



POLICY TITLE: ENROLMENT POLICY

DEVELOPED/REVIEWED BY

Principal
COO
Admissions Manager
Governance Committee

REVIEW SUMMARY

This policy outlines the criteria and procedures for student acceptance and departure at the School. The current review ensures that the enrolment process remains aligned with the School's mission as a Progressive Jewish school, while clarifying the priority levels for waiting lists and the discretionary powers of the Principal.

DOCUMENT DEVELOPMENT PROCESS

The Principal, COO and Admissions Manager collaboratively reviewed and drafted this policy.

RATIONALE

The purpose of this policy is to assist the School in achieving its mission by providing transparency and clarity regarding the acceptance and departure of students. It ensures that the school manages demand effectively through structured waiting lists while maintaining the flexibility to serve the community's educational needs.

DEFINITIONS

school	The King David School
waiting list	A register established when student demand exceeds available places in a year level.
prospective student	An applicant seeking enrolment whose parents have lodged an application
acceptance	The formal process of a student being admitted to the School

PRINCIPLES/GUIDING PRINCIPLES

The following principles guide the School's approach to student enrolment and community engagement:

- **Inclusivity:** As a progressive Jewish School, the institution may accept students of other religious backgrounds
- **Discretionary Priority:** 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 concurrent application for enrolment of two or more siblings

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- ❖ The date of application
- ❖ The Principal, at his/her discretion, may give priority to an applicant

- **Holistic Development:** Priority is considered based on the School's capacity to contribute to a child's education and spiritual development
- **Financial Sustainability:** Acceptance includes consideration of the financial capacity to meet fee obligations

PROCEDURES

Application Timing

Applications should be lodged at least one year in advance. Applications received after the Offers of Place have been sent will be put on a waiting list for consideration.

Wait List Management

If demand exceeds availability, a waiting list is established. Priority is determined as outlined above.

Age Requirements

For Pre-Kinder, children must be 18 months of age by 1 January of the commencement year.

Post-Birth Enrolment

Applications for unborn children are not accepted; parents should enrol children as soon as possible after birth.

RESPONSIBILITY

- Principal
- COO
- Admissions Manager

RELATED LEGISLATION

- Education and Training Reform Act 2006 (Vic.)
- Education and Training Reform Regulations 2017 (Vic.)
- Disability Discrimination Act 1992 (Cth)
- Disability Standards for Education 2005 (Cth)
- Equal Opportunity Act 2010 (Vic.)

RELATED POLICIES

- Fee Policy

RELATED DOCUMENTS

- Application for Enrolment Form
- Offers of Place document
- Terms and Conditions of Enrolment ELC
- Terms and Conditions of Enrolment P - 12

NEXT REVIEW

April 2029