



**AL SADIQ
COLLEGE**

ENROLMENT POLICY AND PROCEDURES

Enrolment Policy and Procedures

Revised: March 2025
For Review: March 2027



ENROLMENT POLICY AND PROCEDURES

Summary

Policy:

Al Sadiq College is a fully comprehensive co-educational K-12 College providing holistic education underpinned by Islamic values and operating within the policies of the NSW Board of Studies. All applications will be processed in order of receipt and consideration will be given to the applicant's support for the ethos of the school, siblings already attending 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.

Al Sadiq College has high expectations of both parents and students. Students are expected to behave in a manner that brings honour to the College and to be fully involved in all areas of College life. Parents are expected to support the College by supporting the College philosophy and ethos, upholding all the College policies by adhering to them and speaking well of them at home, including uniform and discipline policies, paying College fees and committing themselves to being involved with College Community Events and interviews with teachers.

Enrolment Procedures

Before applying for enrolment parent/carer(s) should read:

- the Prospectus
- the Enrolment Policy
- the current Fees schedule, and
- the Terms and Conditions of Enrolment

All are available on the School's website/and from the Greenacre School Campus.

All applications for Enrolment must be

- on the school's official application form
- signed by the parent/carer(s)
- lodged with a non-refundable application fee of \$300, paid to the Registrar at the school when the application is lodged.

When the Application is received, the Registrar at the school will consider it based on the school's enrolment policy criteria and;

- advise that it declines to make an offer of enrolment and/or
- advise the parent/carer(s) that the student's name will be placed on a waiting list and an offer made if a place becomes available and/or
- Advise that the school will make a conditional offer of enrolment and will reconsider the application not more than two years prior to the enrolment. A member from the Executive Team will conduct an interview with parent/carer(s), at which the parent/carer(s)' expectations and the student's needs will be discussed. Following this meeting, the School will advise whether it will confirm or withdraw the offer, and/or
- advise the parents/carers they must attend for an interview following which the School will decide whether to make an offer of enrolment and/or

Yagoona Campus

178 Cooper Rd, Yagoona NSW 2199

yagoona.admin@alsadiq.nsw.edu.au

02 9796 4240

Greenacre Campus

114 Waterloo Rd, Greenacre NSW 2190

greenacre.admin@alsadiq.nsw.edu.au

02 8199 9600

alsadiqcollege.nsw.edu.au

ABN 12 907 996 697



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- Other procedures adopted by the school as a part of the process e.g. meeting with the Business Manager and/or
- advise whether it wishes to make an offer of enrolment

If the School makes an Offer of Enrolment or Conditional Offer of Enrolment the Parents/carers must sign an acceptance of the offer on the form provided and pay a non-refundable enrolment fee of \$300.

If an offer of enrolment is made and accepted, one term's notice must be given if the Parent/carer(s) decide not to proceed with the enrolment to give the School time to fill that position. If the required notice is not given, one term's fees will be charged.

The School is informed of any change of address or contact details after an offer (or conditional offer) of enrolment is made.

Any questions concerning enrolment should be referred to the Registrar at enrolments@alsadiq.nsw.edu.au or by calling the main reception on (02) 8199 9600

Enrolment Policy

- Applications for enrolment may be made at any time by the parent/carer(s) of students to commence.
- Students enrolling at school for the first time must be five years of age on or before 31 July.
- The School will base any decision about offering a place to a student on:

Family relationship with the school:

- sibling of a current or ex-student;
- either of the parents attended the school
- they hold attitudes, values and priorities that are compatible with the School's

The student:

- the contribution that the student may make to the school, including the co-curricular activities
- The student's reports from previous schools or prior to school service

The school:

- ability to meet the special needs or abilities of the student

Other considerations

- Order of receipt- when the application to enrol is received by the school
- The School will meet with parents/carers of the student before offering a place.
- The School has an absolute discretion in determining the weight of each of the factors it takes into account in determining whether to offer a place for the student.
- Continued enrolment at the School is dependent upon the student making satisfactory academic progress, attending consistently, and the student and the parents/carers observing all behavioural codes of conduct and other requirements of the School which are applicable from time to time.

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Enrolment Conditions

1. Acceptance of Offer of Enrolment

- a. An offer of enrolment must be accepted by both parents/carers where appropriate unless the School agrees to waive this requirement. Upon acceptance all signatories to the terms and conditions will be jointly and severally liable in respect of the obligations contained in these terms and conditions.
- b. The acceptance of the offer must be accompanied by a non-refundable fee of \$300.
- c. If parents/carers wish to defer the entry of a student to a different calendar year to the initial request, the School will advise whether it is able to agree to this. If it is unable to agree, the Student will be placed on a waiting list for the requested year but enrolment cannot be guaranteed.

2. Conditional Enrolment

- a. All enrolments are conditional upon the School being satisfied in its discretion that the Student's needs can be met by the School. The School may cancel the enrolment if it determines prior to the start of the enrolment that the Student's needs cannot be met.
- b. The School may require Parents/carers to provide reports and assessments necessary to determine the particular needs of the Student.
- c. Competence in English is a pre-requisite for enrolment. If the School considers that the English language capabilities of the Student are not sufficient it may require the Student to undergo an intensive English language course. If the required language level is not reached the School may decide that the enrolment should be cancelled.

3. Progress of Student

- a. If the School considers that the progress of a Student is unsatisfactory and that it can no longer meet the student's needs it may cancel the enrolment of the Student.

4. Fees and Charges

- a. The School Council determines the fees and charges that will be payable from time to time which are set out in a Schedule of Fees. The fees are revised regularly and may be amended each year.
- b. Fees and Charges are also levied for co-curricular activities, elective subjects and sport.
- c. The School may also incur expenditure for the Student's needs on behalf of the parent/carer(s) as it reasonably considers necessary, which may be added to the parent/carer(s)'s school account.
- d. All medical expenses incurred on behalf of a Student must be reimbursed by the parent/carer(s).
- e. All Fees and Charges must be paid on or before the due date set out in the fees notice.
- f. If fees are not paid within 30 days of the due date an overdue charge may be levied calculated on the amount outstanding from the due date. This charge reflects the loss which may be incurred by the School as a result of the late payment. The charges payable from time to time can be obtained from the School Office.
- g. If Fees and Charges are not paid within 60 days of the due date the enrolment of the Student's enrolment may be suspended 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 cancelled without further notice.
- h. Fees will not be remitted in whole or part if the Student is absent due to illness, leave or suspension.



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5. Withdrawal of Students

- Where students leave to enrol at another school, the NSW Education Standards Authority (NESA) requires that parent/carer(s) 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 parent/carer(s) 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.
- If the required notice of withdrawal of a Student is not given the parent/carer(s) must pay a School term's fees plus GST.

6. Obligations of Students

Students are required to have high standards of behaviour and:

- abide by the School Rules and Codes of Conduct as they apply from time-to-time
- 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 Speech Day or other events determined by the Principal or Principal's nominee, 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 guidelines and the expectation of the School community
- 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. Obligations of Parent/Carer(s)

- must accept and abide by the requirements and directions of the School Council and the Principal or Principal's nominee 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, and

8. The Parent/carer(s) 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 is 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.



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9. The Parent/carer(s) also:

- a. must ensure the Student has each item of officially required uniform, clean and in good repair, and all other requirements such as textbooks and stationery,
- b. should communicate with students, parent/carer(s), visitors and staff members in a courteous manner, and follow the communication guidelines laid down by the School from time-to-time and observe the Parent Code of Conduct,
- c. should use their reasonable endeavours to attend parent-teacher interviews and parent forums and participate in courses offered by the School which are relevant to the Student's education
- d. must not use social media to denigrate the School, staff, students or other members of the School community

10. Health and Safety

- a. Parent/carer(s) must advise the School immediately 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
- b. Parent/carer(s) must complete and return to the School the required health form 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.
- c. If the Student is ill or injured, requiring urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and parent/carer(s) are 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 parent/carer(s) indemnify the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.
- d. Parent/carer(s) must observe School security procedures for the protection of students
- e. Students are responsible for their personal property and the School does not accept any responsibility for the loss of their belongings
- f. 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.

11. Programs and Activities

- a. The School determines the educational and other programs and activities conducted at the School from time to time in its absolute discretion.
- b. The School may change its programs and activities and the content of these programs and activities without notice.
- c. The Student will be required to participate in all compulsory activities including excursions, camps and outdoor education unless the Principal or Principal's nominee agrees otherwise. Charges may be levied for these activities and will be payable unless the Student is unable to attend due to ill health or other reason where it is impossible for the Student to attend.

12. Reports

- a. The School will send academic reports to the address or addresses notified by the Parent/carer(s). Where Parent/carer(s) do not live together, reports will be sent to both Parent/carer(s) unless there is an Order of the Court or an agreement that the reports will only be sent to one Parent.



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13. Leave

- a. If the Parent/carer(s) wish to seek leave for the Student not to attend any School academic or co-curricular program or activity during a term, they must apply to the Principal. Leave will usually only be granted in most extreme circumstances.

14. Suspension & Termination of Enrolment

- a. The School may suspend or terminate the enrolment of a student, either temporarily or permanently at any time for reasons which may include, but are not limited to:
 - I. a serious breach of the School's rules or Code of Conduct
 - II. conduct prejudicial to the reputation of the School or the well-being of its students or staff, and;
 - III. where the Principal, Principal's nominee or School Council believes that a mutually beneficial relationship of co-operation and trust between the School and the Parent/carer(s) has broken down to the extent that it adversely impacts on that relationship
- b. The School will only exercise its powers under this clause to expel a student if it has provided the Student and their parent/guardian(s) with details of the conduct which may result in a decision to expel the Student and provided them with a reasonable opportunity to respond and where there has been procedural fairness.
- c. The School may terminate the enrolment of the Student without 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.

15. Collection Notice

- a. The College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide Schooling for your son/daughter.
- b. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
- c. Certain laws governing or relating to the operation of Colleges require that certain information is collected. These include Public Health and child protection laws.
- d. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.
- e. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other Colleges, government departments, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches and volunteers.
- f. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your son/daughter.
- g. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities and other news is published in College newsletters, College's website and other similar publications.



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- h. Parents may seek access to personal information collected about them and their son/daughter by contacting the College. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, or where students have provided information in confidence.
- i. As you may know the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
- j. We may include your contact details in a class list and College directory. If you do not agree to this, you must advise us now.
- k. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.
- l. We ask parents to sign off on the Enrolment Application authorising the School to use and disclose information in such a manner as the Principal or Principal's nominee may deem appropriate for the purposes of the student's education, health, care, welfare or development.
- m. We give permission for photographs and videos of the student to be placed in the School's records, displayed from time to time around the School, be published in School publications, on its website and in other marketing and promotional material unless the Principal has been advised or is advised in writing that the Parents do not give this permission.
- n. Where relevant, we agree to provide to the School all current Family Court or other court orders relating to us and the student. We note that the School's Privacy Policy deals with the confidentiality of such information.
- o. We adhere to the Discrimination Act. We do however, have a level or prioritising of applications giving preference to staff, sibling(s) already at the College and then in order of date of the receipt of the application form.
- p. Students Leaving the School (except non-compulsory Schooling Age)
- q. Written confirmation of a student leaving the School is sought from parents. If the student is of the age range of compulsory schooling requirement, future school of attendance is sought. If not forthcoming, the Registrar (or person responsible for enrolments) will inform the Principal or Principal's nominee and he will ensure that the Home School Liaison Officer at the local Department of Education and Training is informed within 7 days of the Principal or Principal's nominee being notified.
- r. The College has protocols for the induction of all students where they are assigned a student buddy and a Pastoral Teacher as a mentor. All new students are introduced to the respective Stage Coordinator. The induction process includes ongoing contact with parents and students to ensure the initial settling in period is sound and stable.
- s. The School will email academic reports to the address or addresses notified by the Parents. If the Parents are separated or divorced, reports will be sent to each of the Parents on request to the address notified by each Parent unless there is an order of a court or an agreement that reports are to be sent to only one of the Parents.

16. Privacy

- a. The Parent/guardian(s) acknowledge that they have read the School's privacy policy.



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17. Amendment of Terms and Conditions

- a. The School may alter the terms and conditions of enrolment at any time to the Parent/guardian(s) in writing which shall apply to both current and future students and parent/guardian(s) from the date specified in the notice.

18. Definitions

In the terms and conditions:

- a. **Parent** means the parent/guardian(s) who entered into the contract of enrolment with the School
- b. **School** means the Al Sadiq College.
- c. **Student** means the student who is named in the contract of enrolment

Further information about the enrolment process at Al Sadiq College may be obtained from the College Reception on (02) 81999600.