



Student Enrolment Policy

Source of Obligation	<p>The NSW Registration Manual (3.8) requires the Principal of the College to keep a register, in a form approved by the Minister, of the enrolments of all children at the College.</p> <p>The NSW Registration Manual (3.6.2) requires the College to provide a safe and supportive environment by maintaining a student enrolment register.</p>
Student Enrolments	<p>Arrahman College keeps a register of enrolments of all children at the College in print and electronic form.</p>

Criteria	<p>To determine enrollment at Arrahman College, the following criteria are taken into account:</p> <ul style="list-style-type: none">• A commitment from the family to support the School's Islamic ethos and values.• A commitment to being an active and responsible member of the school.• Outcome of the interview process with Executive Staff• Outcome of Arrahman College testing• Discipline and attendance (where applicable)• The ability of the school to meet the individual learning needs of the student.• The date of the application.• Completion requirements with adequate documentation.• The ability of the school to effectively meet the individual learning needs of the student
Meeting Diverse Student Learning Needs	<p>Where a student has declared education support needs, or a disability, or other information has come to light indicating a possible need for education support services, or for some measures or actions to assist the student to participate in the College's courses or programs or to use the College's facilities or services, the College will make an initial assessment of the student's needs. This will include consultation with the student or their parents as part of the collaborative planning process.</p> <p>In respect of any prospective enrolment, the College reserves the right to have members of its staff visit the student's current school or (with the parents' agreement) the home, to more accurately assess the learning needs of the student.</p>

The Principal may:

- require the parents to provide medical, psychological or other reports from specialists outside the College.
- obtain an independent disability assessment of the student

Where information obtained by the College indicates that the student has a disability, the Principal will seek to identify the exact nature of the student's needs and the strategies required to address them. Having obtained this information, the Principal will determine whether the student, if enrolled, would require some measures or actions to assist the student to participate in the College's courses or programs or to use the College's facilities or services that are not required by students who do not have the student's disability.

Where the Principal determines that the student would require some such measures or actions, the Principal will seek to identify whether those measures or actions required are reasonable in that they balance the interests of all parties affected. In assessing whether a particular measure or action for a particular student is reasonable, the Principal will comply with the standards outlined in the Disability Standards for Education (Cth) 2005

Where the Principal determines that the enrolment of the student would require the College to take unreasonable measures or actions to ensure that the student is able to participate in the College's courses or programs, or to use the College's facilities and services, on the same basis as a student without a disability, or would cause unjustifiable hardship, the Principal may decline the offer of a position or defer the offer or invite the parents to consider the Transition Program for their child.

<p>Enrolment Process</p>	<p>Step 1: Complete an <u>online Expression of Interest (EOI) form</u> on the College website.</p> <p>Step 2: All Expressions of Interest will be reviewed by the Arrahman College Management Team.</p> <p>Step 3: Parents and/or Carers will be contacted by the College and invited to submit an enrolment application form via the online Enrolment Portal. This includes a payment of \$75.00 and submission of any further documentation requested.</p> <p>Step 4: A screening interview will be scheduled with the College Principal and/or his delegate.</p> <p>The screening interview will include the student undergoing an entrance assessment to determine their general academic abilities.</p> <p>Step 5: Upon a successful interview and the availability of a place, an offer will be made.</p> <p>If accepted, a Confirmation of Acceptance Form will need to be completed via the Colleges online Enrolment Portal.</p> <p>If your enrolment is for the following year, an advance fee of \$500.00 will need to be paid. <i>(This amount will be deducted from your tuition fees upon commencement at the College, however, it is not refundable if enrolment is cancelled).</i></p> <p>In the case where there is no vacancy, applicants may choose to be placed on a waiting list.</p> <p>All applications are subject to accepting Arrahman Colleges <u>Terms and Conditions of Enrolment</u></p>
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<p>Kindergarten Enrolment</p>	<p>To determine enrollment at Arrahman College for Kindergarten, the following criteria are taken into account:</p> <ul style="list-style-type: none">• Outcome of testing carried out by the school• An interview with executive staff <p>Upon successful enrollment, parents are notified in writing and fees need to be paid for the first term before commencement. Kindergarten orientation will be held to acquaint parents with the school environment</p> <p>Children who turn 5 on or before 31st June of the proposed year of entry are eligible to commence Kindergarten.</p> <p>All potential students must undertake a 'readiness for school' assessment. If parents have already indicated specific learning needs, an alternative and/or additional assessment process may be required.</p> <p>In respect of any prospective enrolment, the College reserves the right to have members of its staff visit the student's preschool, early intervention centre or (with the parents' agreement) the home, to more accurately assess the learning needs of the student.</p> <p>All Kindergarten applicants are assessed for class placement in the year prior to entry.</p>
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Enrolment Promotions	<p>Arrahman College may offer promotional campaigns throughout the year including;</p> <ul style="list-style-type: none">• Early Bird Enrolments• Successful Student Referrals• Textbook Vouchers• Software Vouchers• Educational Packages• Uniform Vouchers <p>All promotions will be advertised via the <u>colleges' website</u> and <u>social media</u> platforms.</p> <p>Please contact our administration office for more information.</p>
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Interview	<p>It is the regular practice of the Principal in the registration process to invite students with their parents to attend an interview at the College with the Principal or a member of staff appointed by the Principal within two years of their expected start date. Where this is not possible, the Principal may interview using Zoom (or online services). The Principal, at his discretion, may forego the interview component of the enrolment process. Students on the waitlist will only be interviewed should a place become available.</p> <p>At the interview, among other things, the College's representative will:</p> <ul style="list-style-type: none">• inform the parents of their responsibility to the College in relation to fees and will ascertain their ability to afford the current fees• seek to establish that the expectations and commitments of the parents are consistent with the vision, values, goals, policies and resources of the College including a commitment to actively participate in school events• Discuss the Islamic philosophy and practice of the College and the family's preparedness for their child(ren) to participate.• Discuss the nature of the academic programme of the School and the academic history of the student (if applicable)• advise the parents of primary school students of the provision of an Out of School Hours Care Service on the premises at Arrahman College, its schedule and its proposed fees <p>Invitations for Interviews are issued in order of priority status and then the date of receipt of the application.</p>
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Offers	<p>At the satisfactory conclusion of the interview process, the Principal may make an offer to the parents to enrol the student via an electronic Letter of Offer. Parents will also receive the College's current Conditions of Enrolment.</p> <p>To accept the offer, the parents must, within 14 days of receiving it:</p> <ul style="list-style-type: none">• accept the Enrolment Agreement which includes acceptance by the parents of the current Conditions of Enrolment• pay the non-refundable Enrolment Deposit Fee <p>Failure to reply within the required time may result in the position being re-offered where other students are waiting for entry to the College.</p> <p>The Enrolment Deposit Fee is deducted from the total tuition fees.</p>
Offers for Provisional Enrolment	<p>Where circumstances give rise to uncertainty on the part of the Principal, a provisional enrolment may be offered for a student for a set period of time.</p> <p>Conditions applying to such provisional enrolment will be set out in writing. In these cases, either the parents or the Principal may terminate the enrolment with seven days' notice. In such circumstances, enrolment deposits will be refunded and fees will be adjusted to cover the period of enrolment only. No penalties will apply.</p> <p>This provision may not be applied in the case of students with a disability.</p>

Security Bond	<p>For new entrants to the College, a Security Bond is required to be paid within 14 days of notification that a place has been offered. The College's receipt of the 'Offer of a Place' letter, signed and returned by parents together with payment of the Security Bond, constitutes acceptance of the place offered. If the offered place is subsequently not taken up the Security Bond will not be refunded.</p> <p>The Security Bond is refundable when the youngest (last) student completes Year 12, provided that all monies owed to the College have been paid and that all books and items of equipment have been returned in good condition.</p> <p>Should any of the students be withdrawn before the completion of Year 12 the Security Bond will only be refunded provided that the required written notice of a full-term has been given for each of the exiting students, and that all books and items of equipment have been returned in good condition at the time of departure.</p> <p>The security bond per single student is \$500 or \$1000 per family.</p> <p>Families enrolling their children at Arrahman College in 2022 will be excluded from security bond payments.</p>
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Enquiries	<p>Our Administration Staff will refer enquiries about enrolment to the College website for the procedure including:</p> <ul style="list-style-type: none">• a Prospectus• the Conditions of Enrolment• the most recent Fee Schedule• an Application Form for inclusion on the waiting list including payment details <p>The College Administration office will direct everyone enquiring about enrolment to this Enrolment Policy located on the College’s website.</p>
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Waiting List	<p>The Principal is responsible for the maintenance of waiting lists for entry to the College. Placement on the waiting list does not guarantee an offer of enrolment.</p> <p>Names of students will be entered on the appropriate waiting list when their parents or a parent:</p> <ul style="list-style-type: none">• return or complete on-line the Application Form for inclusion on the waiting list• pay a non-refundable Application Fee• provide a copy of the student's birth certificate <p>In addition, an application for an overseas student must also include:</p> <ul style="list-style-type: none">• copy of the biographical page of their passport• the AEAS Test Report of English competency• a copy of their Visa documentation if the student is currently in Australia on a Visa <p>Failure to provide all required information may result in the College declining to enter the student's name on the appropriate waiting list or delaying such entry, and may also result in the College declining or delaying the student's enrolment.</p>
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Assessment Review	<p>The College will undertake an assessment process at some time decided by the College after a student's name has been entered on the waiting list. As part of the assessment process, the College may ask the parents to provide more information about their child.</p> <p>Any assessments or reports required from non-school personnel will be at the parents' expense.</p> <p>In considering all prospective enrolments, the College may ask parents to authorise the Principal or his delegate to contact:</p> <p>the Principal of their child's previous school to obtain or confirm information pertaining to their child's enrolment</p> <p>any medical or other personnel considered significant for providing information pertaining to the needs of their child.</p> <p>Where information obtained by the College suggests:</p> <ul style="list-style-type: none">• a profile of misconduct, illegal activities, non-compliance or anti-social behaviours that indicate that the student's enrolment at the College is likely to hinder her own academic progress or be detrimental to other students, the staff or the College, or• the parents may not be able to meet the financial commitment required by having a student at the College, or• the level of English language is not adequate or undertake the rigours expected by the College <p>Notwithstanding that the student is the sibling of a current student, the Principal may decline to proceed any further with the enrolment process.</p>
Continued Enrolment	Continued enrolment at the College is dependent on a student's academic progress, consistent attendance,

receipt of fees and any other charges by the due date, adherence to the enrolment conditions and the College Community Code of Conduct as well as any other expectations of the student and her parents as set out in various College publications and policies from time to time.

In addition, the following conditions of enrolment apply:

- Families accept the Arrahman College Enrolment Policy.
- The student participates in the school curriculum which includes all Key Learning Areas, Islamic rituals, camps and excursions and sport.
- Parents are expected to continue their involvement in the life, worship and service of the Islamic values of Arrahman College and are expected to accept a sincere commitment to give their children every opportunity to experience the fullness of their faith.
- Parents are expected to accept and support all school, uniform and behaviour policies and procedures which have been formulated for the efficient management of the school and the safety and welfare of children and visitors.
- Parents are expected to commit themselves to the payment of school fees and charges.
- Acceptance of the position is conditional upon paying a security deposit. We require a term's school fees as a security deposit to be lodged with the acceptance form. This fee will be refunded the year your youngest child completes the final year of primary school at Arrahman College and after all outstanding fees have been paid.
- This fee will not be refunded if your child/children leave before this time, however, in the event of extenuating circumstances, this matter will be left to the discretion of the College Principal.

Considerations of Applications	<p>Where a situation requires special consideration, a team consisting of the Principal, Assistant Principals (and Support staff as required) works collaboratively to discern and allocate placement.</p> <p>Prior to offers of enrolment places, the Principal will give consideration to:</p> <ul style="list-style-type: none">• Class size/places available• Class composition• Physical accommodation available• The ability of the school to meet the child's needs• The need to maintain the Islamic/community character/ethos of the school• Siblings attending the College• The discretion of the Principal
Priority Enrolments	<p>Each enrolment application is considered on its merits, including if siblings currently attend the school.</p> <p>Special consideration may be given to;</p> <ol style="list-style-type: none">1. Siblings of students already attending the college2. Children of College staff3. Children of the school board4. Local residents
Accommodation and Boarding	<p>Arrahman College does not provide opportunities for student accommodation and/or boarding.</p>

Information we collect	<p>We collect the following information as part of each student enrolment:</p> <ul style="list-style-type: none">• Proof of address to determine local residency e.g. original copies of council rate notice, residential lease, electricity accounts• Birth certificate or identity documents• Copy of family law or other relevant court orders• School reports• Previous NAPLAN results (if applicable)• Medical Information- including reports• Immunisation Statements (including mandated vaccinations)• Any other relevant documentation e.g. passports
Principals Responsibility	<p>The College Principal has the following responsibility:</p> <ul style="list-style-type: none">• accept or decline applications for enrolment in accordance with this policy's implementation procedures.• maintain an enrolment register containing accurate enrolment data.• arrange to obtain relevant student information, oversee risk assessments, and develop risk management plans for prospective students with special needs, including students with disability, or with safety, health or wellbeing concerns.• develop selection criteria, which are not unlawfully discriminatory, for non-local enrolment applications for use when demand exceeds the number of places available.

	<ul style="list-style-type: none">• take reasonable steps to ensure that a student with a disability can apply for enrolment on the same basis as a student without disability and without experiencing discrimination.• inform parents and community members about the school's procedures for enrolment.• determine appeals to applications for enrolment and adult enrolment that have been declined by enrolment panels, provided they are not part of the panel.• share information relevant to student and school safety with other principals when the transfer of information is requested in order to enrol a child in another school in accordance with this policy's implementation procedures.• operate within enrolment caps and local enrolment buffer levels.• advise the relevant authorities of enrolment trends in the school.
Teachers Responsibility	<p>Teachers have the following responsibility:</p> <ul style="list-style-type: none">• may be nominated to participate in enrolment panels.• disclose to the administration staff and/or executive staff any known issues, challenges and/or circumstances that may impact student enrolment.• inform the administration staff of important changes to student personal details.

Parents/ Caretakers Responsibility	<p>Parents and/or caretakers have the following responsibility:</p> <ul style="list-style-type: none">• have the duty of enrolling a child of compulsory school-age at a government school or registered non-government school, or to register for homeschooling.• meet their financial commitments or maintain close contact with the Principal regarding their financial situation should this not be possible;• nurture the faith development of their children;• support the school expectations of behaviour, punctuality and dress;• assist where possible through the support of school activities.• support their children’s full participation in the school program;• when required by the school, provide accurate information and documentation necessary to allow the school to establish a child’s entitlement to enrol and to implement any risk assessments or management plans at the school.• Parents/guardians must advise the Principal of any Court Order(s) that may exist in regard to the child, or any changes to such Court Order(s) and provide a copy of the Court Order(s) and any subsequent changes for the child’s school file.
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Student Responsibilities	<p>Upon accepting the offer of enrolment at Arrahman College, students are required to enter into the life of the College enthusiastically and to participate in the formal curricular and extra-curricular activities to the best of their ability.</p> <p>Students must adhere to the Islamic ethos of the College at all times.</p> <p>Wear the School Uniform in accordance with the uniform policy and comply with the School's dress standards at school and to and from school.</p>
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Information for Register of Enrolments	<p>The register of enrolments records the following information for each student:</p> <ul style="list-style-type: none">• name, age and address• name and contact telephone number of parents/guardians• date of enrolment• date of leaving the College and the student's destination, where appropriate• for children older than six years of age, previous school or pre-enrolment situation• where the destination of a student under seventeen years of age is unknown, evidence that the NSW Department of Education has been notified of:<ul style="list-style-type: none">• the student's full name• the student's date of birth• the student's last known address• the student's last date of attendance• parents'/guardians' names and contact details• an indication of possible destination• any other information that may assist officers to locate the student• any known work health and safety risks associated with contacting the parents/guardians or student.
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Records Keeping/ Register of Enrolments	<p>Arrahman College maintains an up to date and accurate record/register of student enrolments in both digital and physical records.</p> <p>All student enrolments are recorded digitally on the Arrahman College Enrolment HQ Portal and SENTRAL school Administration Management System.</p> <p>All student enrolment records are managed by the Arrahman College Administration Manager in consultation with the College Principal.</p> <p>The register is retained for a period of seven years after the last entry is made, and copies of information in the register are stored off-site at regular intervals. All physical records are kept in the Arrahman College Archive room and are managed by our Administration Manager.</p>
Confidentiality	<p>The College will abide by the provisions of the Privacy Act 1988. Confidentiality and privacy require that all staff must ensure that information regarding students and their parents and/or legal guardians is restricted to those who genuinely need to know. Furthermore, those people should only be told as much as they need to know and no more.</p>
Implementation	<p>The College Principal is responsible for ensuring the implementation of the Arrahman College Student Enrolment Policy.</p> <p>Arrahman College has set up a series of compliance tasks in CompliSpace Assurance, to ensure that key obligations under the NSW Registration Manual are managed effectively.</p>