Appendix N – Enrolment Policy

The Enrolment Policy is designed to assist the School achieve its mission by clarifying matters relating to acceptance and departure of students. The Enrolment Policy is established by the School Council.

The Principal interprets and establishes the procedure for enactment of the policy. At times the Principal may establish or amend enrolment policies when the existing policies do not cover special circumstances that arise. On these occasions the Principal should seek to have the new policy ratified by the Council as soon as practical.

The Registrar implements the enrolment procedures.

Acceptance

The King David School is a Progressive Jewish school and will accept students of other religious backgrounds.

Waiting Lists

If the demand for places at the School exceeds the number of places available and where there are applicants for a major intake entry level, e.g. Prep and Year 7, enrolment waiting lists are established.

Priority will be determined by the School in its discretion, having regard to the following considerations (in no particular order):

- Applicants whose parents are:
  - Members of congregations affiliated with the Union of Progressive Judaism.
  - Alumni of The King David School.
  - Members of staff of The King David School.
- A sibling currently being enrolled at the School.
- The capacity of the school to contribute to the child’s education and spiritual development.
- The date of application.
- The Principal, at his or her discretion, may give priority to an applicant.

In addition the School may also take into account:

- The requirement for applications to be lodged at least a year in advance to be considered for an Offer of Place. Applications received after the Offers of Place have been sent will be put on a waiting list for future consideration.
- That if an older child is withdrawn from the School, then parents may forfeit the enrolment of younger siblings accepted for commencement in the School.
- The minimum age requirements for Pre-School, e.g. that a child must be 18 months old at the beginning of the school year to commence Pre-School. It should be noted that mid-year starts are rarely offered, and only if there is a vacancy at the time.

Applications for unborn children will not be accepted. It is suggested, however, that parents enrol their child as soon as possible after birth in order to be considered for a place.
(c) Notice of Withdrawal: A term’s notice in writing to the Registrar must be given before the withdrawal of a student, otherwise the parents must pay a charge equivalent to one term’s School Fees. The School will not be liable to refund any portion of School Fees for the balance of the term paid in advance or refund the Family Levy.

6. Holding Fee: A family and/or their child temporarily living interstate or overseas for the equivalent of one term or more may have a place held open for the child subject to the parents giving the School at least six weeks prior written notice of the withdrawal of the child and payment of the Holding Fee determined by the School which is at least 50% of the Tuition Fee for the period of the absence.

7. The School reserves the right to:
   (a) Refuse the Application For Enrolment without providing any reason;
   (b) Terminate the enrolment:
       (i) If an older child previously enrolled, is withdrawn from the School.
       (ii) On 14 days prior written notice on the grounds in clause 4.
       (iii) On 30 days prior written notice if the parents do not comply with their obligations in this document.
       (iv) On 60 days prior written notice if the School should elect to wind up in accordance with its Constitution.

   (c) Assign its interest in this document to another entity operating The King David School.

8. Notice of Change: The parents acknowledge that the School may change these Terms and Conditions as it determines on 14 days prior written notice to the parents, and the parents agree to be bound by any such change.

9. Definitions: Defined terms take their meaning described above, or as set out in The King David School Terms and Conditions of Payment of Fees. The Rules and Regulations, Policies and Codes are as published by the School at www.kds.vic.edu.au