



MASADA COLLEGE

Enrolment Policy

DOCUMENT NAME	Enrolment Policy
APPLIES TO	Whole College
CONTACT PERSON	Raquel Charet, College Principal
VERSION	1
APPROVED BY	Raquel Charet, College Principal

Purpose

This policy provides information pertaining to enrolment criteria and procedures for those interested in applying to enrol at the College.

Enrolment Procedures

All enrolments are at the discretion of the Principal.

Step 1

Before applying for enrolment, parent/carer(s) should read:

- the Masada College Prospectus
- the Enrolment Policy
- the current fees schedule
- the Terms and Conditions of Enrolment

All documents are available on the College's website.

Step 2

Parent/Caregiver(s) submit an Application for Enrolment and pay the Application Fee.

All applications for Enrolment must be:

- on the College's official application form
- complete with all supporting documents attached
- signed by both parent/caregiver(s)
- Successful applicants will be invited to the next phase – an interview with the relevant Head of School.

Step 3

An Enrolment interview takes place with the Parent/Caregiver(s), the prospective Student(s) and the Principal, Head of Primary and/or their delegate. Following this interview, the School will then advise the parent/caregiver(s) that:

- their child's application has been successful;
- their child has been placed on a waiting list and an offer may be made when a place becomes available;
- or, their child's application has been unsuccessful.

Step 4

If the College makes an Offer of Enrolment, the parent/carer(s) must sign an acceptance of offer on the form provided and pay the non-refundable administration fee and bond. Failure to respond to the offer

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within ten business days may result in the position being offered to another child awaiting entry to the College.

If an offer of enrolment is made and accepted, no less than a term's notice must be given if the parent/caregiver(s) decide not to proceed with the enrolment to give the School time to fill that position. If the required notice is not given, fees in lieu of notice will be applied.

The School should be informed of any change of address or contact details after an offer (or conditional offer) of enrolment is made or if the child has been placed on the School's Waiting List.

Enrolment Criteria

Applications for Enrolment may be made at any time throughout the year by the parent/caregiver(s) of potential students. For Kindergarten, preference will be given to students enrolling who will be five years of age on or before 31 May of the year in which they commence.

The School will base any decision about offering a place to a student on the following factors:

1. Jewish students (non-Jewish students are also welcome at the College)
2. Siblings of students enrolled in the College
3. Children of Masada graduates
4. Contribution to the College: the student's potential contribution to the school, including its co-curricular program.
5. Values: the student and their family holds attitudes, values and priorities that are compatible with the School's ethos.
6. Previous Reports: the student's reports from previous schools.

Enrolment may be declined (this includes potential sibling enrolments) where information obtained by the College suggests a profile of poor attendance, negative behaviour, wilful misconduct, illegal activities or strong anti-school sentiment, that indicates that the student's enrolment at the College is likely to be detrimental to other students, the staff or the College.

The College has absolute discretion in determining the weight of each of the factors it takes into account in determining whether to offer a place for the student.

College Rights

Continued enrolment at the College is dependent upon the student making satisfactory academic progress, consistent attendance and the student and parent/caregiver(s) following the College's policies and procedures, behavioural expectations and other requirements of the College. Continued enrolment is also dependent on the prompt payment by parent/caregiver(s) of all fees, charges and student charges.

The Principal reserves the right not to offer any child a place at the College or to defer the offer of a place to any child in its discretion.

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The College also reserves the right to terminate an enrolment where the parents have not declared or have withheld known information pertaining to their child's needs, and which would assist the College in supporting a child's physical, emotional, academic and/pr social needs.