

ENROLMENT POLICY

1. Policy statement

- 1.1 Sholem Aleichem College is committed to ensuring that students are enrolled in the College in a manner that is fair and transparent. In achieving this standard, the College will ensure comprehensive and accurate information is provided to parents/guardians as they enter into the Enrolment Agreement by Parents/Guardians for enrolment at Sholem Aleichem College and Early Learning Centre (ELC).
- 1.2 The College is committed to maintaining accurate records that comply with the College's legal obligations in relation to College enrolment.
- 1.3 The Enrolment Policy sets out the principles and framework governing the basis on which students are admitted to the College. The policy, together with the Enrolment Agreement and Enrolment Criteria appear in this document.

2. Statement of Commitment to Child Safety

Sholem Aleichem College is committed to ensuring a child safe environment exists throughout our College. The safety, wellbeing and rights of all children attending the College are paramount. Sholem Aleichem College's commitment to creating a safe environment for all students who attend the College is endorsed at the highest level by the College Council and the Principal. For more information please refer to our Child Protection Policy, available on the Sholem app and the College website.

3. Principles

- 3.1 The College is committed to ensuring students are admitted to the College in a manner that is fair, transparent and non-discriminatory.
- 3.2 The College will publish clear criteria as the basis on which admissions are made, available at Appendix A, on the College website.
- 3.3 The College will provide comprehensive and accurate information about the enrolment process including information about the College, the College's service provision and the College's expectations of parental and student behaviour, so that parents/guardians are in a position to make informed choices when entering into an enrolment agreement or contract. This information is provided for in the College General Information Guide, the Parents/Guardians and Volunteers Code of Conduct and on application.
- 3.4 The College values diversity across the College community and this principle shapes the way in which the College's admissions criteria are applied. The College has a Diversity and Inclusion Policy, which is available on our College app and/or by request. The College is also a Respectful Relationships (RR) school and regular RR committee meetings are held, attended by staff and parent/guardian representatives.
- 3.5 The College keeps and retains accurate records of College enrolments that comply with its commonwealth and state legal and regulatory requirements.

4. Aims

- 4.1 To ensure admission to the College is fair, transparent and non-discriminatory.
- 4.2 To explain clearly the basis on which offers of admission are made.
- 4.3 To specify the information that parents/guardians must have when entering an enrolment agreement or contract.
- 4.4 To comply with the requirements of Education and Training Reform Act 2006 (Vic.) and other relevant legislation.

5. Legal and regulatory basis for compliance

- 5.1 Education and Training Reform Act 2006 (Vic.)
- 5.2 Education and Training Reform Regulations 2017 (Vic.)
- 5.3 Victorian Registration and Qualifications Authority (VRQA) Minimum Standards
- 5.4 Equal Opportunity Act (Vic.) 2010
- 5.5 Disability Discrimination Act 1992 (Cth.)
- 5.6 Disability Standards for Education 2005 (Cth.)
- 5.7 Australian Education Act 2013 (Cth.)
- 5.8 Australian Education Regulation 2013 (Cth.).

6. Key definitions

- 6.1 The College makes publicly available a copy of its Enrolment Agreement which is the contract for services between the College and the parent(s)/guardian(s) and which the College and all parents/guardians must enter into when enrolling their child(ren) in the College. The Agreement is available on the College website and College app.

The Enrolment Agreement is legally enforceable and codifies the arrangements whereby the parent/guardian purchases specified services in relation to the student in return for the payment of fees. The Enrolment Agreement is the legal contract for services between the College and the parent/guardian. The terms and conditions contained within the contract set out the rights and responsibilities of each party to the contract.

The Enrolment Agreement includes:

- i. reference to the Students and Parents/Guardians and Volunteers Codes of Conduct
- ii. information about fees
- iii. the grounds on which the Enrolment Agreement may be terminated.

- 6.2 The Enrolment Register is a permanent record of the students enrolled in the College. The College is required to implement processes and procedures to ensure that the register is up to date. The Enrolment Register lists those students for whom attendance must be registered and monitored.
- 6.3 Where oversubscribed in one or more year level groups the College may choose to maintain a waiting list. The principles of fairness and transparency that apply throughout the Enrolment Policy also apply to the procedures relating to the management of the waiting list.
- 6.4 Sholem Aleichem College applies the Government minimum age for preschool and primary school entry.
- 6.5 Within the meaning of the Equal Opportunity Act (Vic.) and the Disability Discrimination Act 1992 (Cth.), Colleges are not permitted to discriminate on the grounds of disability. The legislation permits an exception to be made in relation to sex, race, religious belief, age or age group:
- Colleges, amongst other organisations, have a positive duty to take reasonable and proportionate measures to eliminate discrimination.
 - When enrolling a student with a disability, Colleges are required to consider what reasonable

adjustments need to be made to the learning environment or to the delivery of learning to assist that student.

- 6.6 Colleges are advised to require proof of age and enrolment name for each enrolment. Such documentation could be in the form of a birth certificate or passport.
- 6.7 Under the Australian Education Act 2013 (Cth.) Colleges are required to collect Student Background Characteristics Data as part of the College enrolment process and report the data to the VCAA or other testing agent when requested.
- 6.8 The Annual Report to the College Community¹ must include a report on the characteristics of students at the College.
- 6.9 The Australian Education Regulation 2013 (Cth.) (s.37) requires student enrolment records to be retained for seven years² after the end of the College year in which the last entry was made. Student enrolment records may be audited by either State or Commonwealth authorities in order for the authorities to monitor payments made on the basis of student numbers or on the basis of the enrolment of particular categories of students.
- 6.10 Records of enrolment are required for annual data returns for the Australian Government non-government Colleges³ and the Victorian College census under Australian Education Regulation 2013 (s.77).
- 6.11 Legislative privacy requirements⁴ govern how personal, sensitive and health information must be collected, used, disclosed and stored as part of the enrolment process. A privacy notice must be provided with the enrolment form explaining to parents/guardians and students why this information is being collected, what it is used for, where it might be disclosed and how they can access information held about them. The Enrolment Agreement should make reference to the Privacy Policy.
- 6.12 Colleges are required to request and record the immunisation status, called the **Child History Statement**, for each primary student prior to enrolment.
- 6.13 Colleges are required to request and record the visa status when enrolling a **student on a visa**, that is any student who holds, or is a dependent of a person who holds, a permanent, bridging or temporary visa.
 - Colleges are also required to request and record the visa status when enrolling overseas students (formerly known as full fee paying overseas students (FFPOS))⁵ who are those who hold a visa that is specifically related to studying in Australia, or a bridging visa attached to a substantive visa with those provisions⁶.
 - Non-government Colleges cannot enrol overseas students travelling on a student visa subclass 500 (formerly 570 or 571) unless the College is registered on the **Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)**⁷.
 - Students attending the College on a cultural visit enter Australia on a tourist visa, are visitors to the College and are not enrolled students.

7. Scope

- 7.1 The application of the policy is relevant to the College Council, the Principal, to College staff and parents/guardians including prospective students and parents/guardians.

8. Roles and responsibilities

- 8.1 The College Council is responsible for authorising the Enrolment Policy and for approving the criteria for enrolment.

¹ As required to meet Commonwealth and State legislative requirements.

² <https://www.legislation.gov.au/Details/F2013L01476> (Accessed 22 July 2017)

³ https://ssphelp.education.gov.au/sites/ssphelp/files/files/final_2016_census_guidelines_1.pdf (accessed 22 July 2017)

⁴ Privacy and Data Protection Act (Vic) 2014; Privacy Act (Cth.) 1988.

⁵ Australian Education Act 2013, s.6.

⁶ https://ssphelp.education.gov.au/sites/default/files/files/2019_census_guidelines.pdf

⁷ Advice and information is provided by ISCA: <http://isca.edu.au/information-for-Colleges/esos-act-2000/> (Accessed 22 July 2017)

- 8.2 The College Council is responsible for approving the terms and conditions contained within the Enrolment Agreement.
- 8.3 The Principal is responsible for ensuring the implementation of the Enrolment Policy is fair, transparent and non-discriminatory.
- 8.4 The Principal is responsible for approving and/or discontinuing student enrolments.
- 8.5 The Principal is responsible for ensuring the Enrolment Agreement is publicly available and that it is administered and recorded accurately.
- 8.6 The Principal is responsible for ensuring an Enrolment Register and waiting list is accurately maintained.
- 8.7 The Principal is responsible for ensuring this policy is implemented in accordance with Commonwealth and State privacy legislation.
- 8.8 The Principal is responsible for:
 - a. ensuring that procedures (Appendix B) are implemented so that parents/guardians are guided through the enrolment process from enquiry to enrolment.
 - b. ensuring that procedures are in place to record the basis on which a child does or does not fulfil the enrolment criteria together with the College's decision to offer a place or not, ensuring that procedures are in place for the management, storage and retrieval of enrolment data:
 - i. proof of the child's identity, specifically date of birth and enrolment name
 - ii. immunisation status
 - iii. visa status.
- 8.9 The Principal is responsible for ensuring that the College reports data relating to the characteristics of students at the College to the College community at least once a year⁸.

9. Related policies

- 9.1 Attendance Policy
- 9.2 Privacy Policy
- 9.3 Record Management Policy
- 9.4 Complaints and Grievances Policy.

10. Communication of the policy

- 10.1 The College publishes its Enrolment Policy and Enrolment Criteria on its website and by application to the College office.
- 10.2 The College publishes for parents/guardians the procedures by which a student is enrolled into the College on its website and by application to the College office.
- 10.3 The College publishes the Enrolment Agreement on its website and by application to the College office.

11. Policy implementation documents

- 11.1 The documents setting out the strategies and actions required to implement this policy are:
 - a) Appendix A setting out the criteria that will be used as the basis on which offers of admission are made
 - b) Appendix B sets out the Application process and procedures
 - c) detailed procedures for recording enrolments

12. Policy review

- 12.1 The College Council will review the Enrolment Policy every two years.
- 12.2 The College Council will review the terms and conditions contained within the Enrolment Agreement every two years.
- 12.3 The College Council will require the Principal to report on the application of the admissions criteria as part of the board's discussion of its Annual Report to the College Community.

⁸ Australian Education Regulations 2013 s.60 <https://www.legislation.gov.au/Details/F2013L01476> (accessed 5 August 2019)

Appendix A. Enrolment Criteria

1. **Age:** Children for whom admission to Sholem Aleichem College is being sought must meet the age criteria as stipulated by the Victorian Government. For students being enrolled in Prep parents/guardians will be required to show proof of age indicating that the child will have turned 5 years of age by the 30th of April of that year.

It may be that a child transferring from interstate may be eligible for enrolment without meeting the age criterion. Evidence of age and previous enrolment must be provided.
2. **Date of application:** The date of the lodgment of the application is used to prioritise applications when a group or class is over-subscribed.
3. **Size of cohort:** The number of children admitted to the ELC may be limited to no more than 40 children and entry to Years Prep to 6 may be limited to no more than 25. However, the College Principal may, at their discretion, determine the capacity of any group in the ELC and Years Prep to 6.
4. **Family affiliation:** In the case of a limited availability of places, priority may be given to children:
 - whose parents/guardians and/or grandparents are past students or staff of the College
 - who have siblings currently enrolled in Years Prep to 6
 - whose parents/guardians are employed within the College.
5. **Cultural affiliation:** While students of all faiths and no faith are welcome to apply, the College requires parents/guardians to accept and support the unique ethos, values and philosophy of Sholem Aleichem College, as a secular Jewish College where students learn Yiddish language and culture, Jewish history, culture and traditions, and Hebrew.
6. **Previous educational experience:** Where relevant, parents/guardians seeking enrolment for their child/children at Sholem Aleichem College will be asked to give written consent to the Principal or their delegate to make enquiries of the child's previous ELC/school regarding the child's engagement in the programs of the ELC/school. The Principal of Sholem Aleichem College has the authority to defer enrolment pending a satisfactory outcome of enquiries made.
7. **Additional needs:**
 - 7.1 Sholem Aleichem College welcomes parents/guardians who wish to enrol a child with additional needs and will do everything possible to accommodate the child's needs, provided that an understanding has been reached between the College and parents/guardians prior to enrolment regarding:
 - a) the nature of any diagnosed or suspected medical or psychological conditions or disability, or any other circumstances that are relevant to the child's additional learning needs (for example, giftedness or an experience of trauma)
 - b) the nature of any additional assistance that is recommended/appropriate to be provided to the child (for example, medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individual education programs, behaviour support plans, or other educational interventions as may be relevant)
 - c) the individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents/guardians and the College will work in partnership to achieve these goals
 - d) any limitations on the ability of the College to provide the additional assistance requested.

- 7.2 The procedure for enrolling children with additional needs is otherwise the same as for enrolling any child.
- 7.3 As every child's needs can change over time, it will often be necessary for the College to review any additional assistance that is being provided to the child, in consultation with parents/guardians and the child's treating medical/allied health professionals, in order to assess whether:
- a) additional assistance remains necessary and/or appropriate to the child's needs
 - b) the additional assistance is having the anticipated positive effect on the child's individual physical, functional, emotional or educational goals
 - c) it remains within the ability of the College to continue to provide the additional assistance, given any limitations that may exist.

Appendix B. Enrolment Process and Procedures

Enrolment of a child is not confirmed until all of the following processes have been successfully completed and the College has confirmed enrolment in writing via the Sholem Aleichem College Enrolment Confirmation letter.

Completion of the enrolment registration process includes each of the following steps -

1. Parents/guardians complete an application
2. The application is reviewed according to the Enrolment Criteria
3. An interview with the child for whom enrolment is being sought and their parents/guardians will take place with the Director of the Early Learning Centre and/or the Principal or their delegate
4. An Enrolment pack containing all relevant documents is sent to the parents/guardians

Please note, in accepting the offer of enrolment, parents/guardians are required to sign the Sholem Aleichem Enrolment Agreement.

Enrolment will not be confirmed until the Enrolment Agreement is signed by both parents/guardians, or by the legally responsible parent/guardian and the Director of the College ELC or the Principal or their delegate has confirmed enrolment in writing via the Sholem Aleichem College Enrolment Confirmation letter.

5. Parents/guardians proceeding with the enrolment are required to provide:
 - proof of age
 - immunisation certificate
 - past school reports, where relevant, NAPLAN and results of other educational, psycho-educational and/or medical testing
 - results of any psycho-educational testing or other relevant testing
 - written reference from the child's previous ELC/school where relevant
6. Consent must be given by the parents/guardians for the Principal or their delegate to make contact with the child's previous ELC or school in cases where the child has been enrolled at another school/institution previously
7. The child for whom enrolment is being sought may be required to attend some form of activity or try-out day to give the child an opportunity to familiarise themselves with the College and to allow the College personnel to observe the student, regarding their attitude or ability.

Alternatively, Sholem Aleichem College may seek consent to observe the child in their current ELC/school setting.

8. Upon acceptance of enrolment, the College will send:
 - an Enrolment Confirmation letter to the parents/guardians
 - the Sholem Aleichem Enrolment Agreement
 - the Sholem Aleichem College Parents/Guardians & Volunteers Code of Conduct
 - allocate the child to an ELC group or a class, based on the age appropriateness, class size and student need.

9. Decision not to accept an enrolment and withdrawal

9.1 Sholem Aleichem College retains the right to use its discretion to make a final decision with respect to enrolment of a student. In the use of its discretionary power, the decision will be explained to the parents/ guardians.

9.2 Where the College judges that it cannot meet the needs of the student, even with reasonable adjustment or additional support, the College will consult with its Inclusion department in order to make this assessment and provide the reasons for its decision to the parents/guardians.

9.3 Where a student is to be withdrawn from the College, reasonable notice period is to be provided (minimum one term notice) and any outstanding term fees are to be paid prior to cessation of the enrolment agreement.

10. Appeals Process

10.1 Where the College does not offer a place to a child for enrolment in the College, parents/guardians may appeal the College's decision within 3 weeks of being notified they have not received an offer of enrolment.

10.2 The appeal must be in writing, signed by the parent/guardian and include the grounds for appeal. The appeal should be made in accordance with the Complaints and Grievances Policy by sending an email to the Principal at principal@sholem.vic.edu.au. The Appeal will be heard by the Fee and Enrolment Appeal Committee which is comprised of members of the College Council.

10.3 The College will assess and make a determination for appeals on a case-by-case basis. The College may preference students as set out in this Enrolment Policy and permitted by the Education and Training Reforms Act 2006 (Vic).

10.4 The College will notify the parent/guardian of the outcome of the appeal within 14 days of receiving the appeal.

10.5 If parents/guardians are not satisfied their appeal was adequately considered, they can escalate their appeal in accordance with the College's Complaints and Grievances Policy.

Reviewed: February 2026

Date Endorsed by Council: 18 February 2026

Next review: December 2027