

ENROLMENTS AND ADMISSIONS POLICY

OBJECTIVE

Cheder Levi Yitzchok is an independent Jewish school, inspired and guided by the teachings of the Lubavitcher Rebbe. We are dedicated to providing every student with 'Chinuch Al Taharas HaKodesh' (education based on an uncompromising commitment to the primacy of holiness and goodness associated with the First Existence (G-d Almighty), from which we believe all existence and knowledge derives). For 2019, we are seeking enrolment for boys from Foundation through to Year 8.

By virtue of the education offered to students, the Cheder aims to fulfil the Rebbe's heartfelt blessing that each of the boys should be 'ChaYoLim' (The word ChaYoL being an acronym for Chossid (pious, warm and other centred), Yirei Shamayim (steadfastly faithful to Gd), and Lamdam (scholarly and committed to life-long learning).

Against this spiritual backdrop, Cheder Levi Yitzchok seeks to equip the students with the skills and knowledge which the Victorian Department of Education has deemed essential for any educated citizen in Australia.

This policy explains the expectations Cheder has of its students' families, the process of enrolment into the School, the admission preferences, the School's dress code and Cheder Levi Yitzchok's privacy notice.

Cheder Levi Yitzchok will review any applicable State or Commonwealth Law on an as needs basis and will adhere to that law.

ENROLMENT POLICY

Orthodox Judaism governs not only the religious beliefs of its followers, but every aspect of their lifestyle and behaviours. A holistic religious framework underpins the operations of Cheder Levi Yitzchok, and in Orthodox Jewish life, this permeates the dynamics of the family, social relationships, morality and ethics, academic studies and practical learning. The school aims to provide an environment where students and their families are free to engage in their education and development without compromise to the value system espoused by Cheder Levi Yitzchok. This has implications for the School's selection and enrolment policies.

Subject to all Commonwealth and Victorian statutory requirements applicable to the School, the Advisory Board of the School will give preference for admission to students from Orthodox Jewish families, where Jewish status is determined by matrilineage (or where conversion to Judaism has taken place), either of these as defined by Orthodox Jewish law, and those who conduct their lives in accordance with the laws and entrenched customs set out in the Shulchan Aruch, and the teachings and customs of the Lubavitcher Rebbe and Chassidic philosophy. We believe it is fundamental to each student's wellbeing - their social and cultural integration in their school community, their sense of identity, and their sense of immersive belonging - that students attending Cheder Levi Yitzchok are from families whose lifestyles are strictly in harmony with the Shulchan Aruch and Chabad practices.

EXPECTATIONS OF STUDENTS' FAMILIES

The School seeks to create an environment which functions harmoniously, which upholds its philosophical viewpoint, minimises conflict and incongruity for the children, and delivers spiritually based education as per the School's Mission. For this to be achieved, we believe certain characteristics should be evident in the families of children who attend Cheder Levi Yitzchok. The absence of these elements may result in an unsuccessful application for enrolment or a decision to terminate the enrolment of a child, which the Cheder reserves the right to do, as per our Suspension and Expulsion Policy.

The requisites include:

- A strong preference for homes which do not expose their children to television, unfettered internet exposure or other publications or media which are contrary to the Shulchan Aruch and the teachings and customs of Chabad
- A commitment not to allow internet usage or electronic devices or video when any other student from Cheder Levi Yitzchok is visiting the home
- Both in the home and for any food brought to the school premises:
 - The provision of kosher food which complies with (as a minimum) the Mehadrin quality standards
 - The provision of foods which are classified as Cholev Yisroel
- The observance of Cheder Levi Yitzchok's dress codes by students, their family members attending the school premises, and any other individual representing the family while dropping off or picking up a child, attending a function or a meeting. Refer Dress Code below.
- Parents are expected to promote behaviours which protect the wellbeing, reputation and operation of the school, its students, its staff, its management, and its community. Where behaviours are inconsistent with this requirement, the school may issue a request for such behaviours to cease. If after a reasonable process the behaviours which undermine the wellbeing of the school persevere, the school reserves the right to require the removal of the family from attendance at the school, either temporarily, or permanently, depending on the gravity of the impact on the school, and/or the parents' responsiveness to a request to cease as per 'Suspension and Expulsion Policy'.
- The observance of the Code of Conduct and policies of Cheder Levi Yitzchok Inc which will inform my behaviour.

IMPLEMENTATION

Applications for admission to the School will be considered on a case-by-case basis.

Process for admission

1. An Applicant's parents or guardians are invited to request information about Cheder Levi Yitzchok, its vision, mission, pedagogical stance and key educational policies from info@cly.vic.edu.au.
2. An Application for Enrolment form to be completed and provided by the Applicant's parents or guardians to the school along with the relevant Application fee.
3. Students wishing to transfer from another school will be asked to provide a recent report from their current school, and permission to contact their current school for a reference.
4. Applicants meeting initial requirements will be invited to attend, along with their parent/s or guardian/s, a formal interview with the Head of School as part of the Admissions process. An interview does not guarantee admission.
5. Prospective Applicants may be required to undergo tests and/or evaluation activities to assess their suitability for placement in the various classes or levels within the School, and the school's ability to give the student the support he needs in order to maximise his potential.
6. Applicant's parent/s or guardian/s are required to enter into a Parent/Guardian Agreement regarding fees and payment arrangements prior to the Applicant being accepted into the school.
7. In cases where fee relief is sought, the family will be required to provide documentation and information relating to financial capacity, as outlined under the School's Fee Policy and as is its practice. All documentation will be treated with due sensitivity and strict confidentiality. Please see Privacy Notice below.
8. All instances of fee reduction may be periodically reviewed at the School's discretion, and a new arrangement determined on the basis of a family's changing financial circumstances.
9. An Enrolment Form must be completed and signed, and all documentation and information required by the School for admission must be provided by the Applicant's parents or guardians prior to admission being granted.
10. In all instances where a specific application is not covered by the School's Enrolments and Admissions Policy or where unspecified circumstances may arise, those matters are to be referred to the School's Advisory Board for its consideration.

11. Cheder Levi Yitzchok does not accept applications for places in the School for students yet to be born.
12. Payment of an Application Fee is to secure a place on the Cheder waiting list. This will allow for prioritised consideration of the application, but it does not constitute a guarantee of a place for the child, nor a commitment to provide a class at his year level.

ADMISSION PREFERENCES

First preference for admission will be given to orthodox Jewish students whose family practices are in keeping with the philosophy and teachings of the Shulchan Aruch and the teaching and customs of Chabad. Priority for admission to the School will be determined on the basis of the following criteria:

- Applicants with siblings currently enrolled in the School.
- Applicants who are the children of members of staff at the School.
- Applicants who are the siblings of School Alumni.
- Applicants who are the children of School Alumni.
- Optimum class size.
- The Applicant's date of birth.
- In the final analysis – if the above do not resolve the issue – by a casting of lots (as practiced within the framework of orthodox Jewish Law)

The above criteria will be applied in good faith to each Applicant. Unsuccessful Applicants may re-apply the following year by updating their applications.

In the case of a re-application, the merit of that application will again be subject to the above criteria, to be considered without priority, together with all other applications for that year's intake.

PRIVACY NOTICE

The confidential Enrolment Form asks for personal information about your child as well as family members and others that provide care for

your child.

The main purpose for collecting this information is so that Cheder Levi Yitzchok can register your child and understand the requirements for allocation of staff and resources as befits each individual student's educational and support needs.

All staff at Cheder Levi Yitzchok are required by law to protect the information provided in the Enrolment Form.

Health information is asked for so that staff at Cheder Levi Yitzchok can properly care for your child. This includes information about any medical condition or disability your child may have, medication your child may rely on while at school, any known allergies and contact details of your child's doctor. Cheder Levi Yitzchok depends on you to provide all relevant health information because withholding some health information may put your child's health at risk.

Cheder Levi Yitzchok requires information about all parents, guardians or carers so that we can take account of family arrangements. Family Court Orders setting out any access restrictions and parenting plans should be made available to Cheder Levi Yitzchok. Please tell us as soon as possible about any changes to these arrangements. Please do not hesitate to contact the Principal or Head of School if you would like to discuss, in strict confidence, any matters relating to family arrangements.

Emergency Contacts are people that Cheder Levi Yitzchok may need to contact in an emergency. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to Cheder Levi Yitzchok. In a practical sense, they should be people who would be available to receive a call during school hours and are locally based.

Student Background Information includes details about a person's country of birth, cultural background, language spoken at home and parent occupation. This information is collected so that Cheder Levi Yitzchok receives appropriate resource allocations for its students. It is also used by the Government to plan for future educational needs in

Victoria. Some information is sent to Commonwealth Government agencies for monitoring, planning and resource allocation. All of this information is kept strictly confidential, and the Department will not otherwise disclose the information to others without your consent or as required by law.

Providing your child's Immunisation Status assists Cheder Levi Yitzchok in managing health risks for children. This information may also be passed to the Department of Human Services to assess immunisation rates in Victoria. Information sent to the Department of Human Services is aggregate data so no individual is identified.

Visa Status information is required to enable Cheder Levi Yitzchok to process your child's enrolment.

Updating Your Child's Records if your son's personal or medical circumstances change, is essential. Please let Cheder Levi Yitzchok know of any changes by sending updated information to the school office. During your child's time at Cheder Levi Yitzchok we will also, from time to time, send you copies of enrolment information held by us and request confirmation. Please use this opportunity to let us know of any changes.

In most circumstances you can access your child's records. Please contact the Head of School to arrange this. If you have any concerns about the confidentiality of this information, please contact the Head of School.

For more information, please see Cheder Levi Yitzchok Privacy Policy.

DRESS CODE

Cheder Levi Yitzchok has developed a Dress Code which provides guidance for Visitors and Parents, Staff and Students of the school. It requires all Visitors, Parents, Staff and Students attending the school and school events to dress in a conservative manner.

The Head of School is authorised to make the ultimate decision about all matters pertaining to dress and personal presentation.

For more information, please see Cheder's Dress Code Policy.

CODE OF CONDUCT & COMPLAINTS

I acknowledge the Code of Conduct and policies of Cheder Levi Yitzchok Inc and understand they should inform my behaviour.

I understand the process to file a complaint in accordance with our Complaints Policies which can be viewed on the Cheder website.

Approval

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| Current Version: | Enrolments and Admissions Policy R20241114 |
| Consultation with: | Executive Committee, School Advisory Board |
| Endorsed by: | Shaynee Yaffe |
| Ratified by: | School Advisory Board on 14 November 2024 |
| Next review date: | November 2025 (every 12 months) |
| Previous Version History: | Enrolments and Admissions Policy R20221219 |