

2023

# Annual Report



THE RIGHT STEP IN EDUCATION

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## Theme 1: Context

State Government

Ref: *Registered and Accredited Individual Non-government Schools Manual, September 2023, B2.7.*

Commonwealth Government

Ref: *Australian Education Regulation 2023 Part 5 (60) (1) (a)*

## A MESSAGE FROM KEY SCHOOL BODIES

### President's Annual Report



Dear Community,

Assalamu' alaikum warahmatullahi wabarakatuh.

On behalf of the school board, I am pleased to present the President's Annual Report for the second year of operations at Arrahman College. This report aims to showcase our accomplishments, challenges, and plans as we reflect on the incredible journey we have embarked on together.

During our second year of operations, we established the groundwork for our school's success. This involved building a strong leadership team, recruiting dedicated educators,

and developing comprehensive policies and procedures. These fundamental steps laid the foundation for our institution and positioned us for growth and excellence.

Our dedication to academic excellence was evident through the implementation of a rigorous curriculum. Aligned with state standards, our curriculum emphasised critical thinking, creativity, and problem-solving skills. We employed effective teaching strategies and closely monitored student progress. I am delighted to report that our students achieved commendable academic results, a testament to the hard work and commitment of our teachers and students.

Creating a vibrant and inclusive learning environment was a top priority for us. We prioritised nurturing a positive school culture that values diversity, respect, and collaboration. Through various initiatives such as student clubs, extracurricular activities, and community service projects, we encouraged student engagement and personal growth.

We are immensely grateful for the unwavering support of our parents and the wider community. We established effective channels of communication and actively involved parents in school activities, ensuring their active participation in their child's education. Our partnerships with local businesses, organisations, and community members enhanced the educational experience for our students and provided valuable resources and opportunities.

We recognise that our journey has just begun, and we remain committed to continuous improvement. Moving forward, we will prioritise professional development for our staff, invest in technology integration, and expand our extracurricular offerings. We will also seek feedback from stakeholders to ensure that our school evolves and adapts to meet the changing needs of our students and community.

The second year of our new school has been a resounding success, thanks to the dedication, collaboration, and unwavering support of our stakeholders. Together, we have established a strong foundation for academic excellence, fostered a vibrant learning community, and developed strong connections with parents and the wider community. As we enter the next phase of our journey, I am confident that our school will continue to thrive and provide an exceptional education to our students.

I extend my deepest appreciation to our students, parents, staff, and the entire community for their invaluable contributions. Together, we will shape the future of our school and empower our students to achieve great success.

With the blessings of Allah and the hard work of all involved, 2023 proved to be a successful year, leading to the initial operations and approval of Arrahman College. We always seek Allah the Almighty's guidance and wisdom in our decisions, prioritising selflessness, and the best interests of our school for present and future generations.

**Dr. Saadallah Ramadan**  
**President, Arrahman College Ltd**





## Principal/ CEO's Report



Dear Community,

Assalamu'alaikum warahmatullahi wabarakatuh.

*In the name of Allah, the Most Gracious, the Most Merciful*

I am delighted to present the Principal's Annual Report for our school's inaugural year of operation- 2023. It has been a remarkable journey filled with accomplishments, challenges, and growth. This report aims to provide an overview of our achievements, highlight the progress made, and outline our plans.

### **Our Islamic Identity:**

At Arrahman College, we wholeheartedly embrace and nurture an Islamic identity, which has had a profound impact on the overall experience and growth of our students. We are proud to foster a school community that creates an environment deeply rooted in Islamic values, principles, and teachings.

Our focus lies in instilling Islamic values such as compassion, justice, honesty, respect, and integrity into the fabric of our school culture and daily activities. By integrating these values, we strive to ensure that our students comprehend their significance and actively apply them in both their personal and academic lives.

### **Enrolment:**

In our second year, we welcomed a total of 110 students from diverse backgrounds and grade levels. We are pleased with the response from the community, and the trust parents have placed in our school. The enrolment numbers exceeded our initial expectations, demonstrating the demand for quality education in our area.

### **Curriculum and Teaching:**

We have implemented a rigorous and comprehensive curriculum that aligns with national standards. Our dedicated team of educators has worked tirelessly to ensure that teaching methods are innovative, engaging, and student-centred. Regular professional development sessions have been conducted to enhance their skills and knowledge.

### **Academic Achievements:**

Despite being a new school, our students demonstrated sound academic achievements. We implemented a comprehensive curriculum aligned with state standards, focusing on core subjects while fostering critical thinking, creativity, and problem-solving skills. Our students showcased remarkable progress throughout the year, achieving pleasing results.

### **Approvals**

In 2023, Arrahman College successfully obtained a renewed registration for Kindergarten to Year 4 for a period of 5 years. This achievement is exceptional for a new school in its second year of operation and highlights the College's commitment to meeting regulatory requirements. The College's compliance in all areas reflects commendable governance practices and the implementation of effective controls, setting a solid foundation for future growth.

### **Dedicated and Qualified Staff:**

Our dedicated team of teachers and support staff played a pivotal role in the success of our school. We carefully selected educators who are not only highly qualified but also deeply committed to providing a nurturing and stimulating learning environment. Their dedication, expertise, and passion have been instrumental in shaping our school's positive culture.

### **Student Well-being Mental Health Initiatives**

- **Counselling Services:** We enhanced our counselling services, providing more resources for students to address mental health challenges. This includes working with external counsellors and offering workshops on stress management and resilience.
- **Wellness Programs:** Our wellness programs promote physical and emotional health through activities such as mindfulness sessions, and nutritional education.

### **Community Engagement**

As a new school, we understood the importance of building strong connections with the community. We actively engaged with local businesses, organisations, and community members to establish partnerships that would benefit our students. This collaboration allowed us to offer additional resources, student-teacher internships, and mentorship opportunities, enriching the educational experience for our students.

### **Co-curricular and Extra-curricular Activities:**

We believe in the importance of a well-rounded education. Hence, we offered a wide range of co-curricular and extra-curricular activities to provide students with opportunities for personal growth and development. These activities included sports, arts, coding clubs, and community service initiatives. Our students have enthusiastically participated and showcased their talents.

### **Parental Involvement:**

We recognise the crucial role parents play in a child's education. Throughout the year, we encouraged parental involvement through regular communication, parent-teacher meetings, workshops, and events. The support and active engagement of parents have been invaluable in shaping our school's success.

### **Strategic Goals for 2024**

- **Enhanced Learning Environments:** Continue to upgrade facilities and incorporate more flexible and modern learning spaces.
- **Increased Extracurricular Opportunities:** Expand the range of extracurricular activities available to students, including clubs, sports, and arts programs.
- **Sustainable Practices:** Implement more sustainable practices within the school, such as recycling programs and energy-efficient systems.
- **Professional Development:** Invest in ongoing professional development for staff to ensure they have the skills and knowledge to support student success.

### **Conclusion:**

In conclusion, I am immensely proud of what we have accomplished in our school's second year of operations. Our collective efforts have laid a strong foundation for academic success, personal growth, and community engagement. I extend my heartfelt gratitude to the school board, our students, parents, staff, and community for their ongoing support. With a committed team, dedicated students, and supportive parents, we are excited about the future of Arrahman College and look forward to

achieving new milestones together. Inshallah together, we will continue to inspire and empower our students for years to come.

We ask Allah (SWT) to grant us the Tawfeeq and success in the ongoing management and operations of Arrahman College.

Sincerely,



**Hussein Oubani**  
**Arrahman College Ltd**  
**Principal/ CEO**



## Contextual information about Arrahman College and characteristics of the student body

### Our History:

Arrahman College, an Independent Islamic School located in the suburb of Austral in Western Sydney was established in 2022 with the aim of delivering excellent education to students hailing from various backgrounds. Since its establishment, the college has experienced remarkable growth and gained a strong reputation, solidifying its position as a vital part of the surrounding community. Throughout its history, the college has achieved numerous notable accomplishments and reached significant milestones, showcasing the unwavering commitment and diligent efforts of students, teachers, staff, and parents.

### Our Motto:

“Reason- Faith- Respect”

### Our Vision:

Arrahman College is an Islamic school that empowers all students to embrace STEM learning, achieve their personal best, and build their emotional, social, and physical well-being.

### Our Mission:

Arrahman College is an Islamic community that seeks to make an outstanding impact that positively contributes to society through its students and the quality of its teaching and leadership in education.

Arrahman College will provide a positive, holistic learning environment where staff and students work cooperatively to achieve their personal best and develop a commitment to continuous learning and effective participation within the broader community. We are committed to fostering a community of learners and providing an academic curriculum that focuses on STEM to help develop a broad knowledge base while promoting the skills of critical and creative thinking. By offering a variety of activities both inside and outside of the classroom that are guided by Islamic values and experiences, Arrahman College develops the student's whole personality, empowering each student to become an informed decision-maker and a lifelong learner.

### What We Value:

1. The Quest for Excellence through adventure, curiosity, creativity, and growth.
2. Our Faith and Traditions inspire truth, honor, loyalty, and commitment.
3. Leadership through teams in a spirit of service, compassion, fun, and community.

### Our Child Safety Statement:

Arrahman College has zero tolerance for child abuse and is committed to acting in children's best interests and keeping them safe from harm. The school promotes the safety, well-being, and inclusion of all children, including those with a disability, from a culturally or linguistically diverse background, or possessing an Aboriginal heritage. The school carries out appropriate checks to ensure that all staff and volunteers are suitable for working within a safe children's school environment. The College actively supports a culture of reporting any incidents of child abuse or harm.



## Our Student Body:

Situated in Sydney's Southwest, in a suburb that has both residential and light industrial areas, the school caters to a diverse community, with students representing 6 different language backgrounds.

In 2023, there were 110 students enrolled in Kindergarten to Year 4. There are approximately equal numbers of boys and girls throughout the school. Many students commence Kindergarten with low levels in many critical areas of literacy with 37% of students entering the College with no prior schooling experience.

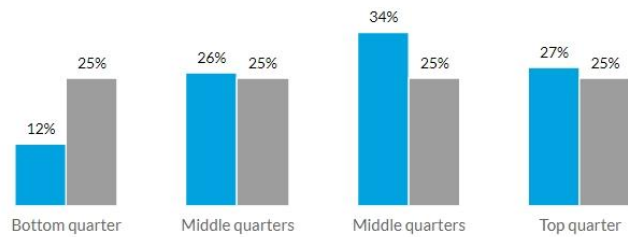
## 2023 Student Enrolment Profile

### Student background

#### Index of Community Socio-Educational Advantage (ICSEA)

School ICSEA value	1066
Average ICSEA value	1000
School ICSEA percentile	74

#### Distribution of Socio-Educational Advantage (SEA)



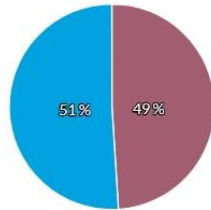
■ School distribution ■ Australian distribution

Percentages are rounded and may not add to 100

### Students

Total enrolments: 110

■ Boys 56  
■ Girls 54



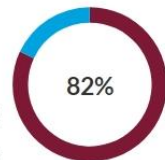
Full-time equivalent enrolments: 110.0

Indigenous students



Language background other than English

■ Yes (82%)  
■ No (18%)  
■ Not stated (0%)



## Initiatives promoting respect and responsibility

Arrahman College is dedicated to instilling the values of reverence and accountability among its students through a range of strategic initiatives. These efforts aim to educate and support students, fostering responsible behaviour and deep respect for themselves, their communities, and society at large. Guided by our school motto, "Reason, faith, respect," students are encouraged to embody these principles through critical thinking and self-confidence, thereby contributing positively to their surroundings.

Throughout 2023, our college provided students with numerous opportunities for self-reflection, goal setting, and leadership development, all centered around the core value of respect. Noteworthy activities included:

### 1. Olive Harvesting

The school's olive harvesting activity was a hands-on educational experience where students participated in the gathering of olives from the school's olive trees. This activity serves as a practical lesson in agriculture and sustainability, while also promoting values such as respect and responsibility. By caring for and harvesting the olive trees, students learn to respect nature and the importance of nurturing living things. They gain an understanding of the effort and care that goes into producing food, fostering a deeper appreciation for the agricultural process and the environment.



### 2. Clean Up Australia Day

On Thursday, March 3rd, our students actively participated in Clean Up Australia Day. The school's Clean Up Australia Day activity is a communal effort where students, teachers, and staff come together to clean up litter and waste in their local environment. Participating in this activity taught students the value of respect for their community and the natural world. It highlights the impact of waste on wildlife and ecosystems, encouraging students to think about the consequences of their actions.



### 3. Harmony Week and the Holy month of Ramadan

On Tuesday, March 21st, our students celebrated Harmony Week and the advent of the holy month of Ramadan. This was a vibrant and inclusive activity that promoted cultural diversity and understanding. During this week, students engaged in various events and learning experiences that highlight the richness of cultural traditions and the importance of community cohesion. Students were invited to share dishes from their culture with their peers. By recognising and celebrating Ramadan within the context of Harmony Week, the school emphasises respect for different religious practices and beliefs. Students learned about the significance of Ramadan, including the values of compassion, charity, and self-discipline that are central to this holy month.

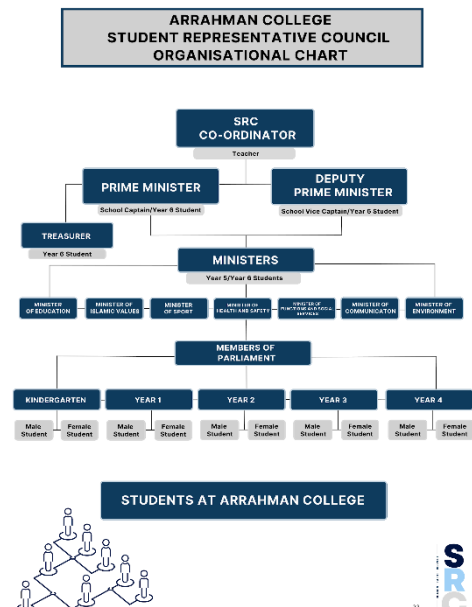


### 4. SRC Parliament Framework

In 2023, we established the Arrahman College SRC (Student Representative Council) Parliament framework. An innovative educational initiative designed to engage students in democratic processes and governance within the school setting. This framework establishes a student-led parliament that mirrors the structure and function of a formal legislative body.

The SRC Parliament promotes respect by encouraging students to listen to diverse opinions and engage in constructive debate. It teaches them to value each other's contributions and to consider multiple perspectives before making decisions. This respect for democratic principles and the voices of peers is fundamental to the framework's success.

Additionally, the SRC Parliament instils a sense of responsibility in students. As members of the SRC, students are responsible for representing their classmates, proposing initiatives, and making decisions that affect the school community. They learn to be accountable for their actions and the outcomes of the policies they support.



### 5. ANZAC Day

On Monday, April 24th, students observed a minute of silence and listened to the Ode of Remembrance. They learned that this moment of solemn reflection is a gesture of respect for Australian soldiers who have fallen in war. Each student reflected on the sacrifices made by countless Australians for the safety and peace we enjoy in our country.



## 6. Hajj Discovery Day

On Friday, June 23rd, students participated in the school's Hajj Pilgrimage Discovery Day. This is an annual educational event that provides students with an immersive experience of the rituals and significance of the Hajj, one of the five pillars of Islam. This activity is designed to promote understanding of this pillar and the significance and rewards it carries. During the Hajj Discovery, students learn about the history and steps of the Hajj pilgrimage, as well as the values it embodies, such as patience, humility, and equality.



## 7. Children of Gaza Fundraiser

Arrahman College students took part in a school fundraiser for the Children of Gaza, successfully raising \$7,548.05. This endeavour not only supported a noble cause but also reinforced the values central to our school's mission of cultivating responsible global citizens.





## Theme 2: Outcomes and Results

Commonwealth Government

Ref: *Education Act 1990 No 8, Section 18A*

Ref: *Australian Education Regulation 2023 Part 5 sections 60(1)(e) and 60(h)(i) and (ii)*

State Government

Ref: *Registered and Accredited Individual Non-Government Schools Manual, September 2023, B2.7*

### Student outcomes in standardised national literacy and numeracy testing

#### National Average

Arrahman College students sat their first NAPLAN examinations in 2023. They performed above the National average in the areas of Reading and Conventions of Language (Spelling and Grammar and Punctuation). In the area of Writing, Arrahman College performed at the National average.

#### Highlights:

- 37.5% of students performed above the National average in Reading.
- 31.25% of students performed above the National average in Writing.
- 56.25% of students performed above the National average in Spelling.
- 43.75% of students performed above the National average in Grammar and Punctuation.
- 31.25% of students performed above the National average in Numeracy.

#### Proficiency Standard Summary

	Grammar and punctuation %	Spelling %	Reading %	Writing %	Numeracy %
Needs additional support	6.25	6.25	0	6.25	0
Developing	43.75	31.25	31.25	18.75	50
Strong	31.25	50	43.75	62.5	43.75
Exceeding	18.75	12.5	25	12.5	6.25

#### Overall NAPLAN Results

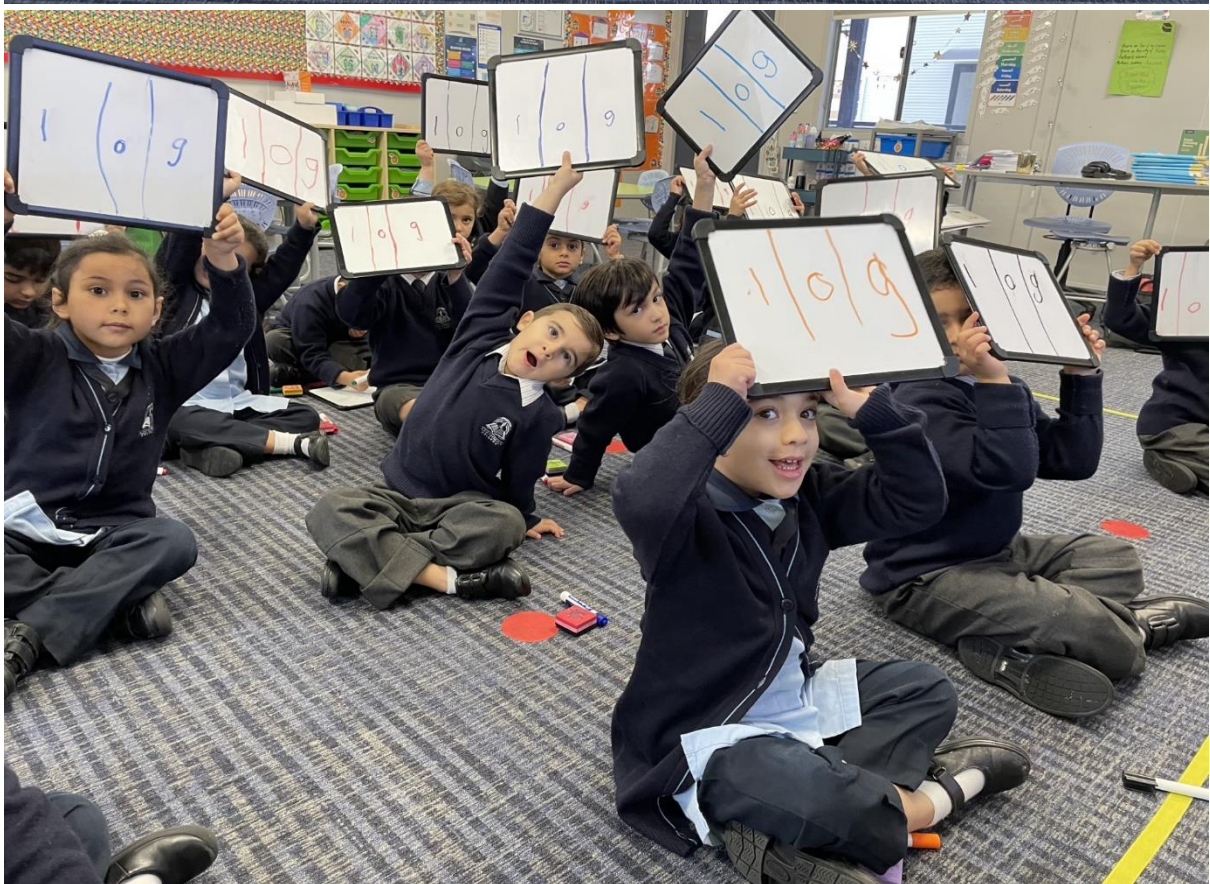
	Reading	Writing	Spelling	Grammar	Numeracy
Year 3	411	416	420	430	387

For more information refer to [Results | My School](#)

### Senior secondary outcomes (student achievement)

Arrahman College operated Kindergarten to Year 4 in 2023.

There are no senior secondary outcomes to report for Theme 2.





### Theme 3: Staffing

Commonwealth Government

Ref: *Australian Education Regulation 2023* Part 5 sections (60)(1) (b) and (c)

State Government

Ref: *Registered and Accredited Individual Non-Government Schools Manual, September 2023, B2.7*

### Teacher professional learning, accreditation, and qualifications

#### Teacher Professional Learning

Arrahman College commits to the professional development of staff. All staff participate in professional learning programs that enhance their knowledge, understanding, and use of innovative approaches to pedagogy, subject-specific content, legislation, and other school priorities. Professional learning is undertaken by staff through an internal program accessing the resources and expertise of our staff as well as using external providers.



The focus of whole school professional learning in 2023 included:

- Digital Technology and platforms
- Islamic Pedagogy
- Strategies of differentiation and assessment moderation
- Child protection and the requirements of mandatory reporting
- Implementing quality wellbeing practices for staff and students
- Identifying and supporting students at risk
- New syllabus familiarisation and programming
- Policy compliance
- Student health and safety

In 2023, the implementation of the school's Professional Development Plan enabled the school to focus its professional learning on areas identified through the staff goals.

Future professional development opportunities at the College will focus on the following strategic areas: enhancing numeracy and literacy instruction, the familiarisation and implementation of new

NESA Syllabus documents, enhancement of student wellbeing; and maintaining a safe and supportive learning environment.

Below is a summary of the professional learning that was completed by Arrahman College in 2023.

### Summary of Professional Learning in 2023

Professional Development Course	No. of Staff Attended	Facilitator
Child Protection Training (2023)	11	Complispace (CompliLearn)
Creating Scope and Sequences for English and Mathematics K-2	1	AIS NSW
First Aid- CPR	11	Surf Life Saving Australia
HR Discrimination, Harassment and Bullying (2023)	11	Complispace (CompliLearn)
Identifying and Responding to Children and Young People at Risk - Self-paced Learning Experience	11	AIS NSW
Introduction to Inquisitive for F-2 Teachers	4	Inquisitive Education Pty Ltd
Literacy Essentials (K-2)	3	AIS NSW
NCCD Overview for Educators	11	AIS NSW
NSW Primary Curriculum Professional Learning Course Mathematics K-2	3	NESA Learning Portal
Promoting and Protecting Student Wellbeing and Mental Health - Self-paced Learning Experience	11	AIS NSW
Sentral Reporting	5	Sentral Pty Ltd
Student Duty of Care (2023)	11	Complispace (CompliLearn)
Tarbiyah Training	6	Madrasah Curriculum for Academic Excellence (MCE)
Leading the Implementation of the new English 3-6 Syllabus	2	AIS NSW
Stress in the Workplace	11	Complispace (CompliLearn)
Spelling Mastery	4	Spelling Mastery
The Annual AIS Briefing	1	AIS NSW



### Staff Development Days 2023

There was a total of 7 Staff Development Days held at Arrahman College in 2023.

Session	Term	Date
1	Term 1	Monday 23rd January 2023 Tuesday 24 <sup>th</sup> January 2023 Wednesday 25 <sup>th</sup> January 2023 Friday 27 <sup>th</sup> January 2023
2	Term 2	Tuesday 24 <sup>th</sup> April 2023
3	Term 3	Monday 17 <sup>th</sup> July 2023
4	Term 4	Monday 9 <sup>th</sup> October 2023

### Teaching Standards

Category	Number of Teachers
(i) Teachers having teacher education qualifications from a higher education institution within Australia or as recognised within the National Office of Overseas Skills Recognition (AEI-NOOSR) guidelines, or	8
(ii) Teachers having a bachelor's degree from a higher education institution within Australia or one recognised within the AEI-NOOSR guidelines but lack formal teacher education qualifications, or	Nil
(iii) Teachers not having qualifications as described in (i) and (ii) but having relevant successful teaching experience or appropriate knowledge relevant to the teaching context. Such teachers must have been employed to 'teach' in NSW before 1 October 2004 (either on a permanent, casual, or temporary basis) and have approval from the NSW Institute of Teachers to extend the period during which an approved teaching qualification may be obtained.	Nil

### Teacher Accreditation

Level of Accreditation	Number of Teachers at the commencement of the 2023 academic year	Number of Teachers after the 2023 academic year
Conditional	0	0
Provisional	2	0
Proficient Teacher	5	7
Highly Accomplished Teacher ( <i>Voluntary accreditation</i> )	1	1
Lead Teacher ( <i>Voluntary accreditation</i> )	0	0
Total number of Teachers	8	8

### Workforce composition

School Staff 2023	
Teaching staff	8
Full-time equivalent teaching staff	8
Non-teaching staff	3
Full-time equivalent non-teaching staff	2.8

Composition Summary	
Indigenous Staff Members:	0
Teaching staff Retention Rate:	97.45%
Teaching staff attendance rate:	The average annual absence due to emergency leave is 3.5 days per teacher.



## Theme 4: Student Attendance

Commonwealth Government

Ref: *Australian Education Regulation 2023* Part 5 section (60)(1)(d) (i) and (ii)

State Government

Ref: *Registered and Accredited Individual Non-Government Schools Manual, September 2023, B2.7*

### Student attendance, and retention rates and post-school destinations in secondary schools

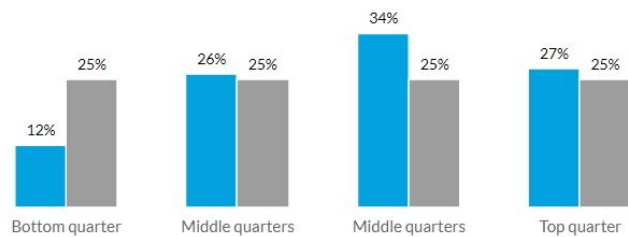
#### 2023 Student Enrolment Profile

##### Student background

##### Index of Community Socio-Educational Advantage (ICSEA)

School ICSEA value	1066
Average ICSEA value	1000
School ICSEA percentile	74

##### Distribution of Socio-Educational Advantage (SEA)



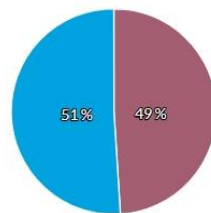
■ School distribution ■ Australian distribution

Percentages are rounded and may not add to 100

##### Students

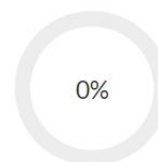
Total enrolments: 110

Boys 56  
Girls 54



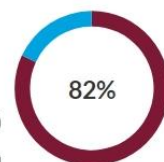
Full-time equivalent enrolments: 110.0

Indigenous students



Language background other than English

Yes (82%)  
No (18%)  
Not stated (0%)



#### Student Attendance Rates for the 2023 Academic Year:

Year Level	Attendance Rate %*
All Students	94%

Ninety four percent of students across K-Year 4 attended school on average each school day in 2023.

The information provided is based on the Student Attendance (STATS) Report 2023\*.

### **Student retention rate from Year 10 to Year 12**

This section of the report is not applicable.

### **Post-school destinations**

This section of the report is not applicable.

### **Management of non-attendance**

The processes the school has in place to monitor attendance and strategies to improve unsatisfactory attendance are part of the evidence of compliance in section B2.7 of the Manual in relation to providing a safe and supportive environment.

The College has implemented the following systems and procedures to follow up on unexplained absences from college:

- Where an absence has not been explained by **10.00 am** an email is sent to the student's parents/guardians notifying them of the absence and requesting them to immediately contact the College.
- Where the absence remains unexplained the matter will be reported to the **Stage Coordinator** for investigation and follow-up.
- Where parents/guardians repeatedly fail to inform the College of absences the **Stage Coordinator** will contact them directly to seek an explanation and to remind them of their obligation to report absences.
- All information in relation to unsatisfactory attendance is recorded on students' files, and information with respect to attendance is provided in each student's College Report.

### **Unsatisfactory Attendance Intervention Strategies**

The College has implemented the following strategies to improve unsatisfactory attendance and student engagement in college and learning:

- The College encourages parents/guardians to understand their obligations to ensure their child attends college and to not condone absences for unauthorised reasons such as birthdays, shopping, and other leisure activities.
- Regular meetings are conducted between the Principal, Stage Coordinators, and Senior staff, as appropriate, to coordinate responses to student absences.
- Students with persistently low attendance will be monitored, and personalised strategies will be considered to increase their attendance and/or engage them in continuing education



programs. For students requiring more intensive support, one-on-one meetings and alternative arrangements may be organised in consultation with parents/guardians.

- Where frequent absences (*more than 3 consecutive days*) are explained as being due to illness, the College will request medical certificates for the absences and will consult with parents/guardians regarding the health care needs of the student.
- All required reports will be made to the Community Services Child Protection Helpline, and/or contact will be made with the Child Wellbeing Unit if there are safety, welfare, or wellbeing concerns in relation to student attendance.

## Strategies for Managing Student Attendance

Our student attendance management strategies include:

- Contacting parents and following up on absences
- Rewarding good attendance / positive reinforcement
- Principal commendations given for improved or excellent 100% attendance.
- Conducting thorough attendance checks and reviews
- Reporting concerns — Referral to child first or report to Child Protection
- Re-engagement programs
- Referral to school or community-based wellbeing professional
- Student Absence Learning Plan
- Individual education plan
- Attendance improvement plans and return to school plans.
- Attendance of student support group
- Organising meetings with parents and carers
- Engaging with the family
- Addressing individual student needs
- Archiving attendance records

NSW Department of Education

### Why attendance matters

When your child misses school they miss important opportunities to...



Learn

education.nsw.gov.au



Make friends



Build skills through fun



### Days missed = years lost

A day here and there doesn't seem like much, but...

When your child misses just...	they miss weeks per year	and years over their school life
1 day per fortnight 	= 4 weeks	= Over 1 year missed
1 day per week 	= 8 weeks	= Over 2.5 years missed

education.nsw.gov.au

## Theme 5: School Policies

State Government

Ref: *Registered and Accredited Individual Non-Government Schools Manual, September 2023, B2.7*

### Child Safety Code of Conduct

Our Child Safety Code of Conduct outlines acceptable and unacceptable behaviours. It serves as a guiding document that defines professional boundaries, ethical conduct, and the nature of acceptable and unacceptable relationships.

### Discipline policy

Our discipline policy is integral to our Islamic Identity, outlining:

- School rules and the discipline code.
- Methods to encourage respectful behavior and continuous devotion to Allah (SWT).
- Strategies to acknowledge and reward student accomplishments.
- Strategies to address misconduct with fairness, empathy, and respect.

### Complaints policy

Our complaint handling process ensures:

- Effective response to complaints
- Timely, fair, and constructive resolution of issues.
- Public trust in the college's administrative procedures.
- Anonymity for stakeholders when necessary.
- Feedback utilization to improve services and complaint management.
- Protection for complainants and students from any negative impact due to filing a complaint.

### Privacy policy

Our privacy policy outlines the circumstances in which we obtain personal information, how we use and disclose that information and how we manage requests to access and/or change that information.

### Uniform policy

Our uniform policy mandates the standardisation of attire for students during school hours. It includes a footwear policy and a list of uniform for both primary and secondary students.

### Whistleblower policy

Our whistleblower policy aims to:

- Educate on reportable matters and deter misconduct within the organization's governance framework.
- Protect and support individuals reporting wrongdoing, ensuring confidentiality and a safe reporting environment.
- Promote transparency and accountability by handling disclosures effectively, upholding the entity's values, and maintaining its reputation and legal compliance.

### Enrolments policy

Our enrolments policy outlines our admission process ensuring it is fair, transparent, and accessible to all eligible students. It outlines the rights of students to education, criteria for enrolment, and procedures for application and selection.

### Refund policy

Our refund policy outlines the requirements and policy for issuing refunds.



### Other school policies

Arrahman College is dedicated to fulfilling its responsibility of ensuring the well-being of all its students, by creating a secure, encouraging, and caring educational environment. In 2023, the Arrahman College Board and College executives continued to establish and put into effect College policies. These policies and procedures were carefully reviewed in collaboration with Complispace, AISNSW, staff members, the community, parents, students, and the College Board.

Arrahman College Policies and Procedures can be accessed through various channels, including the College's Complispace Policy Connect platform, the college administration office, the college website, or parent communication platforms such as Sentral and SEESAW, as well as the Parent Information Handbook. Any updates to policies and procedures are shared on parent information platforms and communicated to parents upon enrolment.

#### **Making a Formal Complaint?**

If you have been unable to resolve a matter informally, or simply wish to make a formal complaint, you can do so by any of the following means:

1. Sending an email to [admin@arrahmancollege.nsw.edu.au](mailto:admin@arrahmancollege.nsw.edu.au)
2. Writing a letter to the College addressed to "The Complaints Manager".
3. Telephoning the College on 02 8107 6000 and asking to speak to your child's Stage Coordinator.
4. Completing the [Online Compliments and Complaints Form](#)

All formal complaints will be logged through our online complaints management system and managed in accordance with the following procedural fairness.



## Theme 6: Stakeholder satisfaction

State Government

Ref: *Registered and Accredited Individual Non-Government Schools Manual, September 2023, B2.7*

Commonwealth Government

Ref: *Australian Education Regulation 2023 Part 5 section (60)(1)(f)*

### Parent, student, and teacher satisfaction

Parent, teacher, and student feedback is of great importance at Arrahman College as it plays a crucial role in shaping and improving the educational experience. By actively seeking and valuing feedback, Arrahman College can ensure that its educational practices align with the needs and aspirations of its community, ultimately leading to enhanced learning experiences and outcomes for all.

Arrahman College encourages feedback from all stakeholders through various touch points, including department meetings, faculty staff meetings, pastoral care team communication with parents, and open-door policies for in-person meetings or virtual correspondence. The school values and appreciates any member of the school community who takes the initiative to provide feedback, as it contributes to the continuous betterment of the school and its members at large.

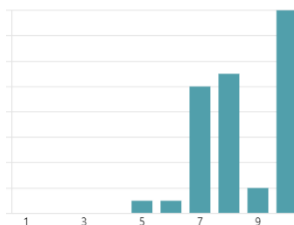
During 2023, Arrahman College was actively seeking feedback from all members of the school community, including students, parents, and staff, through formal surveys.

This feedback holds great value and contributes to the continuous improvement of our school.

We conducted an end-of-year survey and here are some key results and feedback received:



86% of people answered **Exceptional** overall experience at the College.



71% of people answered **High** for child's character and academic improvement since commencing school at Arrahman College.





91% of people **Strongly agree** to improvement of child's character and academic improvement since commencing school



98% of people **recommend** Arrahman College to other people.

## SURVEY SUMMARY

### Overall Experience:

Parents describe their overall experience as exceptional, highlighting the family culture and tight-knit school community. The prompt communication and education quality were also praised.

### Administrative Processes:

Most parents strongly agree that the college's administrative processes are smooth and effective.

### Extracurricular Activities:

There is a desire for more extracurricular after-school classes, particularly in sports, arts, and language support for non-Arabic speakers.

### Child's Development:

Parents rate their child's character and academic improvement highly, often giving a score of 10/10. They feel very involved in their child's learning and appreciate the school's efforts to inculcate Islamic morals and values.

### Safety:

Child safety at the college is rated positively, with parents feeling their children are safe.



Theme 7: Summary of financial information

State Government
Ref: <i>Registered and Accredited Individual Non-Government Schools Manual, September 2023, B2.7</i>
Commonwealth Government
Ref: <i>Australian Education Regulation 2023 Part 5 section (60)(1)(g)</i>

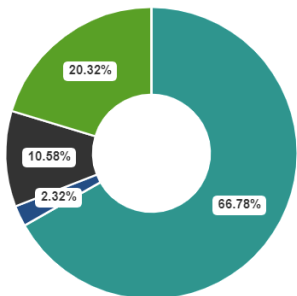
The graphs below represent income and expenditure using percentages.

(a) Graphic one: recurrent/capital income represented by a pie chart

Income Summary 2023

Revenue

Total revenue: \$2,484,418.00



- Revenue from Government
- Other Revenue
- Revenue from Donations and Bequests
- Revenue from Goods or Services
- Revenue from Investments

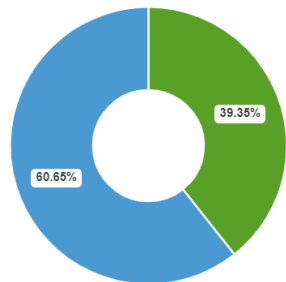
Income from all sources, including Commonwealth and State grants and subsidies, and all private income, including fees and donations.

(b) Graphic two: recurrent/capital expenditure represented by a pie chart

Expenditure Summary 2023

Expenses

Total expenses: \$2,220,806.00



- Grants and donations made for use in Australia
- Grants and donations made for use outside Australia
- Interest expenses
- All other expenses
- Employee expenses

Expenditure on all purposes, including teaching and learning, administration and financing (i.e., borrowing costs, depreciation, etc).

For more information about our annual financial reporting, please visit our latest financial statements available here: [ARRAHMAN COLLEGE LIMITED | ACNC](#)

### **Annual Report**

Arrahman College is required to complete and publish an Annual Report for NESA. The report is to be submitted to NESA by 30 June each year and to be available to the public on the school's website and in paper form from the Administration office.

To meet the requirements of the Annual Reporting, the School will maintain all relevant data electronically and in paper form and will comply with reporting requirements of the NSW Minister for Education and Early Childhood Learning and the Commonwealth Department of Education. This reporting will include public disclosure of the educational and financial performance measures and policies of the school as required from time to time.

### **Production and Publication of the Annual Report**

The principal in consultation with the other executives is responsible for the coordination of the annual report. At the end of each year, the people responsible are reminded by the principal of the information required for the annual report, the format their information is to take, and the due date for submission of their information. All information for inclusion in the annual report is to be submitted by the due date for collation and inclusion in the final document.

### **Requests for additional data**

Any requests from the NSW Minister for Education and Early Childhood Learning or the Commonwealth Department of Education for additional data from the school are to be directed to the principal, who will ensure that the relevant data is collected and provided to NESA in an appropriate electronic or online form within the requested timeframe.

### **DEEWR Annual Financial Return**

The school's Accounts Department, in consultation with the principal, is responsible for completing the DEEWR (Department of Education, Employment and Workplace Relations <http://www.deewr.gov.au/Pages/default.aspx>) Annual Financial Return questionnaire and for submitting it to DEEWR in an appropriate form.

### **Annual Financial Statement and Reporting to the ACNC**

The school's Business Manager in consultation with the principal and school board is responsible for the preparation of the Annual Financial Statements. All annual financial statements are audited by an Independent and Accredited Auditor. Following the audit process, the Annual Financial Statements are approved by the board of directors and published on the ACNC portal.

For more information about our annual financial reporting, please visit our latest financial statements available here: [ARRAHMAN COLLEGE LIMITED | ACNC](#)

2023

# Annual Report



**NURTURE**  
**INSPIRE**  
**EMPOWER**



(02) 8107 6000

95 Seventeenth Avenue, Austral, NSW 2179

[admin@arrahmancollege.nsw.edu.au](mailto:admin@arrahmancollege.nsw.edu.au)

[www.arahmancollege.nsw.edu.au](http://www.arahmancollege.nsw.edu.au)

[myschool.edu.au/school/53082](http://myschool.edu.au/school/53082)