

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

Declaration

I/we hereby apply to enrol the above student at KTC

I/we understand that acceptance of this Application form by KTC does not constitute enrolment of the student

Should the student be accepted at KTC and we accept the position, we undertake to abide by the college regulations an Enrolment Policy and Conditions

I/we have read and agreed to the College Enrolment Policy and Procedures

I/we accept that each parent/carer whose signature appears on this form is jointly and severally liable for payment of school fees

I/we authorise the college to contact the student's doctor and previous school if deemed necessary in relation to this application

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

Is your up to date AIR attached?the schedule up to date? Yes No

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

Continued enrolment at the college is dependent upon the student making satisfactory academic progress, attending consistently and the student and the parent/carer(s) observing all behaviour codes of conduct and other requirements of the college.



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

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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 is the FIRST emergency contact (other than parent/guardian)?

Grandparent Family member Friend other (please specify below):

Full name

Email

Phone

Relationship

Address

Who is the SECOND emergency contact (other than parent/guardian)? **ELC students require two contacts.**

Grandparent Family member Friend other (please specify below):

Full name

Email

Phone

Relationship

Address

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

Reminder: CLICK SAVE



Application requirements

The following items must be provided with the return of this form to enrolments@ktc.nsw.edu.au:

1. A certified copy of the child's Birth Certificate
2. A certified copy of the child's passport and visa details (If not an Australian citizen)
3. A copy of the parents' Ketuba/Kesuva
4. Conversion certificate (if a parent has undergone a conversion to Judaism)
5. A legible copy of the child's up to date immunisation history (AIR) (provided by Medicare)
6. Recent school reports (for Primary and High School)
7. Court Orders / Custody arrangement and or parenting plans.
8. Both parents/guardians need to sign and date the application on page 1
9. NAPLAN Reports
10. Any medical action plans, psychological/psychometric and education testing results
11. ELC ONLY: \$500 Application Fee Paid (to be deducted from first set of fees once child enrolled)

Reinder to save

ENROLMENT POLICY & CONDITIONS

1. **Applications for enrolment** may be made at any time by the parent/carer(s) of the student. For successful applicants, the student will commence attendance from a date to be determined and advised by the at the discretion of the school. This decision rests with the College Principal.
2. 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.
3. KTC assesses applicants, considering a range of factors, which include the student's:
 - (a) respect for KTC's ethos as an Orthodox Jewish day school.
 - (b) commitment to and ability to participate in KTC's educational program.
 - (c) commitment to and ability to participate in KTC's co-curricular program.
 - (d) all-round character.
 - (e) compliance with such rules and directions as are given by teachers and Senior Managers from time to time.
 - (f) 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.
 - (g) KTC's Waiting List Policy
4. Depending on the circumstances, KTC may, at its discretion, also offer places to non-Jewish students who are working towards Orthodox Jewish conversion.
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. 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 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.
 - (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.
7. 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. A student's education at KTC is a family undertaking and is a continual consultative partnership between the parents, the student, and the college during the student's time at KTC.

8. Parents enrolling a child at the College for Year K should ensure that the child is **5 years of age on or before 30 April of the enrolment year.**
9. **Enrolment is conditional** on students and their families providing accurate relevant information to KTC, both before and after enrolment, including but not limited to:
 - (a) information about the student's immunisation status in accordance with government requirements;
 - (b) specialised medical or psychological diagnoses and reports;
 - (c) any custodial or court orders in place; and
 - (d) parents must immediately provide the school with details of changes to any of the above information.

Should it be discovered subsequent to a student's enrolment that information was not disclosed, the school reserves the right to withdraw enrolment with immediate effect.

10. In the event of a disease outbreak at KTC, the College has a duty of care to inform parents and, without prior notice, temporarily exclude any student who is not appropriately immunised. This measure is to ensure the health and safety of all staff and students at KTC.
11. Students in the Primary School and High School must:
 - (a) abide by KTC's rules and policies as updated from time to time;
 - (b) attend compulsory activities such as carnivals, camps, excursions, and incursions; and
 - (c) demonstrate satisfactory standards of effort, attitude, and behaviour 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 to repeat a year level, or to leave KTC. These decisions are at the absolute discretion of the school.
12. **Continued enrolment** at the College is dependent upon the student making satisfactory academic progress, attending school consistently and both the student and the parent/carer(s) observing the Behaviour Code of Conduct and all other requirements of the College.
13. **Continued enrolment** is also conditional on a student's family:
 - (a) abiding by KTC's rules;
 - (b) compliance with KTC's Parent Code of Conduct;
 - (c) supporting KTC in its endeavours to deliver education to the student;
 - (d) compliance with KTC fee policies and/or fees agreements; and
 - (e) general cooperation with KTC in the interests of the student and KTC
12. **English Fluency**; There is an expectation that students from Overseas or who have a NESB (non-English speaking background) will have a certain level of fluency with English. Students from overseas who don't have a level of fluency in English may be required to enrol in or undertake an Intensive English Language Course, as preparation for studying at KTC at the expense of the

parent/carer(s). Exemptions from these requirements may be granted at the discretion of the school.

13. **KTC may suspend and/or withdraw enrolment** of any student if a member of the student's family has breached any of these conditions.
14. If a family wishes to withdraw a student from Kesser Torah College, the family must give KTC one full 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.

15. **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 15(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 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.

(a) **Applications:** All applications for Enrolment must be on the school's official application form and signed by the parents/carer(s)

(b) Failure to do so may result in the enrolment being delayed or declined.

When the Application is received, the Principal will consider it based on the school's enrolment policy criteria above and the school will:

- (a) advise that it declines to make an offer of enrolment; and/or
- (b) advise the parent/carer(s) that the student's name will be placed on a waiting list and an offer made if a place becomes available; and/or
- (c) advise that it will make a conditional offer of enrolment and will reconsider the application not more than two years prior to the enrolment
- (d) arrange an interview with the Principal, at which the parent/carer(s)' expectations and the student's needs will be discussed.

- (e) following this meeting, the College will advise whether it will confirm or withdraw the offer, and/or
- (f) advise the parent/carer(s) they must attend for an interview following which the College will decide whether to make an offer of enrolment and/or
- (g) advise whether it wishes to make an offer of enrolment.

16. If the College makes an Offer of Enrolment [or Conditional Offer of Enrolment] the parent/carer(s) must sign an acceptance of the offer on the form provided. Failure to do so may result in the enrolment being delayed or declined.
17. If an offer of enrolment is made and accepted, not less than four months' notice must be given if the parent/carer(s) decide not to proceed with the enrolment to give the College time to fill that position. If the required notice is not given, one term's fees will be charged.
18. For enrolment in the Early Learning Centre (ELC), a non-refundable application fee of \$500 must be paid. This fee will be deducted from your first fee payment in January but is not refundable should you decide to cancel or delay your child's enrolment.

As of 1st October 2024, if there are any changes to your child's attendance days (reducing days of attendance) you will forfeit \$100 per day and this will be taken from your deposit. Please refer to the *Enrolment Form* for further details.

19. Parent/carer(s) are responsible for informing the College of any changes to address or contact details. Failure to provide updated information may result in key school correspondence not reaching the family and/or personal information about the student being sent to an incorrect address.
20. Any questions concerning enrolment should be referred to the Enrolments Officer via email at this address: enrolments@ktc.nsw.edu.au.
21. KTC may, at its discretion, vary this Enrolment Policy and Conditions without notice.

Policy & Procedure	KTC Enrolment Policy & Conditions	Comment
P&P Owner	Principal	
Date of Issue	15/5/24	
Change Date	12/07/24	Revised, Additional Clauses & reformatting
Date for Review	12/07/25	

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.

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.