



MINARAH
RABBI ZIDNI ILMA

Student Enrolment Policy

February 2024

Purpose

This Policy outlines the procedures involved in regard to student enrolment. It explores the processes pertaining to enrolling at Minarah College.

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| Date of last review: | February 2024 | Author: | Principal/s |
| Date of next review: | February 2025 | Owner: | Principal/s |
| Type of policy: | State-wide (DoE) Tailored by school | Approval: | School Board |
| Key contract email: | principal@minarah.nsw.edu.au | Key Contact Number: | 02 8783 9188 |

Positioning Within Minarah Operational Model

| Component | Element |
|---|---------|
| <input type="checkbox"/> Strategic Leadership and Planning | |
| <input checked="" type="checkbox"/> Monitoring, Reporting, and Data | |
| <input type="checkbox"/> Governance and Accountabilities | |
| <input type="checkbox"/> Teaching and Learning | |
| <input checked="" type="checkbox"/> Culture, Ethos, and Wellbeing | |
| <input type="checkbox"/> Curriculum and Assessment | |
| <input checked="" type="checkbox"/> Pathways and Enrichment | |
| <input type="checkbox"/> Parents and Community | |
| <input type="checkbox"/> Finance, IT & Estates | |
| <input type="checkbox"/> Our People | |

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1.0 Guiding Principles

Minarah College is a co-educational Islamic Independent school providing an education underpinned by religious values and operating within the policies of the NSW Education Standards Authority. All enrolment applications received will be processed in order of receipt and consideration may be given to the applicant's support for the ethos of the school, siblings already attending the school and other criteria determined by the school from time to time.

Once enrolled, students and parents are expected to support the school's ethos and comply with the school rules to maintain the enrolment. Minarah College does not discriminate regarding enrolments on the basis of gender, disability or special needs; however, the College may not be able to accommodate all children given the limitations in space, number, specialized facilities and availability of special needs teachers.

2.0 Procedures

1. All applications are processed within the school's enrolment policy.
2. Applications are made by completion of the school's Enrolment Application Form. A copy of a birth certificate, latest School Report, NAPLAN Results (where applicable), proof of residency, immunization record, court orders (if applicable) and medical documents (if applicable) and any other document requested must accompany the application.
3. Enrolment priorities and consideration will be given to
 - siblings of students already attending the school,
 - followed by children of staff,
 - followed by applications in order of receipt
4. Applicants are interviewed for admission to the school by the Principal/s or Deputy Principal -
 - This interview outlines the School's ethos and programs. This interview seeks to bring out the parents' responses regarding their ability and willingness to support the school's ethos.
5. The Deputy Principal will consider the child's educational needs. This may involve viewing previous school reports, examination papers, and portfolio or work samples. It may also include formal testing, if appropriate and in consultation with parents and other relevant persons, any emotional or educational needs are discussed. Appropriate strategies are examined with the family prior to an enrolment being offered.
6. The application to enroll in Kindergarten must be received by 30th June of the previous year.
7. Applications for immediate enrolment will be subject to the availability of space. Where the college is unable to offer a place; the applicant's name will be placed on a waiting list.
8. The outcome of the application to enroll will be notified by phone.

9. A place at Minarah College is accepted with the payment of a \$100.00 enrollment fee for Primary and \$150 for High (non-refundable) and a term fee.
10. Receipt of the enrolment form by the College does not guarantee entry into Minarah College. Places are allocated strictly in order of the application date; however, the Principal/s is authorized by the College Board to exercise discretion for applicants in special circumstances. Full enrolment or conditional enrolment may be given. The Principal/s reserves the right to refuse enrolment of a child into Minarah College.
11. It is the responsibility of the parents/guardians to advise the College of any contact detail, parenting, and medical condition change in writing and phone immediately.
12. The College endeavors to maintain accurate details of future enrolments and would request the earliest possible notification in writing and phone of intent not to proceed with the application.
13. Parental/guardian consent is given by default to use your child's photo, video, work sample, and other relevant information for school educational and promotional purposes unless consent is withdrawn by the parent/guardian in writing.
14. If the Parent/carer(s) wish to seek leave for the student not to attend any School academic or co-curricular program or activity during a term, they must apply to the Principal/s. Leave will usually only be granted in the most extreme circumstances.
15. Enrolment is given on an annual basis. Pre-requisites for re-enrolment in each successive year after initial admission will depend on the child's academic levels, student's adherence to school rules and their attendance, behavior, payment of school fees and continued support by parents of the school rules and policies, and compliance with the school's parent code of conduct policy.
16. Student enrolment will be terminated immediately if the student has reached the expulsion stage on the school's discipline policy.
17. The School may suspend or terminate the enrolment of a student, either temporarily or permanently at any time for reasons which may include, but are not limited to:
 - a serious breach of the School's rules or Code of Conduct
 - conduct prejudicial to the reputation of the School or the well-being of its students or staff, and;
 - where the Principal/s or School Council believes that a mutually beneficial relationship of co-operation and trust between the School and the Parent/carer(s) has broken down to the extent that it adversely impacts on that relationship
18. The School may terminate the enrolment of the Student without notice if, either before or after the commencement of enrolment, the School finds the relevant particulars of the special needs of the Student have not been provided to the School or the particulars provided are materially incorrect or misleading.
19. The Principal/s reserves the right to accept or terminate enrolment and the Principal/s's decision is final.
20. By signing the enrolment form, the parent/ guardian acknowledges that they have read the enrolment policy and have agreed to all the terms, conditions, enrolment policy and procedures; agree that the conditions of the enrolment form part of the agreement with the school with regard to education of the student and agree to bound by them; acknowledge to provide complete and correct information.

Document Control

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| Applies to: | All Minarah Students and Parents | | |
| Responsible Review Officer: | Principal/s | | |
| Approved by: | Minarah Board | Meeting Date: | |

Revision History

| Version | Revision Description | Revised By | Date |
|---------|----------------------|------------|---------------|
| v1.0 | Authorized | Jay Halai | February 2021 |
| v1.1 | Template Changes | Jay Halai | February 2022 |
| v1.2 | Review | Samina Ali | February 2023 |
| v1.3 | Review | Samina Ali | February 2024 |