



Enrolment Policy

Document name:	Enrolment Policy
Applies to:	Whole College
Contact person:	College Principal
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Purpose

This policy outlines the requirements and expectations for parents and carers submitting an application for enrolment at Masada College.

The purpose of this policy is to ensure that all applications are complete, accurate, and aligned with the College's values and enrolment criteria. It supports the College's aim to maintain a respectful, inclusive, and transparent enrolment process consistent with Masada's ethos.

Policy Statement

Masada College welcomes applications from all families who are supportive of the College's Jewish ethos, values, philosophy, and expectations.

The College enrolls Jewish students from every denomination as well as students of other faiths and backgrounds who respect the Jewish life of the College and wish to participate in it.

All applications are handled with fairness and confidentiality and assessed in accordance with the Policy on Selection and Acceptance of Enrolment Applications.

Application Requirements

To ensure a fair and consistent process, all applications for enrolment must include:

1. Completion of the Official College Application Form

- Applications must be made on the official Masada College Online Enrolment Application Form.
- All sections of the form must be completed in full and signed by the student's parent(s) or legal guardian(s), as applicable

2. Payment of the Application Fee

- The non-refundable Application Fee must be paid in full at the time the application is submitted.
- Applications cannot be processed until payment has been received.

3. Supporting Documentation

- Applications must include all required documents such as the student's birth certificate or passport, recent school or preschool reports, NAPLAN (where applicable), Visa documentation (where applicable), parents passport/drivers license. English assessment report (where applicable)
- Where a student has diagnosed or suspected learning, medical, behavioural, or emotional support needs, parents must provide all relevant documentation, including but not limited to:
 - Educational or psychological assessments
 - Specialist or medical reports
 - Individual Learning Plans
 - Reports from allied health professionals or previous schools

Withholding or omitting relevant information may affect the College's ability to make a fair decision and could result in the withdrawal of an offer or termination of enrolment.

4. Accuracy of Information

- All information provided must be accurate, up to date, and complete.
- Parents must notify the College promptly of any change to contact details, custody arrangements, or circumstances relevant to the application.

Enrolment Procedures

1. Application Review

- Once an application is received, the Enrolments Office reviews the documentation for completeness.
- Incomplete applications will not progress until all required information is provided.
- Where clarification is needed, the Enrolments Office will contact parents or carers.

2. Interview Process

- Applicants who meet the initial criteria may be invited to an enrolment interview.
- Interviews are conducted with the Principal, Head of School, or their delegate, and are attended by the parents or carers and the prospective student.
- The interview provides an opportunity for the College to learn more about the student's interests, learning needs, and family expectations, and for families to ask questions about College life and values.

- Families may be asked to provide additional reports or information following the interview to assist with assessing suitability for enrolment.

3. Letter of Offer

- Following the interview and internal review, families will receive written notification of the outcome.
- The outcome will state whether:
 1. The application has been successful and a formal offer of enrolment will be made;
 2. The student has been placed on a waiting list and may be offered a place when one becomes available; or
 3. The application has been unsuccessful. The College does not provide specific reasons for declining an application for enrolment. All decisions are made at the Principal's discretion and in accordance with the College's Enrolment Policy and Privacy Policy.
 4. Where an offer is made, an Offer of Enrolment will be sent, outlining conditions of enrolment, and the applicable non-refundable acceptance fee/bond.

4. Acceptance of Offer

Parents or carers who wish to accept the offer must:

- Sign and return the Acceptance of Offer Form; and
- Pay the non-refundable Acceptance Fee/Bond.
- Offers must be accepted within one week, unless otherwise stated. Failure to respond within the specified timeframe may result in the place being offered to another applicant.

5. Confirmation of Enrolment and Commencement

- For new students, orientation sessions or transition programs may be scheduled prior to commencement.
- The Enrolments Office maintains all records and liaises with relevant staff to ensure a smooth transition into the College.

Alignment with College Policies

Applications for enrolment are assessed in accordance with:

- Policy on Selection and Acceptance of Enrolment Applications
- Enrolment Policy

Parents and carers are reminded that respectful communication and adherence to College processes are essential components of the enrolment partnership. Attempts to influence an outcome outside of College procedures or to contact Board members or community figures regarding enrolment decisions are inconsistent with College expectations and will be treated as such.

Ongoing Enrolment Responsibilities

Ongoing enrolment at Masada College assumes that parents and carers remain responsible for:

- Upholding the College's values and ethos;
- Ongoing adherence to all College policies, procedures, and codes of conduct; and
- Supporting the College's leadership, staff, and decision-making processes in a manner consistent with our community standards.

Parents and carers acknowledge that College policies, procedures, and expectations are subject to review and change from time to time, and agree to remain bound by any updated versions throughout their child's enrolment.

Failure to adhere to these expectations may affect the continuation of enrolment.

Assessment and Follow-Up

- The Enrolments Office reviews all applications for completeness before forwarding them for assessment.
- Where information is missing or unclear, parents may be contacted to provide additional documentation.
- Only complete applications that meet all requirements will proceed to the interview stage.

The College reserves the right to delay or decline consideration of incomplete applications until the necessary information is provided.

Confidentiality and Privacy

All personal and sensitive information provided as part of an enrolment application is collected and used in accordance with the College's Privacy Policy. Information is used solely for the purpose of assessing suitability for enrolment and supporting the student's transition into the College.

Responsibilities

Parents and Carers are responsible for:

- Submitting accurate, complete, and signed application forms
- Paying the full application fee
- Supplying all supporting documentation, including details of learning or support needs

- Providing consent, where required, for the College to communicate with a student's current or previous schools and relevant specialists
- Reading and agreeing to the College's relevant policies before submission
- Ongoing compliance with College policies and procedures throughout enrolment

The Enrolments Office is responsible for:

- Confirming receipt of applications and payments
- Checking for completeness of documentation
- Maintaining accurate records of all applications

The Principal retains discretion to:

- Accept or decline applications in line with College policy
- Decline an application where the required reasonable adjustments cannot be provided without unjustifiable hardship, following individual assessment
- Defer, withdraw, or cancel an offer where information has been withheld or misrepresented
- Review ongoing enrolments in cases where College policies or expectations have not been met

Review

This policy will be reviewed every two years or earlier if legislative or procedural changes occur.