



RISSALAH COLLEGE STUDENT ENROLMENT POLICY

POLICIES AND PROCEDURES
DOCUMENTS

(Updated 12/09/2016)

GENERAL PRINCIPLES

Rissalah College is a comprehensive co-educational K-6 school providing education underpinned by Islamic values. The College delivers the curriculum of the six Key Learning Areas, as stipulated by BOSTES NSW. Additionally, students learn Arabic and Islamic Studies.

Rissalah College is proud of its Islamic ethos, strong academic performance and extra-curricular program. Families intending to enrol their children at Rissalah College need to understand and respect that all students of the College are expected to aspire to achieve their full potential in all facets of college life.

All applicants sit outcome-based literacy and numeracy tests. A decision regarding enrolment is then made based on the candidate's test results. Once enrolled, students are expected to support the College's ethos and comply with the College policies to maintain the enrolment.

The Principal and the College Board have the discretion to determine the number, size and composition of classes operating in the College each year, in keeping with a commitment to providing an optimal learning environment for all students.

CRITERIA FOR ENROLMENT

1. The College seeks to provide the best educational environment for each child and does not discriminate on the basis of gender, race, religion and/or disability.
2. Enrolment at Rissalah College is open to boys and girls from Kindergarten to Year 6.
3. The College will accept students for enrolment, provided that:
 - educational offerings are deemed appropriate for the students;
 - welfare programs are deemed sufficient for the students' needs;
 - the family has a commitment to the ethos and expectations of the College; and
 - the family has the capacity to meet the financial requirements.

POINT OF ENTRY

1. The main entry year is Kindergarten, but enrolments are accepted at any year level where vacancies exist.
2. The College adheres to State Government legislation governing the age of entry to Kindergarten.
3. Students entering at other year levels (including those coming from educational systems outside of NSW) will be placed according to their educational and social needs.

ENROLMENT PROCESS

Parents must complete an Enrolment Form available from the College office. All student applicants must go through an assessment process, 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 required for the prospective grade

Our College has a Learning Support team, responsible for designing specific programs to suit individual children's needs. Early intervention is crucial in these circumstances.

PROCEDURES

1. Parents complete the *Enrolment Form* and make an appointment for assessment.
2. The Principal considers each applicant's educational needs. Applicants for Years 1-6 complete a literacy and numeracy test. Previous school reports, NAPLAN 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 sit an aptitude test to check for school readiness. The test covers oral language skills and basic knowledge of letters, numbers, shapes and colours.
3. Test results with recommendations are passed on to the Principal for an admission decision.
4. The Principal identifies any strategies that need to be put into place to accommodate the applicant before a decision regarding the enrolment is made.
5. The Principal considers placement based on availability of places in the respective grade.
6. The applicant is informed of the outcome.

Once an applicant accepts a placement at the College, the following information is confirmed and attached to the student's Enrolment Form:

- 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)
- 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 SENTRAL Program on the computer.

- The student's name, address, and the name and contact number of parent(s)/ guardians(s) are given to the Administration staff for entry into the Class Roll Folder.

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

WAITING LIST

1. Applications for enrolment will be processed in order of receipt of applications. It is important to arrange testing and confirm any offer of a place as soon as possible to secure your child's position at the college.
2. When all places have been allocated, further applicants will be processed and offered a place on the Waiting List.
3. Any vacancies that arise will be filled from the Waiting List, but preference may be given to current college families and children of full-time staff, provided that the required benchmark is met.

CONDITIONS OF ENROLMENT

Parents are asked to sign an *Acceptance Letter*, indicating their agreement to be bound by and to comply with all Rules and Policies of the College, including any changes that may be made to these during the student's enrolment at the College. The current Rules and Policies are published on the College website.

TERMINATION OF ENROLMENT

1. The Principal (or his nominee) may cancel a student's enrolment at the College for any breach of the College Rules or other condition of enrolment.
2. The parent may cancel a student's enrolment by giving one term's notice of withdrawal.

COLLEGE FEES

The College 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.

<i>Date of Completion:</i>	<i>February 2005</i>
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<i>Date of effective implementation:</i>	<i>February 2005</i>
<i>Date revised:</i>	<i>September 2016</i>
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<i>Timeline for continued development:</i>	<i>Annual revision of policy and procedures</i>