



Enrolment Policy

Policy: Al-Taqwa College aims to provide a quality education in an Islamic environment. We are an equal opportunity school welcoming students of all race, religion, gender and ability who are prepared to follow the curriculum offered by the College. Our enrolment process is designed to ensure that the school has a thorough understanding of the needs of all of our students and the ability to accommodate and nurture all children enrolled at our College. We also ensure that all parents have an understanding of their rights and responsibilities when making the decision to enroll their child/children at Al-Taqwa College. All documentation relating to students is held as per the Privacy Act.

Criteria:

- Agree to abide by the Islamic Studies Curriculum that is based on the 'Sunni School of Thought' and the practice way of prayer and life.
- The minimum age for enrolment in a Government school is aged 5 by 30 April in the year of commencement.
- As an independent school we can consider enrolling students who are under this minimum age if they meet the assessment criteria.
- Enrolments of students aged 4.6 years (30 June in the year of commencement) will be considered and placed on a priority waiting list.
- Five year old students take priority over 4.6 year old students.
- We should ensure that the enrolment of a child below the minimum age does not exclude the enrolment of a child of the approved age.
- Sibling Policy (those with brothers and sisters currently in the College).
- Children of staff members.
- Bus availability.

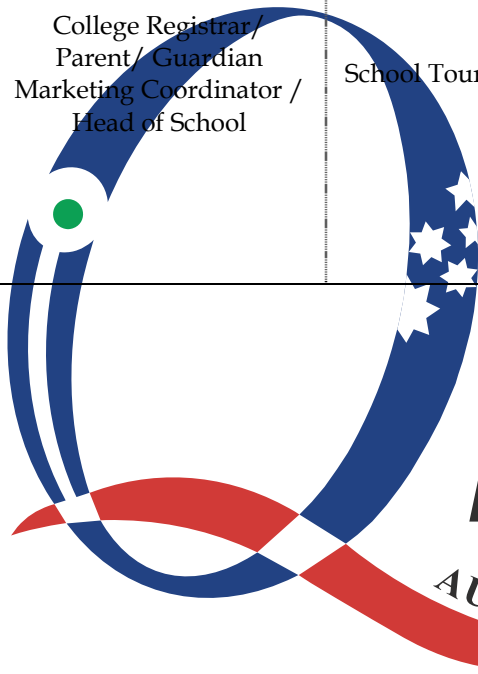
Scope:

All parents/guardians, Enrolment Officers (Registrar/Assessment Teachers/Head of Secondary & Primary/Special Needs Coordinator

References:

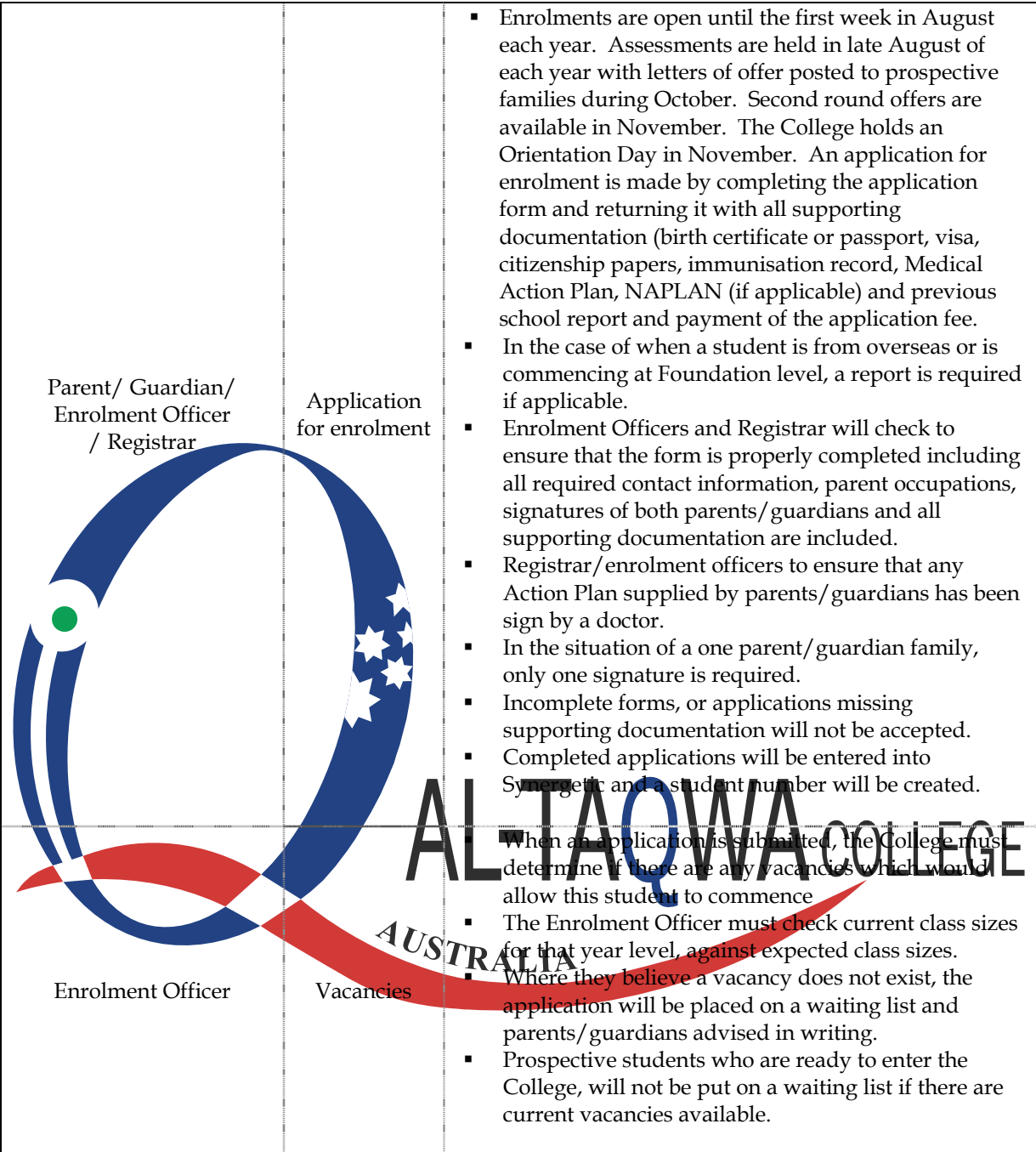
Education and Training Reform Act 2006
Education and Training Reform Regulations 2007
Equal Opportunity Act 2010
Disability Discrimination Act 1992
Privacy Amendment (Private Sector) Act 2000
Health Records Act 2001
Privacy Act
National Privacy Principles
School Assistance (Learning Together – Achievement through Choice and Opportunity) Act 2004
Schools Assistance Act 2008

WHO	KEY STEPS	CLARIFICATION
Parent/Guardian	Welcome Pack	<ul style="list-style-type: none"> ▪ Parent/Guardian who indicate their intention to enroll their child/children at the school are given a Welcome Pack (see welcome pack list). ▪ They will receive an <u>Enrolment Application Form</u>, <u>College Prospectus</u>, <u>Business Notice</u>, <u>PSW contact information</u>, <u>Camp Australia – After School Care information</u>, <u>map of College</u>, <u>welcoming letter</u>, and <u>an information sheet about preparing your child for school</u>.
College Registrar/ Parent/ Guardian Marketing Coordinator / Head of School	School Tours	<ul style="list-style-type: none"> ▪ School tours will be held once a month between February and November to give prospective parents and students the opportunity to visit the school and see our facilities. ▪ If a parent wishes to view the school at any other time, the Registrar will ensure that a suitable time is arranged. ▪ The Registrar, Marketing Coordinator and Head of School may be called upon to run school tours using the running sheet as a guide. ▪ Local Kindergarten and Primary School visits will be scheduled where possible.



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<p>Enrolment Officer/ Coordinators</p>	<p>Assessment</p>	<ul style="list-style-type: none"> Once the initial Enrolment Application Form is received the Enrolment Officer will arrange an assessment time and advise the Primary/Secondary Departments. At this point information is gathered regarding the educational needs of the student and any special needs which may exist. A child will not be able to sit the assessment until the College has received the full immunisation certificate/booklet or any Medical Action Plans.
<p>Principal/ Head of School/ Parent/ Guardian/ Special Needs Coordinator</p>	<p>Students with special needs</p>	<ul style="list-style-type: none"> If the student has special needs the school will seek permission from the parent/guardian to investigate these needs. Special needs may include communication needs, curriculum access, health issues, emergency procedures, personal needs etc. The Principal or his delegate and Special Needs Coordinator will meet with the parent/guardian and other relevant professionals (if applicable) to discuss the educational program that the College may offer, and determine if the College can meet the educational needs of the child.
<p>Enrolment Officer</p>	<p>Child under minimum school age</p>	<ul style="list-style-type: none"> The minimum age for enrolment in a Government school is aged 5 by 30 April in the year of commencement. As an independent school we can consider enrolling students who are under the minimum age providing they meet the entrance assessment criteria. Enrolments of students aged 4.6 years (30 June in the year of commencement) will be placed on a waiting list and will be considered if a position is available. Five year old students take priority over 4.6 year old students. We should ensure that the enrolment of a child below the minimum age does not exclude the enrolment of a child of the approved age providing they meet the schools criteria.

<p>College Registrar/ Enrolment Officers/ Special Needs Coordinator/ Principal or delegate/ Head of Secondary</p>	<p>Enrolment Decision</p>	<ul style="list-style-type: none"> ▪ The student must meet the Entrance Assessments criteria which includes special needs, behavioural and academic. If child does not meet the minimum criteria, they can be placed on a contract or downgraded. ▪ All contracts are to be followed up by the Special Needs Coordinator. ▪ Student must meet behavioural expectations ▪ Fees are up-to-date for previous/current siblings (if applicable). ▪ Student must not have previously been debarred from the College. ▪ For secondary students, an interview with the Principal or his delegate and the Head of School is required prior to a decision being made. Final decision will be made by the Principal or delegate. ▪ At this stage a decision is made according to intake priorities and the parent/guardian is notified of the outcome in writing.
<p>Enrolment Officer</p>	<p>Intake priorities</p>	<p>Intake priorities</p> <ul style="list-style-type: none"> ▪ Five year old students take priority over 4.6 year old students ▪ Children of staff members ▪ Sibling Policy (those with brothers and sisters currently in the College) ▪ In some cases, bus availability in requested locations will not be guaranteed by the College and the bus booking fee will not be refunded due to availability or distance.

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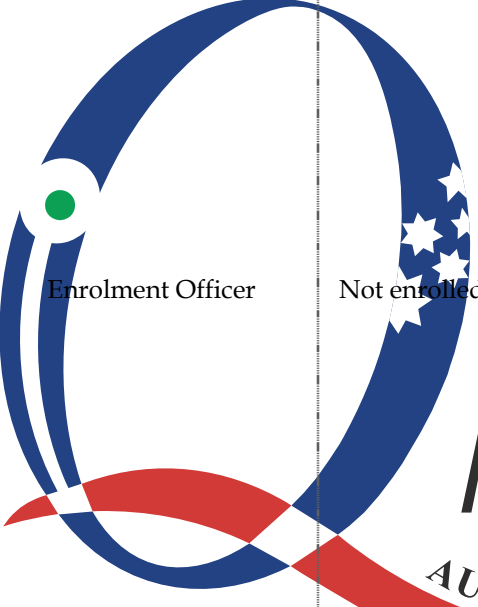
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Registrar/Enrolment
Officers/ Primary Student
Welfare Coordinator/
Head of Secondary/
Senior Nurse/ Registrar/
Business Manager or
delegate

Enrolment
Accepted

- Registrar must advise the Senior Nurse of any student who has a medical condition that requires an Action Management Plan prior to informing parents/guardians of acceptance.
- In the event a student is at risk of Anaphylaxis or has any other medical conditions that require an Action Management Plan, the Senior Nurse to advise Registrar once an individual management plan for the student has been completed.
- A Letter of Offer and College Agreement is sent to the parent/guardian to complete and return, including the Acceptance Fee and Bus Booking Fee (if applicable)
- The Acceptance Fee payment will only hold a place for the student at the College for one school term, unless otherwise mutually agreed.
- Accounts Receivable and Primary/Secondary Departments are advised of new students by email from the Enrolment Officers or Registrar.
- Details are updated in Synergetic by Enrolment Officers.
- Primary Student Welfare Coordinator/Head of Secondary to allocate students to classes.
- Class allocation is to be endorsed by the Principal or his delegate who have the final decision.
- Class allocations are to be checked by the Registrar to ensure accuracy.
- Duplicate copy of student files are given to the Primary/Secondary Departments by the Enrolment Officers.
- Copy of medical details and immunisations are given to the Senior Nurse who enters them into Synergetic prior to the student commencing. With bulk intake this is given to the Senior Nurse by the end of the year.
- Senior Nurse is to sign the student file checklist and return it to the Registrar.
- The Registrar and Business Manager or his delegate checks that all documentation is completed prior to filing.
- Hard copy of student files are set up and kept in the Archive Room by the Registrar.

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Registrar	Orientation Pack	<ul style="list-style-type: none"> ▪ Parent Orientation Pack to be given out by the Registrar on Orientation Day for all new students (see Adhoc Orientation Process). ▪ Student Orientation Pack to be given out on Orientation Day by Registrar (see Adhoc Orientation Process). ▪ Marketing Officer to ensure there is sufficient stock available three months prior to Orientation Day. ▪ Marketing Officer to ensure all Administrative staff to assist in preparing the orientation packs.
Marketing Officer	General Levy Pack	<ul style="list-style-type: none"> ▪ Registrar to provide students with General Levy Pack when they first commence school. ▪ Marketing Officer to ensure all Administrative staff to assist in preparing the General Levy packs.
 <p>Enrolment Officer</p>	Not enrolled	<ul style="list-style-type: none"> ▪ All non accepted students are to be endorsed by the Principal or his delegate who will make the final decision. ▪ A student may not be enrolled at this stage if: <ul style="list-style-type: none"> ▪ The parent/guardian chose not to proceed with enrolment; ▪ The College is unable to offer a place due to class size /academic /special needs / class size (if there is insufficient room in a class, the student will be placed on the waiting list); ▪ The child does not meet the appropriate behaviour requirements; or ▪ Child has not met the immunisation / Action Management Plan requirements. <p>If enrolment does not proceed a letter is sent by the Enrolment Officer to the Parent/Guardian advising them that they have not been accepted into the College, immediately after the Principal final decision. Details are entered into Synergetic and a hard copy file is kept for future reference/query for two years</p>

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