



EARLY LEARNING – APPLICATION FOR ENROLMENT

Child's surname:	Given name/s: (English)	Hebrew name/s:
<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth: (copy of birth certificate to be attached)	Hebrew Birthday: (if unknown: time of birth including AM or PM)
Proposed year of entry:	<input type="checkbox"/> One Year Old Room <input type="checkbox"/> Two Year Old Room	<input type="checkbox"/> Three Year Old Room <input type="checkbox"/> Four to Five Year Old Room

Please tick one attendance option required:

Full time – 5 days per week Part time – Please circle which days – Minimum 2 days (Monday, Tuesday, Wednesday, Thursday, Friday)

* Only full time attendance is offered in the ECC for 4-5 years of age

Does the child have any siblings? Yes No How many? Siblings current age(s):
.....

Is the student of Aboriginal or Torres Strait Islander origin? (Please tick)
(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)

No Yes, Aboriginal Yes, Torres Strait Islander

In which country was the student born? Australia Other (please specify) Nationality?

Is the child an Australian Citizen? Yes No Permanent Australian Resident? Yes No Temporary Australian Resident? Yes No

Does the child speak a language other than English at home?

No (English only) Yes (please specify) Which language is most often spoken at home?

Does the **mother/guardian 1** speak a language other than English at home?

No (English only) Yes (please specify)

Mother/Guardian's 1 Name

Does the **father/guardian 2** speak a language other than English at home?

No (English only) Yes (please specify)

Father/Guardian's 2 Name

Is the student's immunisation schedule up to date? Yes No * Please provide Immunisation History Statement (provided by Medicare)

Please give a brief summary of the student's general health and If there is any particular health matter, which should be brought to the attention of KTC, please include details.
.....

Does this student have any disability, medical condition or special needs which might:

- restrict her/his ability to participate in educational or co-curricular activities at preschool;
- mean that KTC will need to provide special services or facilities for him/her so that he/she can participate in educational or co-curricular activities; or
- endanger her/his health or safety at school, or the health or safety of others?

Has the child received, or is s/he currently receiving –

- occupational therapy
- speech therapy
- other therapy

- If you have ticked any of these boxes, please give details on a separate page and attach it to this form with any relevant supporting documents.

- KTC may require Medical evidence relating to the health of the child and/or any issues identified above.



NOTES

- This form should be completed, signed, dated and sent or given to the KTC office along with a non-refundable Registration Fee of \$50 per child.
- Please complete a separate form for each child.
- If KTC offers your child a place, you must accept this offer in writing and pay a Commitment Deposit of \$500 within 14 days, or the offer will lapse. (If the \$500 is not readily available, please contact the Enrolments Administrator to make arrangements for a payment plan.) Subject to our Enrolment Policy and Conditions, this deposit will also secure your child's place in Year K at KTC. The Commitment Deposit will be refunded to you when your child leaves KTC if your child has completed at least one year of Primary School at KTC. It will not be refunded if your child leaves KTC before that point.
- If your child's proposed year level is full, your child may be placed on a waiting list. At this stage a Commitment Deposit is not charged. As places in the year level become available, they will be offered to children on the waiting list.
- Enrolment is subject to KTC's Enrolment Policy and Conditions (see next page)

Mother/Guardian 1	Father/Guardian 2
Are you the natural mother of the child? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please define your relationship	Are you the natural father of the child? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please define your relationship
Surname:	Surname:
Title & given name:	Title & given name:
Date of Birth:	Date of Birth:
Hebrew name:	Hebrew name
Marital Status:	Marital Status:
Religion:	Religion:
Name of the Synagogue at which you were married:	Name of the Synagogue at which you were married:
Name of Synagogue(s) with which you are currently affiliated:	Name of Synagogue(s) with which you are currently affiliated:
Home address:	Home address:
Home phone:	Home phone:
Mobile:	Mobile:
Occupation:	Occupation:
Work address:	Work address:
Email address:	Email address:
Work phone:	Work phone:
Are you an Australian resident? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you an Australian resident? <input type="checkbox"/> Yes <input type="checkbox"/> No
What is the highest year of Primary or Secondary School that you, the mother, have completed? (If you never attended school, mark 'Year 9 or equivalent or below') <i>(Please tick one)</i> <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below	What is the highest year of Primary or Secondary School that you, the father, have completed? (If you have never attended school, mark 'Year 9 or equivalent or below') <i>(Please tick one)</i> <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below
What is the level of the highest qualification that you, the mother, have completed? <i>(Please tick one)</i> <input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced Diploma / Diploma <input type="checkbox"/> Certificate 1 to IV (including trade) <input type="checkbox"/> No non-school qualification	What is the level of the highest qualification that you, the father, have completed? <i>(Please tick one)</i> <input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced Diploma / Diploma <input type="checkbox"/> Certificate 1 to IV (including trade) <input type="checkbox"/> No non-school qualification
What is your occupation group? <i>(Please select the appropriate parental occupation group from the attached list. If you are not currently in paid work but have had a job in the past 12 months, please use your last occupation)</i> Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals: Group 2: Other business managers, arts/media/sportspersons and associate professionals Group 3: Tradesmen/women, clerks and skilled office, sales and service staff Tradesmen/women Group 4: Machine operators, hospitality staff, assistants, labourers and related workers Drivers, mobile plant, production/processing machinery and other machinery operators (See back page for fuller explanation)	What is your occupation group? <i>(Please select the appropriate parental occupation group from the attached list. If you are not currently in paid work but has had a job in the past 12 months, please use your last occupation)</i> Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals: Group 2: Other business managers, arts/media/sportspersons and associate professionals Group 3: Tradesmen/women, clerks and skilled office, sales and service staff Tradesmen/women Group 4: Machine operators, hospitality staff, assistants, labourers and related workers Drivers, mobile plant, production/processing machinery and other machinery operators (See back page for fuller explanation)

TO PROCESS THIS APPLICATION: THE FOLLOWING REQUIREMENTS MUST BE PROVIDED WITH THE RETURN OF THIS FORM

- | | |
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| <input type="checkbox"/> Non refundable application fee of \$50.00 (payment form on the back page) | <input type="checkbox"/> If not an Australian Citizen, a copy of the child's passport and Visa details |
| <input type="checkbox"/> A copy of the child's Birth Certificate | <input type="checkbox"/> Any relevant medical/diagnostic reports |
| <input type="checkbox"/> A copy of the parent's Kesuva | <input type="checkbox"/> If the parent has undergone a conversion to Judaism, please supply the conversion certificate |
| <input type="checkbox"/> A copy of the child's Immunisation History (provided by Medicare) | |
| <input type="checkbox"/> Both parents/guardians to sign and date where indicated | |



ENROLMENT POLICY AND CONDITIONS (Early Learning Centre)

1. Kesser Torah KTC ('KTC') offers places to Jewish students who it considers will contribute positively to the KTC community. Both acceptance into KTC and continued enrolment at KTC are at KTC's discretion.
 2. KTC assesses applicants taking into account a range of factors, which generally include:
 - (a) the student's:
 - respect for KTC's ethos as an Orthodox Jewish day school;
 - commitment to and ability to participate in the KTC's educational program;
 - commitment to and ability to participate in the KTC's co-curricular program; and
 - all-round character; and
 - complying with such rules and directions as given by teachers and Senior Managers from time to time
 - (b) the student's family's commitment to enrolling their child for the duration of the KTC program. For example, due to the limited spaces available in the KTC Early Childhood Centres, KTC may reserve vacancies to be filled by students whose families are committed to sending their child to our Primary School.
 3. Depending on the circumstances, KTC may also offer places to non-Jewish students who are working towards Orthodox Jewish conversion.
 4. KTC seeks to meet the individual learning and other needs of all its students. Accordingly:
 - (a) KTC will only accept a student if it considers that its resources and facilities will be reasonably able to meet the student's needs;
 - (b) KTC may refuse to enrol a student who has special needs, if the accommodation of those needs would impose an unjustifiable hardship on KTC;
 - (c) KTC may review a student's enrolment from time to time and may cancel the enrolment if KTC considers that it can no longer appropriately meet the student's needs or to do so would impose an unjustifiable hardship on KTC; and
 - (d) If KTC may not otherwise be able to appropriately meet a student's needs, KTC may consider accepting an offer from the parents of the student to make payment (in addition to KTC's usual fees) for special programs or services, which are designed to meet those needs.
 5. All families enrolling a child at KTC for the first time must provide a copy of the parents' or maternal grandparents' Kesuva (Marriage Certificate). This condition does not apply to parents who already have a child enrolled at KTC. Different conditions apply to adopted children.
 6. Students must be assessed by KTC as being school-ready before they may progress from KTC Education and Care Centre to its Primary School. KTC will make its assessment based on its own information, and (if it considers this appropriate) an external assessment.
 7. Enrolment is conditional on students and their families providing accurate relevant information to KTC, both before and after enrolment, including but not limited to, information about the student's immunisation status in accordance with government requirements from time to time.
 8. If there is an outbreak of disease at KTC, KTC may without notice temporarily exclude any student who is not relevantly immunised.
 9. Students in the Primary School and High School must:
 - (a) abide by KTC's rules in effect from time to time; and
 - (b) demonstrate satisfactory standards of effort, attitude and behaviour in order to continue at KTC and progress to the next year level. KTC considers that a student is deficient in any of these areas, KTC may require the student to be counselled, to repeat a year level, or to leave KTC.
 10. Continuing enrolment is also conditional on a student's family:
 - (a) abiding by KTC's rules in effect from time to time;
 - (b) supporting KTC in its endeavours to deliver education to the student;
 - (c) complying with KTC fees policies and/or fees agreements; and
 - (d) generally cooperating with KTC in the interests of the student and the KTC
- KTC may suspend and/or withdraw enrolment of any student if a member of the student's family has breached any of these conditions.
11. If a family wishes to remove a student from Kesser Torah College, the family must give KTC one term's notice in writing, or pay the equivalent of a term's fees in lieu of notice (irrespective of any fee assistance received by the family). Commitment Deposits paid will only be refunded on withdrawal if your child has completed at least one full year of Primary School at KTC. Commitment Deposits will not be refunded if your child leaves KTC before that point.

12. Dispute Resolution

- (a) Should there be any dispute between KTC and a student's family as to the provision or non-provision, or content, of a fee subsidy application including a failure to provide a properly completed fee subsidy application when a subsidy is requested; and/or a failure to agree or pay a student's tuition or any other fee to KTC, in whole or part, representatives of KTC and the family are to meet at KTC's premises within 7 days of a request (which can be a telephone or email request) by either party, to attempt to resolve the dispute.
- (b) If the parties cannot resolve their dispute within the time period set out in paragraph 13(a), KTC must refer the dispute to Rabbi Mottel Krasnjanski (mottel@lenox.com.au), or such other Dayan as he may decide, who must, after giving both parties the opportunity to provide submissions as to their respective positions, determine the dispute as a binding arbitration. The Commercial Arbitration Act 2010 (NSW), will apply to the determination of the dispute. KTC will initially pay any fees charged by the Dayan but if the dispute is resolved adversely to the student's family the Dayan may determine as part of the arbitrated award that some or all of his fees are payable by the student's family.
- (c) Both KTC and the student's family will accept the ruling of the Dayan as a binding halachic (Bein Ledin Bein Leotas)* determination of their dispute and agree and acknowledge that his determination will be enforceable pursuant to the laws of NSW, and is intended to be a final determination of the dispute.

14. KTC may, at its discretion, vary this Enrolment Policy and Conditions from time to time without notice. *(the ruling is binding)

I/we understand and accept the above policy and conditions of enrolment at Kesser Torah College. I/we understand that all information I/we have provided on this form is accurate and that I/we have discussed everything relevant to my/our child's potential enrolment at KTC.

Full name of parent/guardian 1 [circle one]

Full name of parent/guardian 2 [circle one]

Date

Date

Signature of parent/guardian 1 [circle one]

Signature of parent/guardian 2 [circle one]

Payment of the \$50.00 Application Fee

Cash Cheque (**Payable to Kesser Torah College**) Visa MasterCard

Card Number _____ Expiry Date _____

Name on Card _____ CVC _____

List of Parental Occupation Groups

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals:

Senior executive/manager/department head in industry, commerce, media or other large organisation.

Public service manager (Section head or above), regional director, health/education/police/fire services administrator

Other administrator school principal, faculty head/dean, library/museum/gallery director, research facility director

Defence Forces Commissioned Officer

Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer

Air/sea transport aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller

Group 2: Other business managers, arts/media/sportspersons and associate professionals:

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist manager finance/engineering/production/personnel/industrial relations/sales/marketing

Financial services manager bank branch manager, finance/investment/insurance broker, credit/loans officer]

Retail sales/services manager shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency

Arts/media/sports musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer,

designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official

Associate professionals generally have diploma/technical qualifications and support managers and professionals.

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional

Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising

specialist, market research analyst, technical sales representative, retail buyer, office/project manager

Defence Forces senior Non-Commissioned Officer

Group 3: Tradesmen/women, clerks and skilled office, sales and service staff:

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

Clerks bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk,

recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk,

freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk

Skilled office, sales and service staff.

Office secretary, personal assistant, desktop publishing operator, switchboard operator

Sales company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

Service aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers:

Drivers, mobile plant, production/processing machinery and other machinery operators.

Hospitality staff hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper

Office assistants, sales assistants and other assistants

Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]

Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker

Assistant/aide trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant

Labourers and related workers

Defence Forces ranks below senior NCO not included above

Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon,

forestry/logging worker, miner,

seafarer/fishing hand

Other worker labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor

Why are schools now required to collect information on the educational and occupational background of parents?

Non government and government schools must comply with the new data collection requirements arising from the decisions of State, Territory and Commonwealth Education Ministers to improve the quality and national consistency of public reporting on student achievement. Ministers require all government and non-government school systems and schools to comply with the new data collection and reporting arrangements.

Information collected on the educational and occupational background of parents allows school education authorities to evaluate the influence of socioeconomic background on students' educational outcomes across and within jurisdictions, and over time.

Schools and schools systems ask for information on the following:

o the sex of the student

o the Indigenous status of the student

o the parents' occupations (in very broad terms)

o the parents' educational qualifications (also in very broad terms)

o the student's country of birth, and

o the main language spoken at home by the student and each of the student's parents or guardians.