

Application for Enrolment Mount Sinai College



Please return to: Enrolment Secretary, Mount Sinai College, 6 Runic Lane Maroubra, NSW 2035

Tel: 9349 4877 | Fax: 9349 6727 | Email: admin@mountsinai.nsw.edu.au | www.mountsinai.nsw.edu.au

Please return \$30.00 Administration fee with this application

Section 1 Student Information

Student's Surname

Student's Given Name(s)

Student's Hebrew Name

Sex Male Female

Child's Home Address

Postcode

Home telephone

Proposed year of entry

Is he/she coming from overseas?

Applying for entry to class: **Kindergarten** Yr 1 Yr 2 Yr 3 Yr 4 Yr 5 Yr 6

Date of Birth (copy of birth certificate to be attached)

Previous schools and classes attended

Current Preschool

Is one or the other parent an ex-Collegian? Yes If so, what was the maiden name?

Is the student of Aboriginal or Torres Strait Islander origin? (Please circle)
(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)

No Yes, Aboriginal Yes, Torres Strait Islander

In which country was the student born? Australia Y / N (please circle)

Other – please specify

Year

Name

Does the student speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often)

No: English only Yes: Other

Does the mother/guardian speak a language other than English *at* home?

No: English only Yes: Other

Mother / Guardian 1

Does the father/guardian speak a language other than English *at* home?

No: English only Yes: Other

Father / Guardian 2

Please give a brief summary of the applicant's general health. If there is any particular health matter which should be brought to the attention of the College, please include details.

(Medical evidence relating to the health of the child and proof of immunisation may be sought)

Parents Medicare Number

Private Health Fund and Number (if applicable)

Has the child received, or is s/he currently receiving:

Occupational Therapy

Speech Therapy

Other

None

Please provide any relevant information which will assist the College in preparing for the educational needs of your child

Siblings: Yes No :Number of siblings

Siblings current age(s)

Section 2 Parent / Guardian Information : Father

NB: Some of the following information is collected under mandatory data collection requirements

Are you the natural father of the child? Yes No

If no, please define your relationship

English Name

Hebrew Name

Marital Status

Religion Jewish Born Converted Non-Jewish

Synagogue where married

Residential Address

Postal Address (if same as above, write 'as above')

Home telephone

Mobile

Work telephone

Father's Occupation

Place of work

Email address

Father's Country of Birth

Australian resident? Yes No

What is the highest year of primary or secondary school that you, the father, has completed?
(For fathers who have never attended school, mark 'Year 9 or equivalent or below')

(Please tick one)

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent or below

What is the level of the highest qualification that you, the father, has completed?

(Please tick one)

- Bachelor degree or above
- Advanced diploma / Diploma
- Certificate 1 to IV (including trade)
- No non-school qualification

What is the occupation group of the father?

(Please select the appropriate parental occupation group from the attached list. If the father is not currently in paid work but has had a job in the past 12 months, please use your last occupation)

Father's Occupation

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals:

Group 2: Other business managers, arts/media/sportspersons and associate professionals

Group 3: Tradesmen/women, clerks and skilled office, sales and service staff

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production/processing machinery and other machinery operators

(See back page for fuller explanation)

Section 3 Parent / Guardian Information : Mother

NB: Some of the following information is collected under mandatory data collection requirements

Are you the natural mother of the child? Yes No

If no, please define your relationship

English Name

Hebrew Name

Marital Status

Religion Jewish Born Converted Non-Jewish

Synagogue where married

Residential Address

Postal Address (if same as above, write 'as above')

Home telephone

Mobile

Work telephone

Mother's Occupation

Place of work

Email address

Mother's Country of Birth

Australian resident? Yes No

What is the highest year of primary or secondary school that you, the mother, has completed?
(For mothers who have never attended school, mark 'Year 9 or equivalent or below')

(Please tick one)

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent or below

What is the level of the highest qualification that you, the mother, has completed?

(Please tick one)

- Bachelor degree or above
- Advanced diploma / Diploma
- Certificate 1 to IV (including trade)
- No non-school qualification

What is the occupation group of the mother?

(Please select the appropriate parental occupation group from the attached list. If the mother is not currently in paid work but has had a job in the past 12 months, please use your last occupation)

Mother's Occupation

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals:

Group 2: Other business managers, arts/media/sportspersons and associate professionals

Group 3: Tradesmen/women, clerks and skilled office, sales and service staff

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production/processing machinery and other machinery operators

(See back page for fuller explanation)

I declare that the information provided is true and correct:

Signature

Date

Parent / Father / Guardian

Signature

Date

Parent / Mother / Guardian

Please note that lodgement of this application does not guarantee entry or acceptance of your child to Mount Sinai College. Children will be accepted as vacancies occur, in accordance with enrolment procedures and policies as determined by the Board of Management and Principal of the College.

Thank you for your time. Please return to the College in the enclosed envelope.

List of Parental Occupation Groups

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals:

Senior executive/manager/department head in industry, commerce, media or other large organisation.

Public service manager (Section head or above), regional director, health/education/police/fire services administrator

Other administrator school principal, faculty head/dean, library/museum/gallery director, research facility director

Defence Forces Commissioned Officer

Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer

Air/sea transport aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller

Group 2: Other business managers, arts/media/sportspersons and associate professionals:

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist manager finance/engineering/production/personnel/industrial relations/sales/marketing

Financial services manager bank branch manager, finance/investment/insurance broker, credit/loans officer]

Retail sales/services manager shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency

Arts/media/sports musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official

Associate professionals generally have diploma/technical qualifications and support managers and professionals.

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional

Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager

Defence Forces senior Non-Commissioned Officer

Group 3: Tradesmen/women, clerks and skilled office, sales and service staff:

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

Clerks bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk

Skilled office, sales and service staff.

Office secretary, personal assistant, desktop publishing operator, switchboard operator

Sales company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

Service aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers:

Drivers, mobile plant, production/processing machinery and other machinery operators.

Hospitality staff hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper

Office assistants, sales assistants and other assistants

Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]

Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker

Assistant/aide trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant

Labourers and related workers

Defence Forces ranks below senior NCO not included above

Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand

Other worker labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor

Why are schools now required to collect information on the educational and occupational background of parents?

Non government and government schools must comply with the new data collection requirements arising from the decisions of State, Territory and Commonwealth Education Ministers to improve the quality and national consistency of public reporting on student achievement. Ministers require all government and non-government school systems and schools to comply with the new data collection and reporting arrangements.

Information collected on the educational and occupational background of parents allows school education authorities to evaluate the influence of socioeconomic background on students' educational outcomes across and within jurisdictions, and over time.

Schools and schools systems ask for information on the following:

- the sex of the student
- the Indigenous status of the student
- the parents' occupations (in very broad terms)
- the parents' educational qualifications (also in very broad terms)
- the student's country of birth, and
- the main language spoken at home by the student and each of the student's parents or guardians.

CONDITIONS OF ENTRY AND ENROLMENT PROCEDURES

Entry to Mount Sinai College

Entry to Mount Sinai College is open to any pupil desiring a Modern Orthodox Jewish education coupled with a secular education based on the curriculum laid down by the New South Wales Board of Studies. The College maintains a policy providing equal opportunity for boys and girls and for children with additional educational needs where the college can provide a reasonable adjustment without causing unjustifiable hardship.

Application Form

An application for enrolment signed by the parent or guardian together with a non-refundable application fee of \$30.00 is required for each student desiring entry to the College. The student's name will be placed on the accepted list or the waiting list for the year of entry desired. Students placed on the waiting list will be transferred to the accepted list in the event of a vacancy.

Contractual Obligation

Within fourteen (14) days of the child being offered a place at the College, a non-refundable fee as determined by the College will be payable by the parent/guardian to the College. The fee will subsequently be deducted from the school fees for the first term once the child commences.

At regular intervals during the child's education at the College, the College shall render to the parent/guardian an account for tuition fees in respect of a specific period of tuition (tuition period). Each request shall be considered as a separate offer made by the then current members of the Board of Management (Board) to the child's parent/guardian to provide tuition to the child for that particular tuition period.

The child's attendance at the College for the purpose of receiving tuition on any day during the said tuition period shall be considered as the parent/guardian's acceptance of the Board's offer of tuition.

Whenever the Board makes this offer of tuition by submitting to the parent/guardian an account for fees rendered and the parent/guardian accepts the offer by permitting the child to attend at the College for the purpose of receiving tuition, a separate contract shall be created between the Board and the parent/guardian.

The parent/guardian by entering into this contract will be deemed to have agreed that:-

- (a) They will from the first day that the child attends at the College for tuition be liable to pay the fees specified in the account in respect of the particular tuition period; and
- (b) The fees will be payable to the President and Treasurer for the time being of the College on behalf of the Board; and
- (c) The President and Treasurer for the time being on behalf of the Board will be entitled to recover any fees due under the contract.
- (d) They will pay to the College in addition to the fees referred to in sub-paragraph (a) thereof specified interest on all fees previously rendered and remaining unpaid.

Withdrawal

Once a pupil is in attendance at the College, a term's notice of withdrawal must be given in writing to the Principal. In default of such notice, a full term's fees will be payable, unless special circumstances acceptable to the Board of Management are established.

Exclusion from the College

If the Principal, or any person deputing for the Principal, considers that a student is guilty of a serious breach of the rules or has otherwise engaged in conduct which is prejudicial to the College or its students or staff, the Principal, or Deputy, may exclude the student permanently or temporarily at their absolute discretion.

Furthermore, if the Board or the Principal believes that a mutually beneficial relationship of trust and cooperation between a parent and College has broken down to the extent that it adversely impacts on that relationship, then the school, the Board or the Principal may require the parent to remove the child from the College.

No remission of fees will apply in either case.

Fees

The scale of fees and other charges may vary from time to time by notice to the parent or guardian from the Board of Management.

Absence from school during the whole or any part of term will not in itself be any foundation for a claim about remission of fees in whole or any part. Only under very exceptional circumstances will the Board consider on its merits any special case that may be placed before it by the Principal.

Fees are payable in advance or when an account is rendered.

In the event that an account remains unpaid for a term, the Board of Management is empowered to refuse admission to a pupil at the beginning of the following term.

Concession

If siblings are in attendance at the same time, a reduction of 10% is made in the fees of subsequent children. Such reductions may vary from time to time by notice to the parent or guardian from the Board of Management.

Bursaries

A scheme is available to families in need whereby school fees may be subsidised. Applications for assistance are reviewed annually. Applications may be lodged through the Principal to a special committee of the Board of Management. All applications are treated in the strictest confidence.

Responsibility

If a student needs urgent hospital or medical treatment of any nature and the school is unable to contact the parent or guardian after making reasonable efforts, you authorise the school to give authority for such treatment. You indemnify the school, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.

Personal Belongings

Students are responsible for their personal belongings and the College will not be liable for any loss of these belongings.

Amendment of Terms and Conditions

The Board may alter these conditions of entry at any time by notifying parents/guardians in writing. Alterations will apply from the date of notice.

Publishing of Student's Work and/or Photographs

From time to time, a student's (your child's) work, comments and/or photograph may be published electronically or in print. This may be used in advertising, appeal and/or promotional material created by the College, or used for similar purposes with the consent of the College by the Jewish Communal Appeal or its member organisations. Parents should notify the College in writing if they do **NOT** want their child's work comments and/or photograph to be used for such purposes. Please note consent will be ongoing for the duration of your child's enrolment at the College.

Membership of Mount Sinai College

Each parent/guardian consents to become a Member of Mount Sinai College in accordance with its Constitution.

MOUNT SINAI COLLEGE COLLECTION NOTICE

In accordance with the Privacy Amendment (Privacy Sector) Act 2000, there is a mandatory requirement for the College to comply with the national privacy principles. One of the principles is that the College must ensure that individuals about whom information is collected are made fully aware of the collection. As such, the College has prepared the following document.

1. The College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the College's obligations, particularly to enable the College to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, the Association of Independent Schools of NSW, medical practitioners and people providing services to the College, including specialist visiting teachers, coaches and volunteers.
6. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your son/daughter.
7. The College may be sending personal and sensitive information on your child to the Association of Independent Schools of NSW (AISNSW) for the purpose of accessing Commonwealth funding and support services. If you do not wish to give permission to forward information on your child to AISNSW you must advise the College that your permission is withheld.
8. The College will be sending personal information on your child to the NSW Department of Education and Training for the purposes of parents receiving the Back to School Allowance. If you do not wish to give your permission to forward information on your child to the Department of Education and Training, you must advise the College that your permission is withheld.
9. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in school newsletters, magazines and on our website.
10. Parents may seek access to personal information collected about them and their son/daughter by contacting the College. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the pupil, or where pupils have provided information in confidence.
11. As you may know, the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent, except as identified in Item 12.
12. The College benefits from the Jewish Communal Appeal (JCA) and provides the JCA on a confidential basis with the names and addresses of its members and supporters. The JCA may approach those persons in its fundraising activities. If you do not agree to this, you must advise us now.
13. The College provides the names and addresses of parents and pupils to the Mount Sinai College Parents Association to enable it to provide information to parents and pupils about its services to assist in its fundraising activities, and for inclusion in class lists. If you do not agree to this, you must advise us now identifying the particular category or categories in which you do not wish to participate.
14. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.

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