



Enrolment Policy

This policy addresses issues in relation to:

***Safe & Supportive Environment 3.6.3 & 3.6.2 (Student Welfare)
Educational and Financial Reporting 3.10.1***

(See also Policies on Attendance)

Al-Faisal College is a co-educational K-12 independent school underpinned by the policies and procedures as required by the NSW Education Standards Authority (NESA) which replaced the Board of Studies, Teaching and Educational Standards (BOSTES). All students at Al-Faisal College study Arabic (K-8) and Islamic Studies (K-12). This is a compulsory school requirement and must be undertaken satisfactorily.

All students seeking enrolment at Al-Faisal College and their parents are expected to support the religious, academic, cultural aims and goals of the College.

Students and parents are expected to act consistently with the College's ethos and to fully comply with all School Rules, Policies, the Terms and Conditions of Enrolment, and the College Code of Conduct, as outlined in Al-Faisal College's expectations for all members of its community.

Enrolment Information

Applications of enrolment may be made by the parents or guardians of the child to commence in the current or following year.

All student admissions are allocated on a yearly basis. Continued enrolment is dependent on satisfactory academic progress, behaviour, attendance, and compliance with all College requirements.

Entry to Kindergarten is open to children who are aged five years on or before 30 June and who have their immunisation up to date. Kindergarten applicants will be selected using an interview process due to the large number seeking admission.

Year 7 applicants will be required to sit an entrance exam and selection may require an interview process due to the large number of students.

When considering whether to offer a place to the student, the School will take into consideration:

- a. The chronological order of the enrolment application,
- b. Whether they are siblings of children already attending the college,
- c. Whether the family of the student holds attitudes, values and priorities that are compatible with the School's ethos,
- d. The desirability of achieving substantive gender equality between boys and girls in enrolments,
- e. Whether there is a commitment to take part in school activities and events, and
- f. The particular needs and abilities of the student and the contribution the student may make to the School community and its co-curricular activities



1. The Enrolment Process

1.1 Expression of Interest Form

Parents who wish to enroll their children must first complete an “Expression of Interest” form, with the following documentation: (Refer to Appendix)

- Original documentation is required, such as: children’s birth certificate and passport or evidence of Australian Citizenship.
- Parents must bring a copy of the child’s most recent school report.
- A copy of the Naplan reports (if applicable)
- A copy of an Immunisation History Statement (all primary students)
- Guardianship and Custody Order (if applicable)

If a child has any special needs or social or health problems which may require the school to make adjustments, full details, including any medical reports, must be provided.

Parents must also agree that if they are offered a place they will accept the Terms and Conditions of Enrolment, School Rules, and Code of Conduct of the School. (Refer to Appendix)

The “Expression of Interest” form does not guarantee a place in the school.

If parents have supplied the above mentioned documentation and a vacancy exists or is pending, the School Administration staff will organise a suitable time for:

- the student to attend an academic assessment session
- the student to attend an interview, and/or
- the parents to attend an interview

Kindergarten applicants are selected following an interview.

Year 7 applicants are required to sit an entrance exam, and selection may include an interview process depending on demand.

1.2 Offers and Waiting List

The School has an absolute discretion in determining the weight to afford to each of the factors it takes into account in determining whether to offer a place for the student and whether a place should be offered.

Parents are notified if their children have been offered a place at Al-Faisal College by the School Administration staff.

If the School cannot make an offer because places are no longer available, applicants are automatically placed on the Waiting List in case a position becomes available for the academic year for which entry was sought.

Applicants who do not gain a place may re-apply and complete another Expression of Interest form for the following year.



1.3 Acceptance of Offer and Enrolment Form

On accepting the offer of a place at the School, parents must complete an “Enrolment Form”, which includes the School’s “Terms and Conditions of Enrolment” and pay the non-refundable tuition fee. (Refer to Appendix)

Failure to provide the Enrolment form within the specified time may result in the position being withdrawn. Families are requested to inform the School if they no longer wish to apply for a place or remain on the waiting list.

Please note that if families supply incorrect or misleading information on the Expression of Interest or Enrolment forms, their application may be declined or an offer of enrolment may be withdrawn.

2. Student Medical Records/Health Care Plan

Parents must inform the School on the Enrolment Form about their children’s medical condition. The School may request additional medical reports, eg speech therapist, diabetes, asthma reports etc to ensure that students are supported in their Health Care Plan and management of prescribed medications (asthma, epilepsy, diabetes, etc).

3. Immunisation

Under the Public Health Act 2010 and the Public Health Regulation 2012, primary schools must request and record the immunisation status of each enrolled child. The Immunisation History Statement which is issued by the Australian Childhood Immunisation Register (ACIR) is required as proof of immunisation status for enrolment at school under the NSW Public Health Act 2010. The Personal Health Record (Blue Book) is not acceptable evidence.

All new students must have their immunisation up to date.

4. Continued Enrolment

It is assumed that students at Al-Faisal College will progress from year to year throughout the School, however progression is not automatic nor is continuous enrolment guaranteed by the offer of a place.

Pre-requisites for continued enrolment of a student includes satisfactory:

- Payment of school fees by the due date.
- Behaviour, appearance, uniform, attendance and use of college facilities and resources.
- Academic performance (class work, homework and assessment) in all Key Learning Areas.
- Restitution: students are required to pay for any items or properties damaged or vandalized (in school or off school grounds). Parents are sent a letter outlining costs of repair. Conditional entry and further probationary consequences, suspension or termination of enrolment may apply.

The School is committed to working with parents to ensure that students meet the aforementioned requirements for promotion. Reasonable adjustments will be made to support students’ learning needs, access and participation in opportunities provided by the school.

Parents will be notified, if the school believes that a student is not meeting minimum course requirements and it is in the student’s best interest to repeat a year or be placed on probation.

Progression to Year 11 is based on the Year 10 “Conditions of Enrolment” being met. Students must demonstrate consistent effort, satisfactory achievement, and adherence to school expectations to progress.



In exceptional circumstances, when a serious allegation against a student is brought to the attention of the Head of College, Head of Welfare (secondary), the student concerned may be suspended until a complete investigation is finalised. Should the investigation extend over a prolonged period and involve outside agencies, then the suspension will be reviewed every fourteen days. In such cases the student retains their right of appeal, and if necessary the school will ensure all relevant classwork is provided to the student. The student will also be advised of available counselling services.

If the school believes a mutually beneficial relationship of trust and co-operation between parents and school has broken down, the school may require the student to be withdrawn.

5. Exemption from Enrolment

The Head of College may grant exemptions to students from the requirement to be enrolled in school provided approval has been given by the Commissioner for Vocational Education, State Training Services, to their entering a full time apprenticeship or traineeship.

This applies to students who have completed Year 9 and before they have completed Year 10. Such exemptions should only be granted where:

- The Head of College considers that the student is a suitable candidate to complete his or her education through an apprenticeship or traineeship
- The student's parents give permission for this to occur
- The Head of College has sighted a full time apprenticeship or traineeship contract signed by the employer and a summary training plan authorised by the Registered Training Organisation
- The employer agrees to notify the Department of Education (through the Head of College) if the apprenticeship or traineeship is abandoned before the student turns 17.
- The apprenticeship or traineeship is approved by the Commissioner for Vocational Training, State Training Services as suitable for the young person and the training contract attains 'registered' status following the probationary period. Where approval is granted by the Head of College and the Commissioner subsequently notifies the student of his or her decision not to approve the contract following the probationary period the approval and the exemption will be cancelled. The student's parents must then take steps to comply with their compulsory schooling obligations.

On approval the Head of College will issue a Certificate of Exemption from Enrollment at School under Section 25 of the Education Act 1990.

A student who receives a "Certificate of Exemption from Enrollment" will be removed from the school list of enrollments.

All documentation related to this exemption will be held at school in the students file. (Refer to Appendix)

If the student does not complete the apprenticeship or traineeship, he or she will not have completed Year 10. They will be legally required to complete Year 10 under another pathway of the Education Act (1990), for example, by returning to school or seeking enrolment in TAFE NSW.

**Revision History**

Version	Policy Date	Review date of policy	Notes
1.0	January 2024	January 2025	<i>Amendments to this policy will be made based on updated legislative requirements or changes to school needs</i>
2.0	January 2025	January 2027	<i>Amendments to this policy will be made based on updated legislative requirements or changes to school needs</i>