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## Student Enrolment Policy

### Source of Obligation

The NSW Registration Manual (3.8) requires the Principal of the School to keep a register, in a form approved by the Minister, of the enrolments of all children at the School.

The NSW Registration Manual (3.6.2) requires the School to provide a safe and supportive environment by maintaining a student enrolment register.

### Student Enrolments

Malek Fahd Islamic School keeps a register of enrolments of all children at the School in electric form.

### Criteria

To determine enrolments at Malek Fahd Islamic School, the following criteria are taken into account:

- A commitment from the family to support the School's Islamic ethos and values.
- A commitment to being an active and responsible member of the school.
- Outcome of the interview process with Executive Staff
- Outcome of MFIS testing
- Discipline and attendance (where applicable)
- The ability of the school to meet the individual learning needs of the student.
- The date of the application.
- Completion requirements with adequate documentation.
- The ability of the school to effectively meet the individual learning needs of the student.

*Malek Fahd Islamic School has two major intakes per year- a Kindergarten intake and a Year 7 intake. The specific enrolment process for each intake is outlined below.*

### Kindergarten Enrolment

To determine enrolments at Malek Fahd Islamic School for Kindergarten, the following criteria is taken into account:

- Outcome of testing carried out by the school
- An interview with executive staff

Upon successful enrolment, parents are notified in writing and fees need to be paid for the first term before commencement. Kindergarten orientation will be held to acquaint parents with the school environment.

### Year 7 Enrolment

To determine enrolments at Malek Fahd Islamic School into Year 7, the following criteria are taken into account:

- Outcome of the Selective test.
- Year 3 and Year 5 NAPLAN results (where applicable).
- An interview with executive staff.
- Attendance
- Behaviour/discipline

The Year 7 selection criteria applies to both internal and external applicants. Year 6 students enrolled at Malek Fahd Islamic School will not automatically be offered a place in a Year 7 MFIS class. In extenuating circumstances (such as serious misadventure), the school can, at its own

discretion, ask parents to provide previous school reports, Principal's recommendations/ reports and any other supporting documentation which the school deems necessary to make an accurate assessment of the student's suitability.

### **Continued Enrolment**

Students enrolled at Malek Fahd Islamic School will not automatically progress to the next grade each year. Students are enrolled at MFIS on a yearly basis. For this reason, parent/s or Caregiver/s will be asked to fill out an enrolment form at the end of each school year. Such continued enrolment is subject to:

- The students' adherence to school rules (refer to student Welfare Policy and Discipline Policy). Students need to remain on Level 1 of the Discipline Policy, as progression to latter levels could jeopardise their enrolment.
- Students' attendance (refer to the Attendance Policy). Students need to ensure 100% attendance (or provide sufficient documentation justifying absences). Prolonged/ recurring unexplained absences could jeopardise students' enrolment.
- Students' academic achievement. Students need to achieve a minimum of 50% in each of English, Mathematics and Science in each Term Exam in order to secure continued enrolment.

If a student's continued enrolment is jeopardised by failure to meet any of the above conditions, the school can, at its discretion, offer the student a one-term contract, which will outline conditions which need to be met in order to secure enrolment for the next term.

A student can be offered up to four contracts a year (one contract per term) before being placed on a yearly contract. The decision to offer term/ yearly contracts and accept enrolments is made by the Assistant Principals and the Greenacre High school Deputy Principal and is monitored by the Principal.

If a parent withdraws a child to attend another school, to go overseas, to undertake home-schooling or any other reason without the Principal's approval, other siblings may lose their place at the School.

Movement of students between classes in will occur at the end of terms 2 and 4 based on academic performance, attendance and behaviour. Students in year 7 will additionally be moved at the end of Term 1. Students will only be promoted if they have out-performed the bottom three students in the class above their own.

### **Information for Register of Enrolments**

The register of enrolment records the following information for each student:

- name, age and address
- name and contact telephone number of parents/guardians
- date of enrolment
- date of leaving the School and the student's destination, where appropriate
- for children older than six years of age, previous school or pre-enrolment situation
- where the destination of a student under seventeen years of age is unknown, evidence that a NSW Department of Education officer with home school liaison responsibilities has been notified of:
  - the student's full name
  - the student's date of birth
  - the student's last known address
  - the student's last date of attendance
  - parents'/guardians' names and contact details
  - an indication of possible destination

- any other information that may assist officers to locate the student
- any known work health and safety risks associated with contacting the parents/guardians or student.

### **School Fees**

- The enrolment process will incur a \$75 fee.
- Parent must pay student school fees per term. Term fees must be paid in the first week of the term. Failure to do so can jeopardise enrolment at the school. Once term fees have been paid, families will not be refunded the term fee if the student leaves school throughout the term. For a student to leave school, the parent/caregiver must fill in an Application for Leave form. Malek Fahd Islamic School reserves the right to engage the services of a Debt Collection agency should the fees not be paid within the first week of each term.
- Any expenses, costs of disbursements incurred by Malek Fahd Islamic School in recovering any outstanding monies including debt collector's fees and Solicitor's costs shall be paid by the parents/s of the child, providing Agency/Solicitor fees do not exceed the scale charges as charged by that Debt Collection Agency/Solicitor plus any out-of-pocket expenses. This Agreement is governed by the Law in force in New South Wales.

### **Enrolment Outcome**

Upon reviewing the application, test results and meeting with the student, the Head of Campus/ Greenacre High School Deputy Principal will send a letter to inform the parents/ caregivers of the outcome. Where the decision to deny an application is made, the Principal will be involved and advice will be taken from AIS before informing the family of the decision.

### **Records of the Register of Enrolments**

The register is retained for a period of seven years after the last entry is made, and copies of information in the register are stored off-site at regular intervals.

### **Implementation**

Malek Fahd Islamic School has set up a series of compliance tasks in **CompliSpace Assurance**, to ensure that key obligations under the NSW Registration Manual are managed effectively.