

ENROLMENT POLICY

AL NOORI MUSLIM SCHOOL

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MUSLIM SCHOOL

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AL NOORI MUSLIM SCHOOL

1.0 Introduction

Al Noori Muslim School is a K-12 selective co-educational Islamic school. It aims at a holistic education approach in which the mind, spirit and body of its students are developed to their full potential. Because of its holistic approach, Al Noori Muslim School is a selective school that demands commitment from all its community members i.e., management, teachers, parents, and students. Its students are encouraged to be seekers of excellence in all fields of knowledge and in all aspects of character and manners.

Parent(s) means the parent/guardian(s) who entered into the contract of enrolment with the School. School means Al Noori Muslim School. Student means the student who is named on the enrolment form.

The selection process involves interviewing the parents and assessing the students' aptitude. However, equal opportunity for gender, ethnic background and representation of different nationalities are also considered. Enrolment will comply with the Disability Discrimination Act.

Admission to the children is given on a yearly basis.

The School Board of Directors screens all prospective students and reserves the right to accept or reject. **The Board, represented by the Chairman, is the ultimate authority.**

2.0 Enrolment Procedures

2.1 Kindergarten Students

Students who have turned five by 30th June can apply to the school. Parents should follow the following procedures.

1. Fill in an Enrolment Form and pay \$100.00 non-refundable administration fee. The enrolment form should be accompanied with:
 - Child's Birth Certificate.
 - Child's Citizenship Certificate or Passport.
 - Most recent school reports.
 - NAPLAN results.
 - Medical documents (if applicable).
 - Immunisation statement from Medicare (no blue books accepted).
 - Parent's evidence of residency i.e. parent's Passport / Australian Birth Certificate or Citizenship Certificate

2. The school advises the parents of the date and time of the interview and assessment.
3. After the interview and assessment parents are advised of the outcome. Due to limited vacancies and once the position has been offered, parents will have two weeks to respond, after which their place will be made available to others on the waiting list. During November there will be an opportunity for the students and their parents to attend the Kindergarten Orientation Day, to have an insightful experience into the school life at Al Noori Muslim School.
4. The Selection Process:
 - Students sit for an interview and a test.
5. Criteria for Selection - Students must demonstrate:
 - Basic knowledge of early Kindergarten outcomes such as colours, shapes, numbers, alphabet, writing one's name etc
 - Interact with the assessor through responding and cooperating.
 - Physical/mental coordination (showing fine motor skills through the use of scissors, drawings etc)
6. Parents should show support to the school ethos. They should show commitment to the aims of Islamic education.
7. Siblings do not have any preferential treatment regardless.

2.2 Years 1 to 12 Students

Students in Years 1 to 12 can also join the school after following the same procedure outlined in 2.1, but the exams will cover Maths & English and may cover Islamic Studies. **A current report from the previous school must be submitted as well as the student's most recent NAPLAN results.**

Year 6 students currently enrolled at Al Noori will have to go through the selective process in order to be promoted into the High School.

The School Board of Directors screens all prospective Year 7 students and reserves the right to accept or reject. **The Board, represented by the Chairman, is the ultimate authority.**

Due to the limited number of positions and the high demand in the high school all applicants will undergo a selective process based on academic standing, behaviour, and the continued support of parents. Equal opportunity will be given to all applicants.

2.3 Re-enrolment

Prerequisites for re-enrolment will be the required levels of academic performance, attendance, behaviour, payment of school fees and the continued support of parents. **If a parent withdraws a child without the principal's approval to attend another school, to go overseas, to do home-schooling or any other reason, other siblings will lose their places at our school.**

Parents will have to sign a re-enrolment form if they wish their children to return to the school the following year. The yearly report indicates whether the student will be promoted or not and whether the student will be re-enrolled the following year.

Enrolment to students is given on a yearly basis.

The School Board of Directors reserves the right to accept or reject re-enrolment for the following year.
The Board, represented by the Chairman, is the ultimate authority.

2.4 Promotion

- Students will be promoted to a higher class only if their work and attendance are satisfactory.
- Parents will be informed of any additional specific promotion criteria at the start of each school year.
- Parents will be informed whether their children have been promoted.

Please note that admission to the children is given on a yearly basis.

3.0 Acceptance of Offer of Enrolment

- An offer of enrolment must be accepted by both Parents where appropriate unless the School agrees to waive this requirement.
- If the student does not commence the enrolment, the enrolment fee will not be refunded unless the School, acting reasonably, agrees that there are special circumstances supporting a full or partial refund. A decision to enrol the student at another school will not, of itself, constitute special circumstances.
- All enrolments are at the discretion of the School and conditional upon the School being satisfied in its reasonable discretion that the Student's needs can be met by the School. The School may cancel the enrolment if it reasonably determines prior to the start of the enrolment that the Student's needs cannot be met.

4.0 Fees and Charges

- The School Board determines the fees and charges that will be payable from time to time which are set out in a Schedule of Fees. The Schedule of Fees is revised regularly and may be amended each year.
- All medical expenses reasonably incurred on behalf of a Student must be reimbursed by the Parents.
- All fees and charges must be paid on or before the due date set out in the fees notice / invoice.
- While an invoice for fees and charges remains outstanding, the School may determine that the student will not be permitted to participate in any discretionary activity offered by the School (such as, sport, excursions, camps, etc.).
- If fees and charges are not paid within 30 days of the due date, the Student's enrolment may be terminated unless the School agrees in writing to accept other arrangements. Failure to abide by any other agreed arrangements may result in the enrolment of the Student being terminated without further notice.
- Fees will not be remitted in whole or part if the Student is absent due to illness, leave or suspension.

5.0 Withdrawal of Students

- Where students leave to enrol at another school, the NSW Education Standards Authority (NESA) requires that Parents advise the School in writing of the name of the school the Student will be attending and the grade the Student will be entering at the new school.
- If Parents wish to withdraw a Student from the School, notice given must be not less than one full term's notice to expire at the end of a term.

6.0 Obligations of Students

Students are required to have **high standards of behaviour** and:

- abide by the School Rules and Codes of Conduct.
- behave courteously and considerately to each other and to staff at all times.
- not do anything which may bring the School into disrepute, including in print and electronic media.
- support the goals and values of the School.
- attend and, if required, participate in assemblies, the School sports program, important school events such as Presentation Day or other events determined by the Principal, and camps and excursions that are an integral part of the School curriculum.
- wear the School uniform as prescribed including when travelling to and from school and follow conventional standards of appearance while at school in accordance with the School's ethos and expectations.
- attend the School during school hours, except in the case of sickness or where leave has been given or an exemption from attendance has been granted.

7.0 Obligations of Parents

Parents:

- must accept and abide by the requirements and directions of the School Board and the Principal relating to the Student or students generally and not interfere in any way with conduct, management and administration of the School.
- are required to support the goals, values and activities of the School.
- should view the School's parent portal on a regular basis and read the Notices and Newsletters.

Parents must promptly advise the School:

- in writing of any change of home, mailing, email address or contact details or other information on the Enrolment Application Form. Offers of enrolment may be cancelled if the School loses contact with the parent or mail is returned.
- if the Student will be absent from the School due to ill health or other reason.
- in writing of any Orders or arrangements that affect the Student concerning custody or access, any change to them or any other orders or arrangements which were relevant to the Student's education and welfare and provide copies of any Orders to the School.

Parents also:

- must ensure the Student has each item of officially required uniform, clean and in good repair, and all other requirements such as stationery.
- should communicate with students, other parent/carer(s), visitors and staff members in a courteous manner, and follow the Communication Policy and observe the Parent Code of Conduct Policy.
- should use their reasonable endeavours to attend parent-teacher interviews and parent forums and participate in workshops offered by the School which are relevant to the Student's education.
- must not disseminate inaccurate, misleading or defamatory information on social media to in relation to the School, staff, students or other members of the School community.

8.0 Health and Safety

- Parents must advise the School as soon as reasonably practicable if they become aware of any special needs that the Student may have including, but not limited to, any medical, physical, psychological needs, or any changes to these needs.
- Parents must complete and return to the School the required health plan for the Student prior to the Student commencing at the School and provide updates if circumstances change or as required by the School from time to time.
- If the Student is ill or injured, requiring urgent hospital and/or medical treatment (including but not limited to injections, blood transfusions, surgery) and where a Parent is not readily available to authorise such treatment, the Principal or, in the Principal's absence, a senior staff member of the School, may give the necessary authority for such treatment. The Parents indemnify the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment except to the extent that such costs or expenses arise as a result of the reckless or negligent conduct of the School, its agents or employees.
- Parents must observe School security procedures for the protection of students.
- Students are responsible for their personal belongings and the School does not accept any responsibility for the loss or damage to those belongings.
- The Principal or the Principal's nominee may search the student's bag, locker or other possessions where there are reasonable grounds to do so, in order to maintain a safe environment for all students.

9.0 Suspension & Termination of Enrolment

- The School may suspend or terminate the enrolment of a student at any time for reasons which may include, but are not limited to:
 - a serious breach of the School's rules or Code of Conduct.
 - where a Parent has breached these Enrolment Conditions or the Parent Code of Conduct.
 - conduct prejudicial to the reputation of the School or the well-being of its students or staff.
 - where the Principal or School Board reasonably believes that a mutually beneficial relationship of co-operation and trust between the School and the Parents or a Parent has broken down to the extent that it adversely impacts on that relationship.
- The School will only exercise its powers under this clause to terminate the enrolment if it has provided the Student and their Parent(s) with details of the conduct which may result in a decision to terminate the enrolment and provided them with a reasonable opportunity to respond and where there has been procedural fairness.
- The School may terminate the enrolment of the Student [without notice/ on 14 days' notice] if, either before or after the commencement of enrolment, the School finds the relevant particulars of the special needs of the Student have not been provided to the School or the particulars provided are materially incorrect or misleading, and the failure to provide that information has had a material effect on the School or the student's welfare or both.

10.0 Amendment of Terms and Conditions

The School may alter the terms and conditions of enrolment at any time by giving not less than two (2) terms' notice to the Parents) in writing which shall apply to both current and future students and parent/guardian(s) from the date specified in the notice.