

# Enrolment Application

Please complete a separate enrolment application for each student.



## Enrolment application for:

D.O.B.:

Proposed year of entry:

Proposed start date:

Select the school and year group of entry:

### High School

Year 7      Year 8      Year 9      Year 10      Year 11      Year 12

### Primary School

Year K      Year 1      Year 2      Year 3      Year 4      Year 5      Year 6

### Early Learning Centre

Age group of room for entry      9 months      2 yr old      3 yr old      4-5 yr old

Check attendance request:

Full time (5 days a week)      Part time (2 days a week minimum)

Preferred days:

Monday      Tuesday      Wednesday      Thursday      Friday

## Acknowledgement

I have read and accept the enrolment policy and conditions of Kesser Torah College ('KTC' or the 'College') as outlined on the last page.

Full name of parent/guardian 1

Date

Signature

Full name of parent/guardian 2

Date

Signature

**Note: If you are completing this form digitally, click **SAVE AS** now, so you don't lose any entered information.**

# Child Information

Surname  First Name(s)

Preferred Name  Hebrew Name

Gender  male  female Date of Birth  /  /

Hebrew birthday (if unknown: time of birth, including am or pm)

Relocating from overseas?  Yes  No If Yes, from which country?

Current daycare/preschool/school

Previous schools attended

Of Aboriginal or Torres Strait Islander origin?  Yes  No

Country of birth  Nationality

Residency Status  Australian citizen  Permanent resident  Temporary resident

First language spoken at home  Second spoken language

Any medical conditions or diagnoses we should be aware of (detail below)

Child immunisations – is the schedule up to date?  Yes  No

Any matters that should be brought to the attention of KTC?  Yes (detail below)  No

## Child Information

Does your child have any disability, medical condition or special needs which might:  
restrict her/his ability to participate in educational or co-curricular activities?  
require special accommodations?  
endanger her/his health or safety at school, or the health or safety of others?

Has your child received, or is currently receiving:

occupational therapy?      speech therapy?      other therapy?

If you have ticked any of these boxes, please provide further details and attach any relevant supporting documents when this form is submitted.

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

This information will be treated confidentially and will allow staff to ascertain what reasonable accommodations they need to make in order to meet your child's needs. We will attempt to accommodate these challenges in collaboration with you as parents and with other related professionals. While KTC endeavours to meet the learning needs of all students, there may be some situations where unjustifiable hardship may prevent the College from being able to accommodate the needs of your child.

The child resides with:      both parents      mother      father      guardian

If the child is not living with both parents please tick whichever applies:

father deceased      father remarried      mother deceased      mother remarried  
parents separated      parents divorced      other

## Sibling Information

Name of siblings currently enrolled at KTC      Year

Name of siblings not currently enrolled at KTC      Date of birth      Year      School

# Parent/Guardian Information - Mother's Information

First name

Last name

Mobile number

Email

Are you the birth Mother of the child?    Yes    No    If no, please define your relationship

Title                  Given name

Date of Birth

Hebrew name

Marital Status

Religion

Name of the Synagogue at which you were married

Name of officiating Rabbi

City and country where marriage took place

Name of Synagogue(s) with which you are currently affiliated

Home address

Occupation

Work address

Are you an Australian resident?    Yes    No

What is the highest year of Primary or High School that you, the mother, has completed?

(If you have not attended school, mark 'Year 9 or equivalent' below):

Year 12 or equivalent    Year 11 or equivalent    Year 10 or equivalent    Year 9 or equivalent

What is the highest level of qualification that you, the mother has completed?

Bachelor Degree or above    Advanced Diploma / Diploma    Certificate I to IV (including trade)

School Leaver's Certificate

Name of degree or diploma if applicable:

Your most recent job title

Employer

Occupational group:

Please refer to the parental occupation groups on page 8 of this document and then select one of the groups below. If you are not currently in paid work but have had a job in the past 12 months, please use your last occupation.

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: Teacher, childcare educator, tradeperson, clerks and skilled office person, sales and service staff

Group 4: Machine operators, teacher's aide, hospitality staff, assistants, labourers and related workers, drivers, mobile plant, production/processing machinery and other machinery operators



# Parent/Guardian Information - Father's Information

First name

Last name

Mobile number

Email

Are you the "natural Father" of the child?    Yes    No    If no, please define your relationship

Title                  Given name

Date of Birth

Hebrew name

Marital Status

Religion

Name of the Synagogue at which you were married

Name of officiating Rabbi

City and country where marriage took place

Name of Synagogue(s) with which you are currently affiliated

Home address

Occupation

Work address

Are you an Australian resident?    Yes    No

What is the highest year of Primary or High School that you, the father, has completed?

(If you have not attended school, mark 'Year 9 or equivalent' below):

Year 12 or equivalent    Year 11 or equivalent    Year 10 or equivalent    Year 9 or equivalent

What is the highest level of qualification that you, the father has completed?

Bachelor Degree or above    Advanced Diploma / Diploma    Certificate I to IV (including trade)

School Leaver's Certificate

Name of degree or diploma if applicable:

Your most recent job title

Employer

Occupational group:

Please refer to the parental occupation groups on page 8 of this document and then select one of the groups below. If you are not currently in paid work but have had a job in the past 12 months, please use your last occupation.

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: Teacher, childcare educator, tradeperson, clerks and skilled office person, sales and service staff

Group 4: Machine operators, teacher's aide, hospitality staff, assistants, labourers and related workers, drivers, mobile plant, production/processing machinery and other machinery operators

Group 5: Rabbinic Studies (if so please expand):

## Communication

Who should be the primary contact for day-to-day matters?

father    mother    guardian    other (please specify below):

Full name

Phone Number

Who should be the primary contact for correspondence and email communication from the College?

father    mother    guardian    other (please specify below):

Full name

Email

With whom should the College communicate in matters relating to finance?

father    mother    guardian    other (please specify below):

Full name

Email

Phone

If there are any custodial arrangements please provide relevant documentation.

**Reminder: CLICK SAVE**

## Application requirements

**The following items must be provided with the return of this form to [enrolments@ktc.nsw.edu.au](mailto:enrolments@ktc.nsw.edu.au):**

1. A copy of the child's Birth Certificate
2. A copy of the child's passport and visa details (If not an Australian citizen)
3. Any relevant medical/diagnostic/educational reports
4. A copy of the parents' Ketuba/Kesuva
5. Conversion certificate (if a parent has undergone a conversion to Judaism)
6. A copy of the child's immunisation history (provided by Medicare)
7. Recent school reports (for Primary and High School)
8. Both parents/guardians need to sign and date the application on page 1

# ENROLMENT POLICY AND CONDITIONS

1. Kesser Torah College ('KTC') offers places to Halachically born or converted Jewish students. Both acceptance into KTC and continued enrolment at KTC are at KTC's absolute 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 KTC's educational program;
    - ◇ commitment to and ability to participate in KTC's co-curricular program;
    - ◇ all-round character;
    - ◇ and compliance with such rules and directions as are 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 that the student's continued enrolment would impose an unjustifiable hardship on the College; 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' Ketuba/Kesuva (Religious 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 Early Learning to its Primary School. KTC will make its assessment based on its own information, and (if it considers this appropriate) any relevant external assessments.
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. If KTC considers that a student is deficient in any of these areas, KTC may require the student to be counselled in order to repeat a year level, or to leave KTC. These decisions are at the absolute discretion of the College.
10. Continued 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 endeavors to deliver education to the student;
  - (c) compliance with KTC fees policies and/or fees agreements; and
  - (d) general cooperation with KTC in the interests of the student and KTC
11. KTC may suspend and/or withdraw enrolment of any student if a member of the student's family has breached any of these conditions.
12. If a family wishes to withdraw 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). Parents who are withdrawing their child need to write to the College Principal giving one term's notice.
13. 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@lenoxx.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 "the ruling is binding") 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.

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.

# List of Parental Occupation Groups

Please refer to this list for parent information

## **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 including:
  - ◊ 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 including:
  - ◊ Defence Forces ranks below senior Non-Commissioned Officer 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 school systems ask for information on the following:

- the gender of the student
- the Indigenous status of the student
- the parents' occupations (in very broad terms)
- the parents' educational qualifications (also in very broad terms)
- the student's country of birth, and
- the main language spoken at home by the student and each of the student's parents or guardians.