Enrolment Policy & Procedures

Zahra Grammar School

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Prepared by	Zahra Grammar School Senior Staff
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Review by	Zahra Grammar School Senior Staff
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Status	Active

Version History

Version	Date	Notes
1	May 2018	
1.1	Jun 2020	
1.2	Mar 2021	
1.3	Jan 2022	

Proposed review date of Policy:
January 2028
or earlier where amendments in legislation require immediate policy review

Rationale

Zahra Grammar School is an Islamic primary school and was established by Zahra Education Incorporated. The School aims to provide education for our children in an Islamic environment. The School follows the NESA curriculum, Arabic and Islamic Studies. Students come from a diverse background including but not limited to South Africa, Indonesia, Bangladesh, Lebanon, Australia, Fiji and Pakistan. All parents and students are expected to support the ethos of the school. Consideration will be given to those students who have siblings who attend the school and other criteria determined by the school from time to time. Once enrolled, students are expected to support the school's ethos and comply with the school rules to maintain the enrolment.

Aim

To provide an efficient process of enrolment that satisfies the needs of both students and the school.

Procedure

Kindergarten students enrolling at our school will be required to provide proof of age (indicating that they will turn 5 years of age on or before the 31 July of the year they commence school) and an immunisation certificate. Copies of the birth certificate, passport/citizenship certificate, Medicare and the immunisation certificate will be kept in the student's folder.

Parents and Caregivers need to agree and sign to the school's enrolment conditions and complete the Enrolment Form. This it to be returned to the office by person or through email (admin@zahragrammar.nsw.edu.au) as soon as possible. A copy of the Enrolment Form is accessible through the school's website and hard-copies are available at the school office.

Information sessions for parents and admission assessments for students will be conducted in Term 3 and 4, before the commencement of the Kindergarten school year.

All students enrolling in Years 1-6, are required to sit an admission test to ascertain the literacy and numeracy skills of the student so that we can organise a support programme beforehand, if the child is offered a placement.

We aim to have this support programme ready when the student enters his/her school year.

Throughout the year, students requiring support, will be continuously assessed by our support staff to ascertain the progress of their basic literacy and numeracy skills.
Students enrolling from another school need to provide Zahra Grammar with:

- a birth certificate,
- passport/citizenship certificate,
- Medicare,
- any medical documents (such as Action Plans, if necessary)
- an immunisation record and
- a report or portfolio from their previous school
- NAPLAN results (for students who have completed Years 3 or 5)

Parents must pay the non-refundable application fee paid to the Administration Office at the school when the application is lodged.

The School will conduct an interview with the student and parents as soon as the upon being offered a placement in the school.

The school expects that all families with students enrolled, have read and familiarised themselves with the school's policies and procedures, including the Behaviour Management outline and Parent/Student Code of Conduct.

A student will be accepted at School under the condition that there is a vacancy in the grade for the student, and we are able to accommodate the student's educational needs.

Subject to availability, offers of a place will be made according to a whether there are siblings of the student already at the school and the order of application. Continuing enrolment is subject to the student's adherence to school rules (see enrolment form terms and conditions, pastoral care policies and behaviour management policies) and payment of all school fees.

Once the students sits the admission test, the Administration Office will then confirm to the parents the outcome of the enrolment under the following criteria:

- declined to make an offer of enrolment
- advise that the student's name will be placed on a waiting list
- offer made if a place becomes available

Upon offer of a position of enrolment, the parents/caregivers must pay a non-refundable one term's fee to secure the position within 7 days of the invoice sent. Failure to make the payment within this time frame, will see the offer being declined and offered to another candidate.

All details submitted on Enrolment Form are considered confidential and personal details. They will be entered into our administrative computer systems and on our school's Sentral system.

Any questions/queries concerning enrolment, should be communicated through our Administration office or email (admin@zahragrammar.nsw.edu.au).

Evaluation

This policy will be reviewed as part of the school's three-year review cycle