

# RISSALAH COLLEGE



## STUDENT ENROLMENT POLICY AND PROCEDURES

(Updated and revised 2008)

# Rissalah College Enrolments Policy

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## Rissalah College Student Enrolment Policy

Rissalah College is a comprehensive co-educational K-6 school providing education underpinned by Islamic values and operating within the policies of the NSW Board of Studies. All applications will be processed in order of receipt and consideration will be given to the applicant's support for the Islamic ethos, siblings already attending the school and other criteria determined by the school from time to time. All applicants are interviewed by the Deputy Principal and are given basic literacy and numeracy tests to determine the best placement for the student, and to identify any special learning needs which need to be addressed. The outcomes of the interviews are discussed with the Principal and final approval is made. Once enrolled, students are expected to support the school's ethos and comply with the school rules to maintain the enrolment.

### Application for Enrolment

Parents must complete an Enrolment Form available from the school office. All student applicants must go through an interview and assessment process conducted by the Deputy Principal followed by approval from the Principal. This process is used to determine:

- a) for Kindergarten applicants, whether they are ready for school
- b) for all other applicants, whether they have the appropriate skill levels so that students can be placed in the appropriate grade.

The assessment process is also used to determine whether the student has any special learning needs that need to be catered for. Our school has a Special Education teacher who designs specific programs to suit individual children's needs and fill in any gaps in the student's knowledge and skills. Early intervention is crucial in these circumstances.

### Procedures

1. Parents complete the Enrolment Form and make an appointment for an interview and assessment.
2. The Deputy Principal interviews the applicant and parent/guardian and considers the applicant's responses regarding their ability and willingness to support the school's ethos.
3. The Deputy Principal considers each applicant's educational needs. Applicants for Years 1-4 do a benchmark reading test to assess fluency and comprehension, and a text-type writing task, as well as some basic numeracy tasks. Previous school reports, Basic Skills Test results (where applicable) and the student's portfolio including work samples across all KLAs are also collected/sighted to gather as much information as possible. Applicants for Kindergarten are given an oral test to check for school readiness, and are asked to write their own name. The test covers oral language skills and basic knowledge of letters, numbers, shapes and colours.
4. The Deputy Principal identifies any strategies that need to be put into place to accommodate the applicant before a decision regarding the enrolment is made.
5. In special circumstances, the Deputy Principal discusses outcome with the Principal before making a final decision.
6. The Deputy Principal informs the applicant of the outcome.
7. Once an applicant accepts a placement at the school, the following information is collected and recorded by the school:
  - Name, age and address (An original birth certificate must be sighted before the child is enrolled)
  - The name and contact telephone number of parent(s)/guardian(s)

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- Immunisation certificate
- Information regarding any serious health problems requiring medication, or disabilities
- The date of enrolment
- Previous school or pre-enrolment situation

This information is collected and recorded in the following ways:

- Information is collected on the Enrolment form, which is then filed in the student's file along with copies of relevant documents such as birth certificate, immunisation certificate, etc.
- The information is recorded in a Register Book
- The information is entered into the SchoolWrite Program as well as in the Student Data Entry Program on the computer
- The student's name, address, and the name and contact number of parent(s)/guardians(s) are given to the class teacher for entry into the Class Roll Book.

The Student Enrolment Register is kept for at least five years.

## **Conditions of Entry**

Parents are asked to sign a form indicating their consent to abide by the school's Discipline Policy, School Rules, Code of Conduct, Uniform Policy and School Attendance Rules.

## **School Fees**

The school fees must be paid in the first week of each term. Any extension of times must be applied for in writing.

## **Privacy Act**

All personal information collected regarding students and parents is kept in confidential files.

Date of Completion: February 2005

Date of adoption: February 2005

Date of effective implementation: February 2005

Date revised: February 2008

Next date of revision: June 2009

Timeline for continued development: Annual revision of policy and procedures