



## **Enrolment Policy as at June 2022**



## Primary School

Applications for enrolment into Pre-primary or Years 1-6 of the Primary School may be submitted at any time and will be assessed when received, with consideration given to the availability of places in the relevant year level.

All

The School's review and decision-making regarding a student's enrolment will consider a range of factors including (without limitation):

- the medical reports and other relevant information required to be provided by the parent(s)/guardian(s) (see above); and
- the resources, facilities and nature of support the student will require (e.g., teaching, medical, therapy, financial, physical and space resources).

This section does not limit the School's ability to make or review enrolment decisions (including to impose reasonable conditions on, or terminate, a student's enrolment) at its discretion where the School considers this is necessary in the circumstances.

### Conditional Enrolment (Trial period)

The Principal may, in discussion with a prospective student, the student's parent/guardian(s), staff and the School Psychologist, enrol a student for a trial period (with reasonable conditions) having regard to the student's particular circumstances and/or needs at the time of the student's enrolment.

The School will advise the proposed term of the trial period, and the conditions (if any) which will apply to the trial enrolment.

The School will determine whether to offer permanent enrolment at the conclusion of the trial period. The School may decide to extend a trial period.

The School may elect to withdraw or impose new condition(s) of enrolment at any time during the trial period, having regard to the student's circumstances and the School's applicable policies and codes of conduct.

Parents/guardians will be required to sign to acknowledge their agreement and acceptance of the trial period and any applicable conditions.

### Enrolment Limits

The School reserves the right to cap student numbers for any class.

Any decisions regarding the priority to be given to enrolment applications where class size(s) have been capped are at the School's discretion.

Each parent / guardian acknowledges and agrees that the School may determine (at its discretion) whether to offer enrolment based on consideration of factors which may include family connection to the School (e.g., children of alumni, siblings of current students), the faith and cultural background of students, class dynamic, and the best fit for the class, as assessed at interview and determined by the School at its discretion.



*Medical conditions and learning requirements:* Parents/guardians must:

- provide details of any existing medical conditions and/or special learning requirements which may reasonably be considered relevant to the student's education and care at the School as part of the student's enrolment application (see above);
- keep the School informed of any changes to medical conditions and/or special learning requirements during the period of the student's enrolment; and
- use best endeavours to work collaboratively with the School to manage these medical conditions and/or special learning requirements.

Enrolment documentation and assessment



There may also be circumstances where a student is suspended for a period. The decision to suspend a student is at the School's discretion and will be made in accordance with the School's policies and procedures.

### Changes to Policy

The current enrolment policy will be available on the Carmel School website and made available on request.

The School reserves the right to change any of its policies or codes of conduct at any time (in its absolute discretion).

### Jewish and Non-Jewish Students

Carmel School's vision is 'Am Yisrael Chai'.





## Appeals

A family may lodge an appeal against any decision related to their enrolment.

A formal appeal must be submitted, in writing, within 7 working days of notification of the School's decision not to approve an application for enrolment, or to impose any conditions on such enrolment.

The written appeal should be directed to the Principal and lodged via email:  
[carmel@carmel.wa.edu.au](mailto:carmel@carmel.wa.edu.au).

The Principal, in consultation with the relevant Head of School, the Director of Jewish Life and the School Board President (or the School Board President's nominee), will determine the outcome of the appeal.

You will be notified of the outcome of your appeal via email.

END