

MUSLIM GIRLS GRAMMAR SCHOOL

ENROLMENT POLICY

Last updated March 2026

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1. RATIONALE

In alignment with the vision and values of Muslim Girls Grammar School (MGGS), and in accordance with the requirements of the NSW Education Standards Authority, the Association of Independent Schools NSW, and the NSW Department of Education, this policy provides clear guidance to parents, students and staff regarding the School's enrolment processes, expectations, and conditions.

MGGS is committed to delivering a high-quality education grounded in an Islamic worldview. The School seeks to educate and develop young women of strong character, academic excellence, and social responsibility, empowering them to contribute meaningfully to the wider community through faith and knowledge.

Enrolment at MGGS is a partnership between the School, the student, and her family. As such, all enrolments are subject to the expectations outlined in this policy, including a commitment to the School's values, behavioural standards, and academic requirements.

2. PURPOSE

This policy outlines the principles, processes, and conditions governing enrolment at MGGS to ensure:

- Compliance with all relevant legislation and regulatory requirements
- Fair, transparent, and consistent enrolment practices

The enrolment of students who are able to engage positively with the academic, behavioural, and spiritual expectations of the School.

3. SCOPE

This policy applies to:

- All prospective and current students (Years 7–12)
- Parents and caregivers
- All staff involved in enrolment processes

4. GUIDING PRINCIPLES

MGGS enrolment practices are guided by the following principles:

- High Expectations: The School maintains rigorous standards in behaviour, attendance, and academic engagement
- Islamic Ethos: Students and families are expected to respect and support the Islamic values of the School
- Equity and Inclusion: Enrolment decisions are made fairly and in accordance with anti-discrimination legislation, within the School's capacity
- Partnership with Families: Parents are expected to actively support the School's policies and expectations
- Student Wellbeing and Safety: All decisions prioritise a safe and respectful learning environment

5. LEGISLATIVE AND REGULATORY FRAMEWORK

This policy is developed in accordance with:

- Disability Discrimination Act 1992 (Cth)
- Disability Standards for Education 2005 (Cth)
- Anti-Discrimination Act 1977 (NSW)
- Relevant requirements of NESA, AIS NSW, and DET NSW

MGGS does not unlawfully discriminate in enrolment decisions and complies with all applicable legislation.

6. ENROLMENT PROCESS

The enrolment process includes:

1. Submission of application and payment of application fee
2. Placement on waiting list
3. Submission of required documentation
4. Interview with student and parents (at the Principal's discretion)
5. Review of academic, behavioural, and wellbeing history
6. Determination of suitability
7. Offer of enrolment (conditional or full)
8. Acceptance of offer and payment of enrolment fee
9. completion of Admissions Form

The School reserves the right to request additional information at any stage.

7. CONDITIONS OF ENROLMENT

All enrolments at MGGS are also subject to the School's formal Conditions of Enrolment Agreement, which must be signed by parents or carers upon acceptance of an offer. This agreement outlines the legal and financial obligations associated with enrolment at the School.

Enrolment at MGGS is conditional upon the ongoing commitment of both students and their families to uphold the School's expectations.

7.1 Behaviour

- MGGS is a zero-tolerance school for bullying, violence, and serious misconduct
- Students must adhere to all behaviour policies, including the Anti-Bullying Policy
- Behaviour is monitored and recorded through Sentral (S-E-N-T-R-A-L)

7.2 Attendance and Punctuality

- Students must attend school daily and arrive on time (8:10am)
- Repeated lateness or absenteeism will result in disciplinary action, including detention, after-school detention, and suspension where required.

7.3 Academic Engagement

- Students are expected to actively participate in all learning programs and complete required work

7.4 On-going enrolment

- Enrolment at MGGS is ongoing and subject to continuous review. Continued enrolment is not guaranteed and is dependent on adherence to all School policies and expectations.

7. CONDITIONS OF ENROLMENT (CONT.)

7.5 Parent Responsibilities

Parents must:

- Support and uphold School policies
- Maintain respectful and cooperative communication
- Ensure their child meets attendance, behavioural, and academic expectations
- Provide accurate and complete information at all times including academic, behavioural, medical, and wellbeing needs.
- Finalise payment of tuition and other school fees within due dates.
- Comply with all obligations outlined in the Conditions of Enrolment Agreement.

Failure to meet these conditions may result in review or withdrawal of enrolment.

8. PRIORITY ENROLMENT

Preference may be given to:

- Siblings of current students
- Students whose families support the Islamic ethos of the School
- Students demonstrating strong character, behaviour, and commitment to learning
- Applicants based on date of application

All enrolment decisions remain at the discretion of the Principal.

9. CONDITIONAL AND PROVISIONAL ENROLMENT

The School may offer enrolment on a conditional or provisional basis where appropriate.

Conditions may relate to:

- Behaviour
- Attendance
- Academic performance
- English language proficiency
- Family and School ethos alignment

Failure to meet conditions may result in termination of enrolment.

10. REFUSAL OR WITHDRAWAL OF ENROLMENT

MGGS reserves the right to refuse or withdraw enrolment where:

- Behaviour poses a risk to other students or staff
- There is a breach of School policies (including bullying)
- Attendance requirements are not met
- Parents fail to support School expectations
- Required information has not been disclosed or is misleading
- Fees are not paid

The School may act without prior notice where the safety, wellbeing, or learning of students or staff is at risk.

Withdrawal of enrolment is also subject to the notice requirements and conditions outlined in the Conditions of Enrolment Agreement.

The Principal retains full discretion in all enrolment decisions.

11. STUDENTS WITH ADDITIONAL NEEDS

MGGS is committed to supporting students with additional needs within its capacity.

- Full disclosure of student needs is required.
- The School will assess whether reasonable adjustments can be made.
- Enrolment may not proceed if adjustments would impose unjustifiable hardship.

12. FEES AND FINANCIAL OBLIGATIONS

Detailed financial obligations, including payment terms, notice periods, and applicable charges, are outlined in the School's Conditions of Enrolment Agreement.

- Enrolment is contingent upon payment of all required fees
- Ongoing enrolment requires adherence to fee agreements

13. PRIVACY AND CONFIDENTIALITY

- The School complies with the Privacy Act 1988.
- All personal information is handled confidentially and used only for relevant purposes.

14. RECORD KEEPING

- Enrolment records are securely maintained
- Records are retained in accordance with legislative requirements

15. COMPLAINTS AND APPEALS

Complaints regarding enrolment decisions will be managed in accordance with the School's Complaints and Grievances Policy. Lodging a complaint does not guarantee a change in decision.

16. DEFINITIONS

- Enrolment: Acceptance of a student into the School under agreed conditions
- Conditional Enrolment: Enrolment subject to specific requirements
- Parent Partnership: Active cooperation between parents and the School
- Withdrawal of Enrolment: Termination of a student's place at the School
- Reasonable Adjustment: Measures taken to support students with additional needs without causing unjustifiable hardship
- Behavioural Expectations: Standards outlined in School policies governing student conduct

Policy Information

- Version: March 2026
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Empowerment through faith and knowledge

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