"

### **Enrolment Contract (Parents of Guardians Role and Responsibility)**

In choosing Yeshiva College Bondi, parents enter a partnership with the school where the responsibility of their child's education is shared between them, as the primary educator of their child, and their school community.

This partnership between parents and their school community is based on the guiding principles that the learning environment is open, respectful and two-way communication where the expectations for the partnership are understood by everyone involved.

Parents at Yeshiva can expect that their child's school will:

- be a place where each student can learn and feel safe
- treat every member of the school community with courtesy and respect
- involve them in decisions that affect their child's faith formation, learning or wellbeing
- provide timely and accurate information about their child's progress
- enable them to ask questions and speak to their child's teacher or member of the school leadership team at a mutually convenient time
- allow any concern or complaint to be heard and that ongoing relationships will continue respectfully.

Yeshiva can expect that parents in their school community will:

- model responsible and respectful behaviour within the school community in both the real and digital worlds
- treat every member of the school community with courtesy and respect
- listen, talk collaboratively and share relevant information with teachers and school staff to understand and resolve any issues, misunderstandings or concerns
- respect the privacy of every member of the school community
- uphold the school rules and guidelines that are in place for the wellbeing and effective learning of students
- contribute to a safe school community where intimidation, bullying or harassment are not tolerated
- understand the importance of school attendance
- adhere to the commitments made at the time of enrolment, including the prompt payment of school fees.



## Communicating with your school

Yeshiva provides many opportunities to communicate and meet with parents through regular school newsletters, mobile alerts, and formal meetings, such as parent teacher interviews and information nights.

It is natural that there will be other times that parents will need to speak with their child's school teacher or members of the school leadership team to discuss and resolve any issues, misunderstandings or concerns.

Parents or guardians can contact the office of Yeshiva and organise a private and confidential meeting with the principle at Yeshiva. They may also send an email directly to the Principal at: [principal@yeshivacollege.nsw.edu.au](mailto:principal@yeshivacollege.nsw.edu.au) (please include you name you child's name and class they are enrolled into)

Teachers are the first point of contact.

To discuss your child's learning or experiences at school, parents are asked to make an appointment to meet with the appropriate teacher so these issues can be discussed constructively. In primary schools, the appropriate teacher will be the classroom teacher. In secondary schools, the appropriate teacher may be the year coordinator or the pastoral care coordinator. To make a an appoint with your child's teacher send an email to [studentservices@yeshivacollege.nsw.edu.au](mailto:studentservices@yeshivacollege.nsw.edu.au)

## Registration Agreement Conditions:

Refer to the document titled, Yeshiva College Bondi – Enrolment Form (Section E)

Parents acknowledge that the Enrolment Form, in order to enrol their child at Yeshiva College Bondi.

Parents may accept a place for their child by signing the Enrolment Form and paying the required Admission Fee. This will establish the parents' agreement to support the "Registration Agreement Conditions", which relate to School Rules and Policies, including the obligations of parents and students, the payment of School Fees and Charges, conditions surrounding special needs, health and safety, and the consequences of suspension or termination of Enrolment.

## Withdrawal

In the event that a student intends to withdraw from Yeshiva, a full term's notice of the withdrawal, in writing to the Principal, is required in order for the family to avoid a Penalty Fee (\$50) for insufficient notice of the withdrawal.

In the event that a student leaves the School prior to the completion of Year 6 or Year 10 (where Year 7 has commenced), as a minimum, the School requires parents to provide the



following information. This information is then captured on the School's database (SAS2000):

- The date of leaving the School
- The student's \*destination (in cases where a student leaves prior to Year 10 and is younger than 17 years of age)
- Once the Principal is satisfied of the evidence captured to withdraw the student's enrolment the Principal will instruct the Principals Secretary to send the Parents (Guardians) a letter to confirm that the student's enrolment has been accepted and the student is no longer enrolled at Yeshiva.

**Note:**

\*If the destination of a student, under the age of 17, exiting the school is unknown, or the school is not satisfied with the information provided about the student's destination, the Principal of Yeshiva will notify the NSW Department of Education (DoE). using the Student Enrolment Destination Unknown Notification form available in the AISNSW Resource Centre. Once DoE have been notified the form is scanned and stored in SAS2000.

## **Enrolment Register**

The Enrolment Register and Family Summary Report (both extracted from SAS2000) are retained for a minimum period of five (5) years after the last entry was made and before archiving.

## **Fees During the Enrolment Process**

Administration Fee (\$50) to be paid to the college front office at Application Stage. This amount is non-refundable and does not guarantee a place at the School.

## **Privacy of Information Supplied**

All Enrolment information that parents supply during the Enrolment Process will be kept confidential and accessed only by those staff involved in the Enrolment Process.

## **Parent's Declaration and Obligation**

In completing the Enrolment form we will ask Parents to declare that to the best of their knowledge they have:

- disclosed any special needs of their child
- provided a copy of any Parenting or Restraint Order that applies to the prospective student and parent(s) and





- completed fully the Enrolment form
- If a parent withholds information relevant to the Enrolment Process then we will reserve the right to refuse, or terminate the Enrolment Process on these grounds.
- It is the parents' responsibility to ensure that the School is advised of any changes of contact details that occur at any time during the Enrolment Process. The School waives any responsibility for non-contact of a parent during the Enrolment Process in the event that the contact details are not updated.

### **When Guardians or Carers are Enrolling Students**

In this Policy we have referred to 'parents' to indicate those people responsible for enrolling students. Most of our enrolments involve the natural parents of children so we have chosen to use this terminology to simplify our documents. However, we readily accommodate an Application to Enrol, where guardians or carers have responsibility for a student's application.

### **Enrolment Policy Changes**

Yeshiva reserves the right to alter its Enrolment Policy. Parents are encouraged to contact Yeshiva to find out if there have been any changes. Yeshiva will communicate this to parents via email or parent NEWS sent by the Principal of Yeshiva. Should you have any questions please send an email to the Principal [principal@yeshivacollege.nsw.edu.au](mailto:principal@yeshivacollege.nsw.edu.au)

### **Associated Documents and Resources**

[Australian Curriculum Assessment and Reporting Authority](#)

Student Welfare Policy  
Antibullying and Harassment Policy  
Supervision Policy  
Discipline Policy  
Attendance Policy / Forms  
Complaints Handling Policy  
Child Protection Policy  
Whistle Blowing Policy  
Yeshiva Enrolment Form (Form A)  
Consent Form (Form B)  
Contact information Form (Form C)  
Immunisation Enrolment Toolkit  
Family Summary Report / Enrolment Register  
Volunteer Adult and Student Visitor Policy  
Student Visitor Form