



## ENROLMENT POLICY

<b>Written By</b>	Principal
<b>Approved By</b>	Board of Directors
<b>Date</b>	December 2024
<b>Relevant to</b>	Arkana College Staff and Learners
<b>Related College Documents</b>	<ul style="list-style-type: none"> <li>• AISNSW Advice for Member Schools.</li> <li>• Privacy Policy.</li> <li>• Communications Policy</li> </ul>
<b>Legislation</b>	<ul style="list-style-type: none"> <li>• The Children and Young Persons (Care and Protection) Act 1998 (NSW).</li> <li>• The Child Protection (Working with Children) Act 2012.</li> <li>• Children and Young Persons (Care and Protection) Regulation 2000</li> <li>• Commission for Children and Young People Act 1998</li> <li>• Commission for Children and Young People Regulation 2009</li> <li>• The Children’s Guardian Act 2019</li> <li>• A Guide for NSW Non-Government Schools on Reporting, Disclosing or Exchanging Personal Information for the purposes of Child Wellbeing.</li> <li>• Education Act 1990 (NSW) as amended by the Education Amendment (non-Government Schools Registration) Act 2004 (NSW).</li> <li>• Civil Liability Act 2002.</li> </ul>
<b>Next Policy Review</b>	December 2025

### Enrolment Policies and Profiles

Arkana College is a comprehensive Islamic co-educational Kindergarten – Year 6 School in the Islamic Sunni tradition providing an education underpinned by faith values and operating within the policies of the NSW Educational Standards Authority (NESA).

All applications will be processed in accordance with the school enrolment policy and once enrolled, students are expected to act consistently with the school’s ethos and comply with the school rules to maintain the enrolment. Parents also are expected to be supportive of the ethos of the school.

## Procedures

All applications should be processed within the school's enrolment policy. Arkana College will base its decision of offering a place to a student on:

### **Family relationship and compatibility with the College.**

- Preference is given to siblings of a current student and siblings/children of former students.
- Attitudes, values and priorities of the family that are aligned with the College's vision, values and faith.
- Ability to pay fees and other financial obligations

### **The Student:**

- Contribution that the student may make to the College academically and holistically including faith and co-curricular pursuits including but not limited to sport, robotics/STEM, art, debating, leadership or volunteering.
- Student reports from previous schools
- NAPLAN results where applicable
- Results of students' background check including behaviour from previous school
- Attitude and compatibility with school ethos during enrolment interview with Principal or Principal's delegate

### **The College's ability to meet the special needs or abilities of the student:**

This includes identifying any reasonable strategies which need to be put into place to accommodate the applicant before a decision regarding the enrolment is made as per the Disability Discrimination Act 1992

The school will also consider order of receipt of when the application to enrol is received by the College as well as availability of places within the year level being applied.

The College will meet with parent/carer(s) of the student and the student themselves before offering a place. This may be done individually, as a group or in groups and in exceptional circumstances the meeting will be conducted online.

The College has an absolute discretion in determining the weight of each of the factors it considers in determining whether to offer a place for the student.

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

Once the necessary application process has been completed, parents will be advised in writing of the outcome of their application for enrolment of their child or children under their care.

**Students enrolling must turn 5 before the 30<sup>th</sup> of May of the year they are due to start school.**  
**Continuing enrolment is subject to the student's adherence to school rules, behaviour management policy and payment of all school fees.**

## **Waiting List for Enrolment**

The student's name will be placed on the waiting list for the year of entry desired. Students placed on the waiting list will be considered for a position in the event of a vacancy and a position offered subject to school enrolment policies and procedures including review of reports, behaviour, compatibility of student/family with school ethos and ability to pay fees. A position on the waiting list is not a guarantee of enrolment.

## **Contractual Obligation**

Within seven (7) days of the child being offered a place at the College, the following items need to be completed and lodged with the administrative staff of the College. They include:

- Enrolment Application Form.
- Conditions of Enrolment Contract signed (by both parents).
- Immunisation Record.
- The original birth certificate, to be sighted by the school; and
- A non-refundable application fee of \$500.00
- Proof of residency/citizenship - Parents

## **SCHOOL POLICIES**

School policies are listed on the website and can be requested from the front office. These include those listed below and others

1. **Child Protection Policy**
2. **Statement of Commitment to Child Safety**
3. **Behaviour Management Policy**
4. **Complaints and Grievance Policy**
5. **Uniform Policy**

## **SCHOOL EXPECTATIONS**

### **Prayer, Arabic/Quran and Islamic Studies**

Prayer is introduced during Yr. 2 and all Yr. 3-6 students must pray in congregation during lunch as well as attend Islamic Studies, Arabic and Quran classes. Arabic classes are streamed to cater for different levels of mastery. Whilst Arkana College is an inclusive school, Islamic Studies and prayer is delivered according to the Sunni/Sunnah school of jurisprudence.

## **Exclusion from the College**

- . If the Principal, or any person deputing for the Principal, considers that a student is guilty of a serious breach of the rules or has otherwise engaged in conduct which is prejudicial to the school or its students or staff, the Principal may exclude the student permanently or temporarily at their absolute discretion and accordance to the Behaviour Management Policy.
- . If the School Board or the Principal believes that a mutually beneficial relationship of trust and cooperation between a parent and school has broken down to the extent that it adversely impacts on that relationship, then the school, the School Board or the Principal may require the parent to remove the child from the school.
- . The school will only exercise its powers under this clause to exclude a pupil permanently if it has provided the pupil and the parents or guardians of the pupil with details of the conduct

which may result in a decision to exclude the pupil and provided them with a reasonable opportunity to respond.

No remission of fees will apply in relation to any of the above cases.

### **Medical treatment**

If a student needs urgent hospital or medical treatment of any nature and the school is unable to contact the parent or guardian after making reasonable efforts, you authorise the school to give authority for such treatment. You indemnify the school, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.

### **Uniform and Appearance**

- All students enrolled at Arkana College must arrive and leave the school premises in full school uniform. This includes black school shoes for the boys and girls. The set uniform is available through Yeronga Uniforms at 900 Canterbury Road, Roselands and cannot be substituted for an alternative.
- School Bags, library bags, caps and hats may be purchased from the school office.
- Long Sleeved summer uniforms and Sports tops are available by special order through the office.
- A bottle green scarf is required for those girls who wear hijab.
- The girls require a plain lemon coloured scarf and skirt for Halaqa, Quran and Prayer (which can be purchased from the office).
- Sports uniforms are to be worn on scheduled sports days only.
- The children must have appropriate haircuts; no extreme haircuts, hair to be blended and all hair in its natural colour for both boys and girls or as deemed appropriate by the principal of the school. All long hair must be tied up.
- Girls to wear stud earrings only and no jewellery or nail polish is acceptable.

### **Personal Belongings**

Students are responsible for their personal belongings and the College will not be liable for any loss of these belongings.

### **Publishing of Student's Work and / or Photographs**

From time to time, a student's (your child's) work, comments and / or photograph may be published electronically or in print. This may be used in promotional material, newsletters and the annual magazine created by the College, or used for similar purposes with the consent of the College. Parents should notify the College in writing if they do NOT want their child's work comments and/ or photograph to be used for such purposes. Please note consent will be ongoing for the duration of your child's enrolment at the College.

### **Amendment of Terms and Conditions**

The school may alter these conditions of entry at any time by notifying parents/guardians in writing. Alterations will apply from the date of notice.

## **SCHEDULE OF FEES - 2025**

### **Application Fee**

The application fee is \$500.00 and is non- refundable.

### **Fee Structure**

Please note the tuition fees are reviewed annually and are subject to change. The fees for 2025 are set out below:

- |   |                   |
|---|-------------------|
| (a) 1 <sup>st</sup> Child                   | \$999.00 per term |
| (b) 2 <sup>nd</sup> & 3 <sup>rd</sup> Child | \$825.00 per term |
| (c) 4 <sup>th</sup> & 5 <sup>th</sup> Child | \$745.00 per term |

### **Textbook and Paper Levy**

Kindergarten – Year 6                      \$260.00 (payable in Term 1 for the calendar year)

### **Maintenance Levy**

The maintenance levy is \$75.00 per child per term.

### **Building Fund Donations**

- (a) Donations to the building fund can be made at any time.
- (b) All donations over \$2.00 to Arkana College School Building Fund are tax deductible.

### **Sport**

All sporting activities at the school are compulsory.

### **Excursions and Incursions**

The activities arranged throughout the year are planned to enhance the student's learning and are part of the school's curriculum. All excursions and incursions are compulsory at the school.

A levy is applied at the beginning of each term and must be paid in full, irrespective of whether a child attends all the activities, or not. (The levy will include sport, excursions and incursions).

### **Extended Leave**

Any child that intends on being absent due to travel, irrespective of how much time he/she will be off, will require an 'Application for Extended Leave' to be completed and lodged with the school's front office. The Principal will then review the application before granting/rejecting the application.

**Travel and Census**

Are you aware that the school does not receive funding for students who are absent during census time?

The first Friday in August each year is census date. All students must be at school on that date and have attended school in part within the 20 school days leading up to census date. Please check with the school office prior to confirming your bookings.

If your child is absent during this time, the school will forfeit a large sum of funding. Therefore, parents will be required to pay full fees (more than \$10,000) for the entire year.

I \_\_\_\_\_

(Name of Parent/s), Parent of \_\_\_\_\_,

Am aware of the above disclaimer and accept to pay the full fees incurred for my child/ren.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## **PARENT AGREEMENT – PAYMENT OF FEES**

1. The first child fees will fall due at the start of each new term. If you have more than one child, the balance of the term fees will be paid before the end of Week 6 of each term. The office will be open the week prior to school commencing, for the payment of fees, if you wish to pay in person. Methods you may use are Bpay, EFTPOS, Credit Card - Mastercard/Visa Card (surcharge fees apply), Direct Credit/Transfer (internet banking), Cheque or cash payments.
2. Cash and cheque payments, made at the office, should be handled by parents and not students. If a payment is sent with a student, the school will take no responsibility for lost money and the following must be observed –
  - a) Payment must be placed in an envelope – with the child's name, class and amount clearly written on the outside. The parent must also contact the school by phone on the same day, to advise them.
  - b) Upon receipt of the payment, an official receipt will be issued, and it is the responsibility of the parent to collect the receipt from the office.
3. All receipts issued for fees are to be kept so that any dispute regarding payments can be easily resolved. No responsibility will be accepted by the School if the above procedure is not followed.
4. I / We understand that the School reserves the right to charge a late payment fee of \$50 on any fee, or portion of any fee, that remains unpaid after a period of forty (40) days, (i.e., on conclusion of Week 6 each term), if no payment arrangement has been previously agreed to by both the School and the parent.
5. In the event that an account remains unpaid, the College reserves the right to recover such amounts via legal collection. The costs of any such legal collection will be added to the account with responsibility for settlement borne by the account holder.
6. No student may commence a new term unless the previous term's fee commitment has been settled.
7. Mid-term enrolments to the School will be charged a full term's tuition fee in advance.
8. If a student is to leave the school, I / We will give the school one term's written notice. The term's fees will be paid in full, and no refunds are issued.
9. If I / we fail to comply with the requirements of clause 8, the school reserves the right to invoice me / us for one term's fee in lieu of notice.
10. The school reserves the right to request parents enter a direct debit plan. This includes parents who may be on a payment plan when they fall in arrears.

**FEE DISPUTE BETWEEN PARENTS**

Where there is a dispute over fees between parents in the event of family dispute, the school takes no responsibility of deciding which parent to pursue unless there is a court order to do so. It is the responsibility of each parent to meet payment of fees.

**APPENDIX**

I/We hereby agree to reinforce/consolidate, should it be required, the following as determined by the Principal of Arkana College

- Adhering to the Islamic ethos of the school.
- Accept and abide by the requirements and directions of the school and the principal relating to students and not interfere in any way with conduct, management, and administration of the school.
- Support implementation and delivery of the school Behaviour Management Policy, Uniform Policy and other policies of the school.
- Not use print, social, or electronic media to denigrate the school, staff, students, or other members of the school community.
- Students are responsible for their personal property and the school does not accept any responsibility for the loss of or damage to their belongings.

**PARENT DECLARATION**

I have read and agree with the terms and conditions of enrolment, as outlined in this agreement. Furthermore, I will always uphold the school's Islamic ethos.

Student Name/s: \_\_\_\_\_

Name of Mother / Guardian \_\_\_\_\_

Signature of Mother / Guardian \_\_\_\_\_

Name of Father / Guardian \_\_\_\_\_

Signature of Father / Guardian \_\_\_\_\_

Date:



**OFFICE USE ONLY**

**FAILURE TO MAKE THE TUITION FEES**

1. If the account remains unpaid at the end of Week 2 and no contact has been made with the College, the College will send an MYOB reminder requesting prompt payment.
2. By the end of Week 4, another MYOB reminder demanding fees be paid promptly will be sent out via email.
3. By the end of Week 6, another MYOB reminder demanding fees be paid promptly will be sent out via email and a telephone call from the office will be made requesting prompt payment. A \$50 late payment fee is also added to fees.
4. By the end of Week 8, a letter/email demanding fees be paid promptly will be sent out.
5. An interview with the principal will be made to ascertain why prompt payment has not been made. The parent will also be advised that the student/s may be asked not to attend the College, and that their future at the College cannot be guaranteed.
6. By the end of Week 10, a final letter/email is sent demanding fees be paid immediately otherwise, the school will seek legal action to recover the fees in arrears. The parent will also be advised that the student/s will be asked not to attend the College.