



Enrolment Policy

AIM:

To outline the guidelines for enrolment, clarify the order of enrolment preference, and outline the withdrawal process.

GUIDELINES:

1. Parents seeking to enrol their child(ren) into Al Siraat College should be assisted to understand the values and principles upon which the College is based, in accordance with its vision statement.
2. All duly completed applications for enrolment received shall be treated in accordance with the College Enrolment Policy.
3. The implementation of the Enrolment Policy shall be the responsibility of the College Enrolment Committee. However the accountability will rest with the College Principal.
4. The College Enrolment Committee shall consist of the Principal(s), the Registrar, and the relevant Head of School.
5. Children from all Muslim families who are prepared to support the Islamic ideals and principles may be considered eligible for enrolment. Priority will be given in the following order (regardless of ethnic race or socio economic status, but aiming for a gender balance) when there are students with similar observation assessment scores:
 - a. Children of Muslim families residing within a 3km radius of the College.
 - b. Siblings of children already attending the College.
 - c. Children of Muslim families residing in other areas not immediate to the College.
6. The minimum age for enrolment in the first year of Primary school will be such that the child must have their fifth birthday by 30th of April of that year. (Proof of age will be required as well as an immunisation certificate on enrolment). This date may be extended to a student turning five by the end of July if they display exceptional school readiness (social, emotional, academic).
7. After consideration of all relevant, available data [#], the Principal may consider that the College may not be able to meet the current educational needs of the child. In this case, in the best interests of all, no offer of enrolment will be made.
8. Continuation of enrolment is subject to:
 - a. Parents' continued support of the College policies and participation of the community life of the College. This includes timely payment of all fees due.
 - b. The College's continued ability to serve the child's needs.
 - c. The child's cooperation in the educational programs and support of the College's vision.
9. Any information collected during the course of the enrolment process shall be in accordance with the National Privacy Principles contained in the Commonwealth Privacy Act 1988. Therefore no such information will be provided to any third parties without the express permission of the person making the application.
10. Parents are required to give a term's notice (ten school weeks) in writing if a student is to leave Al Siraat College. This is followed up with an exit interview with the Principal before the withdrawal process can be completed.

Relevant, available data includes: parent interview, child interview/ assessment, availability of space in the grade level being sought, and any other information sought by the Enrolment Committee.

Evaluation

This policy will be reviewed as part of the College's three-year review cycle, however it may be reviewed before the review date in response to relevant changes, or as requested by the Principal or School Board

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