

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	
<p>Proposed review date of Policy: March 2029 or earlier where amendments in legislation require immediate policy review</p>		

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 teaches the NESAC 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.

Aims:

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

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 complete the Enrolment Form and return this to the office as soon as possible.

Information sessions for Parents and entrance assessments for Students will be conducted in Term 3 and 4, before the commencement of the kindergarten school year. The assessment test is to ascertain the literacy and numeracy skills of the student to better differentiate the curriculum programs according to the student levels.

We aim to have this differentiated curriculum programs ready when the kindergarten student enters his/her school year.

Students enrolling from another school need to provide Zahra Grammar with

- a birth certificate,
- passport/citizenship certificate,

- Medicare,
- an immunisation record,
- Medical reports if applicable
- a report or portfolio from their previous school and
- NAPLAN results where applicable

The school will conduct an interview with the student and parents after the Enrolment Form is returned.

The school will inform parents and caregivers of the School Policies, School Expectations, Positive Behaviour Reward System and any relevant procedures.

These students will be assessed by the Coordinator, Teaching and Support staff to ascertain their basic literacy and numeracy skills so that their academic levels and needs are determined.

A student will be accepted at School if there is a place 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 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 and expectations and payment of all school fees.

After parents and caregivers have completed the School Enrolment Form, these confidential and personal details will be entered into our administrative computer systems Sentral. The scanned copy is kept securely in the student's folder online in the box.

Evaluation:

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