



Enrolment Policy & Procedure

P.23

Purpose:	The purpose of this policy is for Sinai College to effectively manage the enrolment applications of students looking to enroll at Sinai College and to ensure all enrolled students meet appropriate requirements prior to commencement.	
Scope:	Sinai College's Board, all employees at the school, students and parents.	
Status:	Approved	Updated: 25/03/2024
Authorised by:	School Board	Date of Authorisation: 11/6/2019
References:	<ul style="list-style-type: none"> • Student Absence Procedure QP.008. • Student Early Departure Register • Student Early Departure / Late Arrival Form IF.003 • Record of Communication Form IF.004 • Attendance / Class Rolls 	
Review Date:	Bi-Annually	Reviewed on: 03/01/2026
Policy Owner:	School Governing Body	Next Review Date: 03/01/2028

Policy Statement

Sinai College is a co-educational Jewish day school, proving an accredited Australian Curriculum and learning environment for students from Prep to Year 6. We are committed to upholding all relevant legislation governing schools, including the Child Protection Act, Privacy Act and all state and federal laws. Sinai College is an equal opportunity school, proving an enrolment opportunity to any student who is willing to eagerly embrace the College values, mission and purpose.

Implementation

Sinai College will implement policies and procedures via the following methods:

- Parents will be provided with copies of policies and informed when they are updated
- Relevant policies and procedures are uploaded on the College website
- Staff are trained in and updated on relevant policies and procedures
- Parents can obtain a copy of any relevant policy by contacting the College administration.

Education

Sinai College delivers a fully accredited Australian curriculum (V9), as well as providing instruction in Jewish studies and Hebrew as a second langue for all students. It is an expectation that all students enrolled at Sinai College actively participate in all areas of the curriculum. Students will receive an interim report, detailing progress at the end of Term 1, and a full academic report at the end of Semester 1 and Semester 2



Enrolment Policy & Procedure

P.23

Health

The health of our students and staff is of paramount importance. Where a child is unwell, particularly while showing active symptoms, we ask that parents keep the child at home. Where a child becomes unwell at school they can attend the sick bay, where, if the illness is serious or they do not recover promptly, parents will be called and asked to collect them. An exclusion period of 48 hours applies for any communicable illness from the last symptom being present. This includes all gastrointestinal illnesses, skin infections and respiratory diseases.

Communication

Sinai College values a strong line of communication between school and home. To ensure this, we will regularly communicate, both formally by way of letters, newsletters and emails, and informally, via teacher phone calls, emails and social media updates. We ask that parents do all they can to keep the College informed of important information and that they read and action all correspondence from the College promptly.

Positive Behaviour Management

The College takes an unapologetic firm approach to student behaviour. Our Positive Behaviour Management policy outlines this in more details but includes an expectation that student behaviour be in keeping with our College values at all times. We understand that children are learning, and that their behaviour will at times lapse. When this occurs, we implement natural, logical consequences that aim to teach the child, not punish them. We have an expectation that parents support the College's decisions in this matters.

Excursions and Incursions

Sinai College endeavors to enrich the curriculum with excursions and incursions at least once a term. To make this process simpler for parents, we ask that they sign one excursion permission forms annually. The College will still inform parents of each excursion, but there will be no need to return a form for each one.

Absences

Regular attendance at school is an expectation. Where a student is unwell or otherwise has a legitimate reason for non-attendance, parents must notify the College in writing as soon as is practical. We may request a medical certificate if the absence is lengthy. For legitimate absences, the College will do all that is practical to provide curriculum work to assist the child to remain on task. Absences for family holidays or other events are not generally permitted and can have a negative impact on your child's education. Any planned absences of this nature must be requested from the Principal in writing. Curriculum work cannot be provided in these instances.

Where a child has a regular pattern of unapproved absences, or extended absences, the College reserves the right to recommend that a child repeats the year of schooling if we cannot be reasonably comfortable that they have sufficient attendance to progress. If the absences continue,



Enrolment Policy & Procedure

P.23

the College may ruminant the enrolment contract. Fees are payable whether the child is in attendance or absent.

Uniform

Sinai College is a uniform school. We endeavor to ensure our uniforms are affordable and child-centric by eliminating the need for expensive formal uniforms and the like. What we expect is that parents purchase from the College the College polo shirt and hat, and then parents can purchase separately any suitable navy bottoms, plain black or white sports or school shoes and an appropriate school bag. Please see our uniform policy for more information.

Enrolment Procedure

As a Private College, Sinai College reserves the right to accept or decline enrolment applications for any lawful reason. Sinai College is an inclusive school, meaning we do not accept or decline enrolments based on academic reports or NAPLAN data. We do ask for full disclosure from parents regarding academic progress, any known or suspected behavioural challenges and any other information we need to ensure we can safely and adequately meet the child's needs. Failure to do so, or intentionally providing false information may result in an application to enroll being denied or an enrolment contract being terminated.

Item #	Item details	Copied and retained
1.	Parents should complete in full the Application to enroll and return this to admin@sinaicollege.qld.edu.au	
2.	Once received and assessed, parents will be contacted for an enrolment interview with the Principal	
3.	At interview, the College principal may ask for more information, or may suggest a an additional visit to the classrooms	
4.	If accepted, the College will send the parent a response letter , specifying <ol style="list-style-type: none"> If the enrolment application has been accepted or denied Specify any additional information or conditions of enrolment Specify the year level of enrolment and start date 	
5.	Before an enrolment is accepted, parents must provide copies of	
	5a. Birth Certificate or passport (proof of age and citizenship)	



Enrolment Policy & Procedure

P.23

	5b. Copies of visas (if applicable)	
	5c. Previous school reports (if applicable)	
6.	Finance notified and account set up	
7.	Parents will be invoiced an enrolment acceptance fee . This must be paid in order to secure the enrolment place	
8.	All relevant College policies, procedures and forms provided in electronic and hard copy	
9.	School levies paid in advance	
10.	International Student fees paid in advance (if applicable)	

Acceptance and Commencement

An enrolment is accepted when parents have returned all relevant documents, and paid the acceptance fee (\$200), OR first term's tuition and all annual levies (or pro rata if commencing later in the year). Once an enrolment is accepted and confirmed by the parents, a date will be set to commence. Where applicable, transition days may be set to allow the students to become familiar with the environment.

Termination of Enrolment

Enrolment may be terminated by the College, or by the parents. If parents wish to terminate an enrolment, they must provide 1 full term's notice in writing to the principal. Where notice is not provided, pro-rata fees and levies will be invoiced to the equivalent charge of 1 term.

The College may terminate enrolment for breach of the enrolment contract, including non-payment of fees, serious or repeated breaches of behaviour and conduct policies, harassment, bullying or any behaviour that the College deems is not conducive to a safe and orderly school environment. The College may also terminate enrolment if the conduct of the parents compromises the safety and integrity of the College.