



**IRFAN COLLEGE**

**ENROLMENT POLICY AND PROCEDURE**

---

Prepared by: Executive Staff

---

Date prepared: Jan 2013

---

Revised: December 2020

---

Review by: Executive Staff

---

Date for review: December 2023

---

Status: Active

---

## Contents

<b>Rationale .....</b>	<b>3</b>
Aim.....	3
Guidelines for Implementation .....	4
Additional Requirements for Kindergarten Applicants: .....	4
<b>Rejection of Applicant.....</b>	<b>5</b>
<b>Waiting List.....</b>	<b>5</b>
<b>Acceptance of Applicant.....</b>	<b>6</b>
<b>Enrolment Renewal Procedures.....</b>	<b>6</b>
<b>Enrolment Terminating Procedures.....</b>	<b>6</b>

## Rationale

Irfan College is a co-educational Islamic school, which caters for children from Kindergarten to Year 12. We believe that parents are the first educators of their children and have the obligation to ensure an adequate education for their children, consistent with the rights and obligation of their belief and values. Applications for enrolment may be made at any time by the parent/carer(s) of students to commence at Irfan College.

Students enrolling at school for the first time must be five years of age on or before 31 July in the year that they will commence.

## Aim

To provide an efficient process of enrolment that satisfies the needs of both students and the College.

1. 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 ethos

### **The student:**

- 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 e.g. the NSW Department of Education's Transition to School.

### **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

2. The School *will* meet with parent/carer(s) of the student before offering a place.

3. 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.

4. Continued enrolment at the School is dependent upon the student making satisfactory academic progress, attending consistently, and the student and the parent/carer(s) observing all behavioural codes of conduct and other requirements of the School which are applicable from time to time.

### **Guidelines for Implementation**

The following guidelines must be followed when students from Kindergarten to Year 12 are applying to the College.

1. Parents need to make sure that all required documents are attached and that all application fees are paid. Once a decision has been made regarding the enrolment of a student, it may not be disputed.
2. Irfan College will not proceed with the enrolment process if all of the below and additional Kindergarten requirements are not met.
  - Parents wishing to enrol their child will need to fill out this application form.
  - A \$50 non-refundable fee must also be paid, for an application to be processed.
  - Parents are also expected to cover any additional costs.
  - Provide Originals or certified copies of the birth certificate, or passport for Australian born applicants and Visa and passport for overseas born applicants.
  - A copy of the applicant's most recent school report is to be provided. (Excluding Kindertartens)
  - 2 passport sized photos clearly labelled with child's date of birth, name and surname are to be provided
3. Applicants who have currently enrolled siblings and/or have immediate parents as staff members of the college will be prioritised, provided they meet entrance examination requirements.
4. Both parents and students together will need to come for an interview.

### **Additional Requirements for Kindergarten Applicants:**

- Provide proof of age indicating that they have or will turn 5 years of age.
- Provide all original copies of up to date immunisation records/certificate.

- Applicants for Kindergarten who have attended kindergarten/registered childcare equivalent programs will be prioritised. In place of a written exam, students will undergo an age appropriate one to one test of their language /speaking and social abilities.
5. Once all of the required documents have been provided, a letter of receipt of application together with notification of time/date of interview and further procedures will be sent out.
  6. All aspects of the enrolment process are taken into consideration when determining acceptance of an application for enrolment. Also information will be obtained from the previous school.
  7. If the applicant or parents do not speak English fluently, interviews can be carried out in both Arabic and Turkish. This is to ensure that the school caters for the student and their families to the best of our ability.

At the completion of interviews the process will continue depending on the outcomes as follows:

### **Rejection of Application**

An application is rejected, a formal letter of rejection will be sent to the applicants address once the decision has been finalised. This final decision is the college's discretion and cannot be disputed by the parent/applicant. If there were any discrepancies during the process, it should be dealt with before the final decision is made. The child's information will be discarded within a year and the child will not be given another chance to apply for enrolment until a year lapses and a new application is made.

### **Waiting List**

In such circumstances where the application is successful but there is no space available in the required year level, the child may be placed in the school waiting list. Parents will be notified if a space becomes available within that year. Once a year lapses after the application, a new application must be made if parents wish for their child to stay on the wait list.

## Acceptance of Application

Should the application be considered successful an offer of an enrolment letter will be sent home to parents approximately two weeks after the interviews. There may be an acceptance of an offer of enrolment form included to be completed by the parents. Parents will then need to contact the school if their child has been offered an enrolment and pay the non-refundable enrolment fee to confirm and secure their child's enrolment before the indicated date.

## Confirmation of Ongoing Enrolment Procedures

A letter with a form will be sent home to current students generally in term 3 or 4 asking parents to indicate whether their child will be continued to be enrolled at the school the following year. To finalise the enrolments for the following year, parents should return the form. If the school does not receive the enrolment renewal form by the set date, then the student will not be considered enrolled for the following year. Therefore students who are on the waiting list will have first preference.

## Conditions for Continuation of Enrolment

Continued enrolment at the School is dependent upon the student making satisfactory academic progress, attending consistently, and the student and the parent/carer(s) observing all behavioral codes of conduct and other requirements of the School which are applicable from time to time.

Please note that, advancement to the next grade is based on the academic performance. Therefore enrolment renewal does not guarantee this promotion. Interviews to discuss the enrolment can be arranged through the office.

## Enrolment Terminating Procedures

A parent who wishes to terminate his/her child's enrolment must inform the school at least **one term** in advance via filling out a school Enrolment Termination Form available from the office. If required notice is not provided one terms fees will be charged. Once a student has terminated his or her enrolment, the students place will be taken by a new applicant. If the student wants to return to Irfan College they must re-apply by making a new application for enrolment.