



# NEW MADINAH COLLEGE

## STUDENT ENROLMENT POLICY AND PROCEDURES 2024

### *POLICY REVIEW*

*This Policy was approved on 29<sup>th</sup> January 2024 and will be reviewed at least every two years. The next due date for review is therefore 29<sup>th</sup> January 2026. Where any material change is deemed appropriate to be made to this Policy, it may be amended and submitted for review and approval at an earlier date.*

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## POLICY

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1. Applications for enrolment may be made at any time by the parents/carers of students to commence at New Madinah College College.
2. Students enrolling at school for the first time will be five years of age on or before 31 July.
3. New Madinah College College will base any decision about offering a place to a student on:

### Family relationship with the school:

- Student and parent interview with the Principal
- They hold attitudes, values and priorities that are compatible with the New Madinah College College's ethos
- Enrolment at New Madinah College College is not granted on the basis of existing siblings or of ex-students. You should not expect that if one of your children has been successful, the other children in your family will be placed. The placement of one twin does not guarantee the placement of another. Brothers and sisters and twins will be offered a place at New Madinah College College if they both qualify.

### The student:

Entry to New Madinah College College is based on individual academic merit including:

- Entrance Examination results (examinations and student results are confidential school property and will not be disclosed under any circumstances)
- Contribution that the student may make to the school, including the co-curricular activities
- Most recent reports from previous schools or prior to school service including, academic performance/achievements and NAPLAN results
- Record from previous school that the student has completed the allocated hours for RoSA courses
- Leadership (Including SRC, and other civics and citizenship achievements)
- Satisfactory attendance records
- Records of behaviour in previous school/s of enrolment

### New Madinah College College:

- Ability to meet any special needs or abilities of the student

4. The Principal or delegate may meet with parent/carers of the student before offering a place.
5. New Madinah College College 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.
6. Continued enrolment at New Madinah College College is dependent upon the student making satisfactory academic progress (C grade or above average), attending consistently, and the student and the parent/carers observing all behavioural codes of conduct and other requirements of New Madinah College College, which are applicable from time to time. The Principal has the right to discontinue the enrolment of students as deemed necessary. Please refer to the College's Learning Support Policy for more details on the procedure for 'at-risk' students.
7. Admission is given to the student on a yearly basis based on the above criteria.
8. Enrolment will comply with the Disability Discrimination Act.

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## GENERAL PRINCIPLES

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New Madinah College College is a comprehensive co-educational K-10 school providing education underpinned by Islamic values. The College delivers the curriculum of the six Key Learning Areas, as stipulated by NESA. Additionally, students learn Arabic and Islamic Studies.

New Madinah College College is proud of its Islamic ethos, strong academic performance and extra-curricular program. Families intending to enrol their children at New Madinah College College need to understand and respect that all students of the College are expected to aspire to achieve their full potential in all facets of college life.

All applicants sit outcome-based literacy and numeracy tests. A decision regarding enrolment is then made based on the candidate's test results. Once enrolled, students are expected to support the College's ethos and comply with the College policies to maintain the enrolment.

The Principal and the College Board have the discretion to determine the number, size and composition of classes operating in the College each year, in keeping with a commitment to providing an optimal learning environment for all students.

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## CRITERIA FOR ENROLMENT

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1. The College seeks to provide the best educational environment for each child and does not discriminate on the basis of gender, race, religion and/or disability.
  2. Enrolment at New Madinah College College is open to boys and girls from Kindergarten to Year 10.
  3. The College will accept students for enrolment, provided that:
    - entrance examination (selective test) results are adequate
    - educational offerings are deemed appropriate for the students;
    - welfare programs are deemed sufficient for the students' needs;
    - the family has a commitment to the ethos and expectations of the College; and
    - the family has the capacity to meet the financial requirements.
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## POINT OF ENTRY

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1. The main entry years are Kindergarten and Year 7, but enrolments are accepted at any year level where vacancies exist, subject to the selective test results and meeting the enrolment criteria in point 3 of the College's Policy.
  2. Transition from Primary to High School is not automatic nor guaranteed. Existing Year 6 students must reapply for enrolment for Year 7. Acceptance is subject to selective test results, previous record of academic performance, attendance, behaviour and payment of school fees, in addition to meeting the enrolment criteria in point 3 of the College's Policy.
  3. The College adheres to State Government legislation governing the age of entry to Kindergarten.
  4. Students entering at other year levels (including those coming from educational systems outside of NSW) will be placed according to their educational and social needs.
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## ENROLMENT PROCESS

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Parents must complete an Enrolment Form available from the College office or on the School's website. All student applicants must go through an assessment process, followed by approval from the Principal.

This process is used to determine:

- a) for Kindergarten applicants, whether they are ready for school
- b) for all other applicants, whether they pass the selective process and can maintain an above C level grade required for the prospective grade

Due to the limited number of positions and the high demand, all applicants will undergo a selective process based on academic standing and behaviour. Promotion to the next class is subject to good academic standing and behaviour. Equal opportunity will be given to all applicants.

Our College has a Learning Support team, responsible for designing specific programs to suit individual children's needs. Early intervention is crucial in these circumstances.

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## PROCEDURES

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1. Parents complete the *Enrolment Form* and the following documents are requested before an appointment for assessment and interview is organised. It is the parents' responsibility to ensure that the application is completed in full with all required documents attached. Incomplete applications will not be accepted.
  - Child's Birth Certificate or Passport.
  - Medical documents (if applicable)
  - Immunisation statement from Medicare (no blue books accepted). The immunisation History statement from the Australian Immunisation Register (ACIR)
  - Passport size photo of the student
  - Parent's evidence of residency i.e. parent's Passport / Australian Birth Certificate/Citizenship Certificate and VISA documentations
  - Parent's Drivers licence (should the address on the driver's licence contradict the address given on the Enrolment Form, another proof of address will be required, such as a utility bill).
  - Medicare Card
  - Record that the child has attended a full academic year of a School Readiness program (Kindergarten applicants)
  - Record from previous school that the student has completed the allocated hours for RoSA courses (high school)
  - Most recent school report
  - NAPLAN results
2. On the day student Entrance Exam, a \$50 non-refundable application fee is payable.
3. The Principal considers each applicant's educational needs.
  - Applicants for Kindergarten sit an aptitude test to check for school readiness. The test covers oral language skills and basic knowledge of letters, numbers, shapes and colours.
  - Applicants for Years 1-6 complete a Literacy and Numeracy test. Previous school reports, NAPLAN results (where applicable) and the student's portfolio including work samples across all KLAs are also collected/sighted to gather as much information as possible.
  - Applicants for Years 7 – 10 (including existing 6 students) will sit a selective test which will cover Literacy and Numeracy skills. A current report from the previous school must be submitted as well as the student's most recent NAPLAN results.
  - Test results with recommendations are passed on to the Principal for an admission decision.
4. The Principal identifies any strategies that need to be put into place to accommodate the applicant before a decision regarding the enrolment is made.
5. The Principal considers placement based on availability of places in the respective grade.
6. The applicant is informed of the outcome by phone or in writing (see point 9 for more detail)
7. Parent/student interview process:
  - in addition to the above enrolment procedures and after consideration of priority status, parents and student will be invited to attend an interview for screening purposes with the Principal
  - copies of the student's most recent two school reports (if applicable) are required in advance of the interview
  - comprehensive and full disclosure of special circumstances, including medical details must be made prior to the interview
  - following the interview, New Madinah College College may make an offer of a place.
8. An Offer of Enrolment letter (Appendix A) is given to parents to read and sign.

This information is collected and recorded in the following ways:

- Information is collected on the Enrolment Form, which is then filed in the student's file along with copies of relevant documents such as birth certificate, immunisation certificate, etc.
- The information is recorded in a Register Book.
- The information is entered into the Sentral Program.

Once an applicant accepts a placement at the College, the following information is confirmed and attached to the student's Enrolment Form:

- Name, age and address (An original birth certificate must be sighted before the child is enrolled)
- The name and contact telephone number of parent(s)/guardian(s)
- Immunisation certificate
- Information regarding any serious health problems requiring medication, or disabilities
- The date of enrolment

- Previous school or pre-enrolment situation

Upon acceptance of enrolment, parent/carers will be provided with the following school policies and procedures:

- Student Enrolment
- Student Behaviour Support
- Student Attendance
- Uniform Policy

Parents/carers are required to sign the acknowledgement of receipt form (Appendix E) located at the end of the Enrolment Policy document, agreeing to abide by New Madinah College College's Policies and Procedures. Failure to adhere to the College's policies and procedures, could result in termination of enrolment.

9. Unsuccessful Candidates will receive an Unsuccessful Candidate letter (Appendix A).

10. Re-enrolment:

- Prerequisites for re-enrolment will be the required levels of academic performance, attendance, behaviour, payment of school fees and the continued support of parents. If a parent withdraws a child without the Principal's approval to attend another school, to go overseas, to do home-schooling or any other reason.
- Parents will have to sign a re-enrolment form (Appendix D) if they wish their children to return to the school the following year.

The Student Enrolment Register is kept for at least five years.

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## ENROLMENT PROCEDURE FOR STUDENTS WITH A DISABILITY

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### Stage 1: Enrolment Application (all students)

- ✔ Parent completes application form
- ✔ The School's enrolment criteria is applied as per the New Madinah College College enrolment policy
- ✔ Interview with parents/carers and potential student as per the School's enrolment criteria
- ✔ Does the student have a disability? If yes, proceed to Stage 2

### Stage 2: Gather Information and Consult (Students with disability)

**Note: These are the first two steps of the Collaborative Planning Process**

- ✔ Written permission from parents/carers provided to the College to gather further information about the student's needs from the previous school or early childhood setting as well as health professionals such as paediatricians, psychologists, speech pathologists and occupational therapists *Background Check* (Appendix B).
- ✔ Parents/carers and school collects information to determine the student's educational needs and identifies any adjustments regarding:
  - Physical access, equipment, building modifications
  - Health issues
  - Personal care needs
  - Communication needs
  - Curriculum areas
  - Specialist agencies
  - Emergency procedures

### Stage 3: Enrolment Decision

- ✔ Issues and barriers are discussed and adjustments are identified
- ✔ Consideration of how the College can meet the student's needs
- ✔ Principal or Deputy Principal meets with parents/carers and relevant/appropriate health professionals to consult regarding the adjustments that have been identified, and how and if these can be implemented, as determined as part of the initial two steps of the collaborative planning process (Stage 2 above).
- ✔ The College makes assessment regarding reasonable adjustment
- ✔ The College considers whether reasonable adjustment would nonetheless cause unjustifiable hardship. The College advises parents/carers of preliminary view regarding those matters. The College provides parents/carers the opportunity to respond to preliminary review before making final decision about adjustments.

## Stage 4: Action Following Enrolment Decision

### Enrolment Proceeds

- Letter stating what the school is able to provide and offering the enrolment; signed by parents/carers.
- Implementation of adjustments identified in Individual Plan.
- Individual Plan reviewed regularly to ensure school continues to make reasonable adjustments to meet the student's needs.

### Enrolment Does Not Proceed

- Parents/carers choose not to continue with the enrolment if they believe the school is unable to adequately meet their child's needs  
or
- The College can demonstrate that the enrolment will cause unjustifiable hardship in relation to the student and the circumstances of the school

New Madinah College must be fully informed in relation to your child's special or individual needs (including medical, physical, learning, or psychological needs, medical conditions and/or health care requirements), in order to provide adequate resources, facilities and support for your child should a place be offered. You must fully and accurately disclose any special or individual needs, (including medical, physical, learning, or psychological needs, medical conditions and/or health care requirements) in the application form. The following documents need to be attached to the application form:

- previous school or preschool reports, noting current achievements and areas of need
- psychologist's report documenting functional skills and recommended strategies for working with the student
- speech pathologist's report documenting receptive and expressive language skills and any recommendations for programs or technology in the classroom
- occupational and physiotherapy reports documenting self-help skills and mobility, including assistive technology reports recommending equipment and access audits regarding access to premises
- medical specialist reports identifying issues which need to be considered by the school
- vision and hearing reports documenting level of functioning and recommended strategies

Where any of these matters change or where any new matters arise subsequent to submitting your application, you must notify the School immediately. If you have failed to disclose or not fully and accurately disclosed any material matter, either in the application form or subsequently, the School may refuse your application, withdraw an offer of enrolment, or terminate the enrolment without notice.

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## WAITING LIST

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1. Applications for enrolment will be processed in order of receipt of applications. It is important to arrange testing and confirm any offer of a place as soon as possible to secure your child's position at the College.
2. When all places have been allocated, further applicants will be processed and offered a place on the Waiting List.

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## TERMS AND CONDITIONS

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### 1. Acceptance of Offer of Enrolment

1.1 Both parents/guardians are asked to sign an Acceptance of Offer *Letter* (Appendix A), indicating their agreement to be bound by and to comply with all Policies and Terms and Conditions of the College, including any changes that may be made to these during the student's enrolment at the College. The current Policies and Terms and Conditions are published on the College website.

### 2. Conditional Enrolment

- 2.1 All enrolments are conditional upon the College being satisfied in its discretion that the student's needs can be met by the school. New Madinah College College may cancel the enrolment if it determines prior to the start of the enrolment that the Student's needs cannot be met.
- 2.2 New Madinah College College may require parent/carer(s) to provide reports and assessments necessary to determine the particular needs of the Student.
- 2.3 Competence in English is a pre requisite for enrolment. If the College 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.
- 2.4 Extra-curricular activities, incursions and excursions such as, camps are compulsory.
- 2.5 Admission is given to the student on a yearly basis and is subject to the College forming a view that the student has achieved satisfactory academic progress, attending punctually and consistently and observing the College Code of Conduct

### 3. Progress of Student

- 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 by giving not less than one term's notice. Please refer to the College's Learning Support Policy for more details on the procedure for 'at-risk' students.
- Continued enrolment at New Madinah College College is dependent upon the student making satisfactory academic progress (C grade or above average), attending punctually and consistently, and the student and the parent/carers observing all behavioural codes of conduct and other requirements of New Madinah College College which are applicable from time to time

### 4. Fees and Charges

- 4.1 The acceptance by parents/carers of a position at New Madinah College College assumes the ability to pay fees in full by the due date.
- 4.2 New Madinah College College 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.
- 4.3 To ensure an equitable system in relation to costs, Fees and Charges are also incurred for co-curricular activities, elective subjects, excursions, incursions, camp and sport at the Principal's discretion.
- 4.4 New Madinah College College 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 or requested throughout the year.
- 4.5 All medical expenses incurred on behalf of a student must be reimbursed by the parent/carer(s).
- 4.6 A discount is applied per additional child in the family enrolled provided that school fees are paid in full by week 2 of each term. If fees and charges are not paid in full on or before end of business on Friday of week 2, the discount will be forfeited and full fees will be charged per child.
- 4.7 All Fees and Charges must be paid in full on or before end of business on Friday of week 2 each term.
- 4.8 If Fees and Charges are not paid in full on or before **end of business on Friday of week 2 each term**, the Student's enrolment may be terminated unless the School agrees in writing to accept other arrangements. Failure to abide by any other agreed arrangements, including the new agreed due date, may result in the enrolment of the Student being terminated without further notice.
- 4.9 Fees will not be remitted in whole or part if the Student is absent due to illness, leave or suspension.
- 4.10 If students are undertaking activities which incur extra fees or charges, not less than six (6) weeks' notice must be given to discontinue these activities or six (6) weeks' fees for these activities will be charged.
- 4.10 The College fees must be paid in full on or before end of business on Friday of week 2 of each term. Any extension of times must be applied for in writing and written approval granted by the Principal before commencement of arrangement.
- 4.11 Any payment plans agreed upon by the Principal must be finalised by the agreed due date. Failure to do so, may result in cancellation of the student's enrolment at the College. Any amounts outstanding after the agreed term, will be forwarded directly to a Debt Collector.

### Payment Procedures:

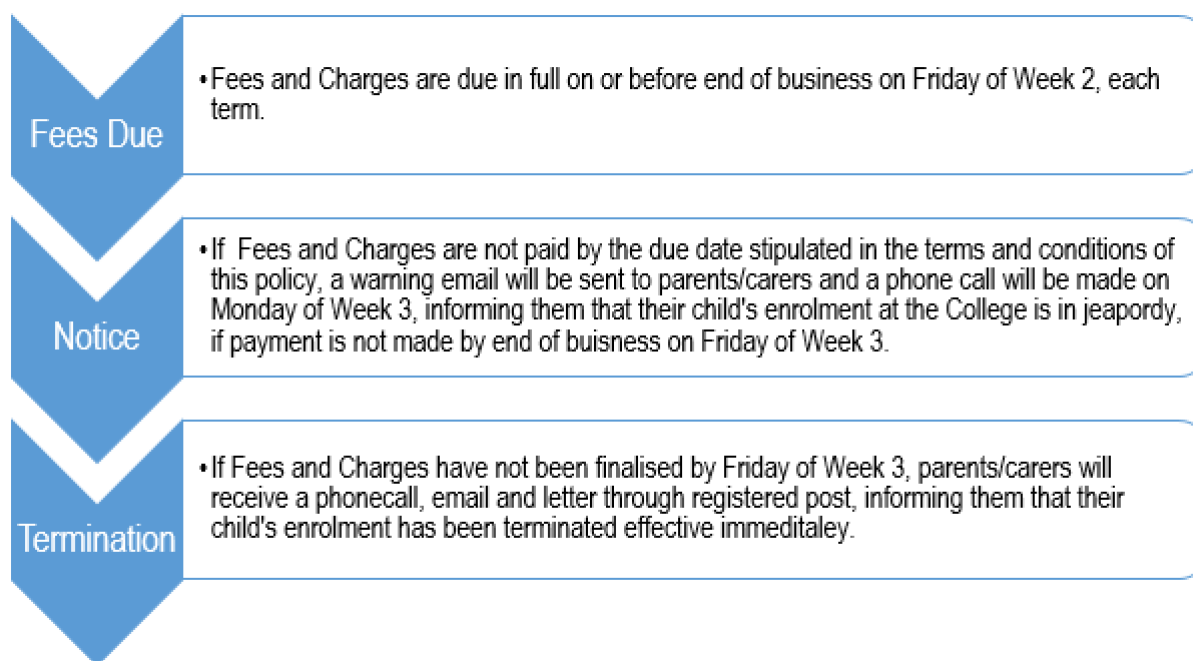
1. **The School Office does not accept cash payments for school fees.** The preferred payment method is Direct Deposit/Net banking. Bank details:

**Bank: Westpac**  
**BSB: 032840:**  
**Account Number: 264769**  
**Reference: Use invoice Number**

2. **The School office will accept EFTPOS/Credit Card payments in person between the hours of 8am-12pm.**

\*Students with outstanding school fees by the end of the academic year will not be able to enrol for the following year at New Madinah College until the fees are accounted for. \*A student's enrolment at the College may be at risk if there are outstanding school fees.

### Late Payment Procedures:



### 5. Withdrawal of Students

- 5.1 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.
- 5.2 If parent/carer(s) wish to withdraw a student from the College, notice given must be not less than one full term's notice to expire at the end of a term, except in cases where the Principal determines that fair notice is given or that fair notice was impractical in which case the parent/carer must apply in writing to the Principal. If the required notice of withdrawal (Appendix C) of a student is not given by the parent/carers, school fees for a full term is payable.
- 5.3 All school fees must be paid in full by the last day of attendance at the School. Any fees still outstanding after a family has left the School will be forwarded directly to a Debt Collector.



## 6. ++++++Obligations of Students

Students are required to have high standards of behaviour and:

- 6.1 abide by the College Rules and Codes of Conduct as they apply from time-to-time
- 6.2 behave courteously and considerately to each other and to staff at all times
- 6.3 not do anything which may bring the College into disrepute, including in print and electronic media
- 6.4 support the goals and values of the College
- 6.5 attend and, if required, participate in assemblies, the School sports program, important school events such as Literacy Week or other events determined by the Principal, and camps and excursions that are an integral part of the school curriculum
- 6.6 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 College's guidelines and the expectation of the school community
- 6.7 attend the College 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)

The parent/carer(s):

- 7.1 must accept and abide by the requirements and directions of New Madinah College College and the Principal relating to the student or students generally and not interfere in any way with conduct, management and administration of the School,
- 7.2 are required to support the goals, values and activities of the College, and should view the College's parent portal on a regular basis and/or read all correspondence

The Parent/carer(s) must promptly advise the College:

- 7.3 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 College loses contact with the parent or mail is returned
- 7.4 if the Student is absent from the College due to ill health or other reason
- 7.5 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 College.

The Parent/carer(s) also:

- 7.6 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,
- 7.7 should communicate with students, parent/carer(s), visitors and staff members in a courteous manner, and follow the communication guidelines laid down by the College from time-to-time and observe the Parent Code of Conduct,
- 7.8 should use their reasonable endeavours to attend parent-teacher interviews and parent forums and participate in courses offered by the College which are relevant to the Student's education
- 7.9 must not use social media to denigrate the College, staff, students or other members of the school community

## 8. Health and Safety

- 8.1 For the protection and safety of students, employees and visitors at the school, the entire premises (with the exception of bathrooms, change rooms, locker rooms, toilets, and showers) are monitored by 24-hour CCTV surveillance. The purpose of the CCTV surveillance is to; deter the commission of unlawful activity on the school's premises; investigating any allegation or reasonable suspicion of unlawful activity on school premises; taking criminal, civil or disciplinary action in relation to any allegation or reasonable suspicion of unlawful activity on the school premises; and protecting the safety of other people on school premises including, parents, carers and members of the community.  
The CCTV footage is collected and held by the school at 54-72 Hampden Road Lakemba, 2195. The footage may be disclosed to any person undertaking an investigation or taking civil or disciplinary action on behalf of the school, or to a court, in relation to any allegations of, or reasonable suspicion of, unlawful activity on school premises. The footage may be provided to the police or another enforcement agency for the purposes of investigating criminal behaviour and prosecution.
- 8.2 Parent/carer(s) must advise the College 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
- 8.3 Parent/carer(s) must complete and return to the College 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.
- 8.4 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 College, may give the necessary authority for such treatment. The parent/carer(s) indemnify the College, its employees and agents in respect of all costs and expenses

arising directly or indirectly out of such treatment.

- 8.5 Parent/carer(s) must observe College security procedures for the protection of students
- 8.6 Students are responsible for their personal property and the College does not accept any responsibility for the loss of their belongings
- 8.7 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.

## 9. Programs and Activities

- 9.1 The College determines the educational and other programs and activities conducted at the College from time to time in its absolute discretion.
- 9.2 The College may change its programs and activities and the content of these programs and activities without notice.
- 9.3 The Student will be required to participate in all 9.4
- 9.5 compulsory activities including excursions, camps and outdoor education unless the Principal 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.

## 10. Leave

- 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.
- The Principal may decline to approve an *Application for Extended Leave -Travel*. Should the parents/carers choose to take the student out of school for the period of extended leave without the *Certificate for Extended Leave -Travel* the students will be recorded as absent ('A') on their attendance record and this may jeopardise their enrolment at the College, at the Principal's discretion.
  - If a parent has not provided an application for extended leave their child/ren's enrolment may be in jeopardy and the Principal may decide to terminate the child's enrolment.

## 11. Suspension & Termination of Enrolment

- 11.1 The College 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:
  - a) a serious breach of the College's rules or Code of Conduct
  - b) conduct prejudicial to the reputation of the College or the well-being of its students or staff, and;
  - c) where the Principal believes that a mutually beneficial relationship of co-operation and trust between the College and the Parent/carer(s) has broken down to the extent that it adversely impacts on that relationship
- 11.2 The College 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. In the event that this occurs, a Parent/Carer Conduct (Appendix C) letter will be sent to the parent/s/carer/s.
- 11.3 The College may terminate the enrolment of the Student without notice if, either before or after the commencement of enrolment, the College finds the relevant particulars of the special needs of the Student have not been provided to the College or the particulars provided are materially incorrect or misleading.
- 11.4 Principal (or a nominee) may cancel a student's enrolment at the College for any breach of the College Rules or other condition of enrolment. Parents/carers will be provided with a Parent Confirmation Notice of Withdrawal Form attached to an explanation letter (Appendix C). In the event that a student or parent/carer has breached school policy, a Parent Confirmation Notice of Withdrawal letter will accompany the Parent Confirmation of Withdrawal form (Appendix C).
- 11.5 The parent may cancel a student's enrolment by giving one term's notice of withdrawal.

## 12. Privacy

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

## 13. Amendment of Terms and Conditions

The College may alter the terms and conditions of enrolment at any time by giving not less than two (2) term's notice 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

#### **14. Definitions**

In the terms and conditions:

**Parent** means the parent/guardian(s) who entered into the contract of enrolment with the School

**College/School** means New Madinah College College

**Student** means the student who is named in the contract of enrolment

## Appendix A



### Offer of Enrolment 2023

Dear Parent,

**Assalamu 'alaikum wa rahmatullahi wa barakatuh.**

I am pleased to offer your child, a position at New Madinah College College for **Grade**. This offer is conditional upon your acceptance of the terms and conditions of enrolment detailed on the back of the Acceptance of Offer form. New Madinah College College's mission is to provide 21<sup>st</sup> century quality education in a supportive environment so the students can reach their full potential. The school staff members look forward to working with you in order to develop an effective partnership in educating your child.

In order to secure this position, you are required to complete the Acceptance of Offer form, make the appropriate payment, and provide all necessary documents as outlined below **by Date**. ***The school office will be open for payments from 8am to 12pm Monday to Friday for in person payments. Alternatively, you may wish to pay by bank transfer (account details are outlined in the accompanying email).***

***Any payments after (date), 12pm will not be accepted.***

***Payment methods are EFTPOS and BANK TRANSFER ONLY.***

If you are enrolling your child at New Madinah College College, you will have to pay a \$500.00 Education Levy (per child). This payment should accompany your signed Acceptance of Offer. **All payments made when enrolling are non- refundable.**

If you have not supplied us with your child's Birth Certificate, Immunisation Certificate and Parents' Australian Permanent residency documents/Citizenship Certificate, enrolment will not be accepted.

(If you have already submitted the above-mentioned documents, please do not

resubmit). Wassalaam,

Dr Feras Aldweekat

*Disclaimer: Please be reminded of clause 2.5 and 3 of the Terms and Conditions of enrolment, which sets out that admission/enrolment is offered for one year only. Offers of enrolment/admission in each subsequent year are subject to the College forming a view that the student has achieved satisfactory academic progress, is attending consistently and is demonstrating behaviour consistent with the College Code of Conduct. Serious breaches including those relating to behaviour and conduct may result in student disciplinary action, up to and including immediate expulsion from the College.*



## Offer of Enrolment (Probationary) 2024

Dear Parent name,

**Assalamu 'alaikum wa rahmatullahi wa barakatuh.**

I am pleased to offer your child, **student name** a position at New Madinah College College for **Grade**. This offer is conditional upon your acceptance of the terms and conditions of enrolment detailed on the back of the Acceptance of Offer form. New Madinah College College's mission is to provide 21<sup>st</sup> century quality education in a supportive environment so the students can reach their full potential. The school staff members look forward to working with you in order to develop an effective partnership in educating your child.

*Please be advised that student's enrolment is on a probationary basis. This means that suitability for enrolment will be continually reviewed throughout the year. The enrolment therefore remains conditional upon maintaining satisfactory academic progress and demonstrating appropriate behaviour, as outlined in the Code of Conduct. Should he/she fail to maintain such academic performance, behaviour and achieve the appropriate standard he/she will no longer be able to continue at the College.*

In order to secure this position, you are required to complete the Acceptance of Offer form, make the appropriate payment, and provide all necessary documents as outlined below **by Date**. The payment method is by bank transfer and the **account details are outlined in the accompanying email**.

**Any payments after Date, 12pm will not be accepted.**

If you have not supplied us with your child's Birth Certificate, Immunisation Certificate and Parents' Australian Permanent residency documents/Citizenship Certificate, enrolment will not be accepted.

(If you have already submitted the above-mentioned documents, please do not resubmit).

Wassalaam,

Mr

*Disclaimer: Please be reminded of clause 2.5 and 3 of the Terms and Conditions of enrolment, which sets out that admission/enrolment is offered for one year only. Offers of enrolment/admission in each subsequent year are subject to the College forming a view that the student has achieved satisfactory academic progress, is attending consistently and is demonstrating behaviour consistent with the College Code of Conduct. Serious breaches including those relating to behaviour and conduct may result in student disciplinary action, up to and including immediate expulsion from the College.*



## New Madinah College - 2024 Acceptance of Offer

### Acceptance of offer

I \_\_\_\_\_ accept the position for my child \_\_\_\_\_ to be enrolled at New Madinah College College.

### The Education Levy

- Education Levy must be paid before starting school. This is a **Non Tax-Deductible compulsory one off payment** of \$500 (\$200 for current New Madinah College College students progressing to High School) for each new enrolment. This confirms your child's placement at the College. This is **NON- REFUNDABLE** if you change your mind regarding admission or withdraw your child from school.
- The Education Levy does **NOT** contribute to the School Fees.

### Building Levy

- An annual Building Levy of \$300 per student must be paid in Term 1 at the commencement of each year. New enrolments are required to pay the \$300 Building Levy upon acceptance of Enrolment.

### School Fees

- School fees are to be paid by the second week of each term.
- **K-6 School Fees package** below **includes** textbooks, workbooks, technology fee (one to one iPad hire and internet bandwidth), online learning programs, arts & crafts materials, class resources, stationary pack (K-2 only) and the Arabic/Islamic Studies textbook pack and NAPLAN fee, however, **excludes** excursions, incursions, special events, camps, swimming and sporting activities, unless approved by the Principal.
- **Year 7 – 10 School Fees package** below **includes** textbook hire fee, workbooks, a student diary, technology fee (one to one iPad or laptop hire and internet bandwidth), science and technology resources, class resources and supplies for non-elective subjects and NAPLAN fee, however, **excludes** elective subject fees, excursions, incursions, special events, camps, swimming or sporting activities, unless approved by the Principal.

### New Madinah College College School Fees 2024

Grades	Term 1	Term 2, 3 & 4	Annual School Fees
Kindergarten - Year 2	\$300 + building levy + textbooks, book pack and stationary (167.00)	\$900	\$1367
Years 3 - 6	\$300 + building levy + textbooks, book pack and stationary (172.00)	\$900	\$1372
Years 7 - 8	\$300 + building levy + textbooks, book pack and stationary (\$215.00)	\$900	\$1415
Years 9 - 10	\$300 + building levy + textbooks, book pack and stationary (\$222.00)	\$900	\$1422

A discount per additional child in the family enrolled, provided that school fees are paid by Week 2 of each term, as stipulated in the Enrolment Policy terms and conditions.

*I have read and understood the terms and conditions of enrolment contained overleaf. Including clause 2.5 and 3 of the Terms and Conditions of enrolment, which sets out that admission/enrolment is offered for one year only. Offers of enrolment/admission in each subsequent year are subject to the College forming a view that the student has achieved satisfactory academic progress, is attending consistently and is demonstrating behaviour consistent with the College Code of Conduct. Serious breaches including those relating to behaviour and conduct may result in student disciplinary action, up to and including immediate expulsion from the College.*

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## Unsuccessful Candidate Letter

Date

Dear «Parent\_Name\_»

### Enrolment for 2024

Thank you for applying to enrol at New Madinah College College in 2024.

Please be informed that your child's application to enrol at New Madinah College College has been unsuccessful for the year 2024. The selection was merit based and dependant on the entrance exam. Your child's results did not meet the academic standard of New Madinah College College and due to the limited number of spaces, not all students could be accommodated. Therefore, we are unable to offer a position for your child in 2024.

We wish you and your family all the best in the future,

Insha'Allah. Wassalaam

Dr Feras Aldweekat



## Year 6 Transition to High School

Monday, 30<sup>th</sup> November

*Assalamu 'alaikum wa rahmatullahi wa barakatuh.*

### Year 6 Transition to High School 2024

Dear Parents/caregivers,

We need to finalise our records for each student that attends our school. Please assist the school by informing us which high school your child will be attending in 2024.

Name of Student: \_\_\_\_\_

Class in 2023: \_\_\_\_\_

Name of High School in 2024: First Choice: \_\_\_\_\_

If you are deciding between two schools, name the second High School:

Name of High School in 2024: Second Choice \_\_\_\_\_

JazakAllahu Khairan,

Dr Feras  
Aldweekat

Full Name of Parent/Caregiver: \_\_\_\_\_

Signature of Parent/Caregiver: \_\_\_\_\_

Date: \_\_\_\_\_

Please return by .....





**Assalamu Alaikum Wa Rahmatullahi Wa Barakaatuhu**

Dear Parents and Caregivers,

**Permission to Publish**

We seek permission to publish content that may include the photograph, published articles, samples of creative work and/or name of your child in/on the following areas:

- a. New Madinah College College school website
- b. Facebook
- c. Class Dojo
- d. School newsletter (online and hard copy)
- e. Local newspaper/magazines
- f. Media promotions and advertising activities

Please complete the permission note below as soon as possible and return it to the class teacher.  
JazakAllahu Khairan

Dr Feras Aldweekat

---

**PERMISSION SLIP: Permission to Publish**

Dear Dr Feras Aldweekat,

I have read this permission note and **I do/do not** (please circle) give permission for my child's work and/or photographs to be published in the various areas mentioned above.

This signed permission note remains effective until I advise the school of any change. Full name of student: \_\_\_\_\_

Student's Class: \_\_\_\_\_

Full name of parent: \_\_\_\_\_

Signature of parent: \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix B Request for Information

### Student Enrolment Application: Request for Student Background Information

Dear Colleague,

The student whose name and date of birth appear below has sought to enrol at New Madinah

College. Name of Applicant \_\_\_\_\_

Grade: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Name of current school \_\_\_\_\_

Parent's authorisation: \_\_\_\_\_

*\*This section is to be completed by the Principal/Deputy Principal/Co-ordinator of the Student's current school  
Please provide details on the following:*

#### **LEARNING (please tick)**

	Unsatisfactory	Satisfactory	Excellent
Academic Performance			
Attitude to Learning			
Classroom Behaviour			
Attendance			

#### **WELFARE (please tick)**

	Yes	No
Integration Funding		
Special Education Class		
LAST Support		
ESL		
ILP		
Counsellor or Support		

Other information: \_\_\_\_\_

Stage 4, 5 or 6 subjects studied: \_\_\_\_\_

#### **BEHAVIOUR (please tick)**

	Yes	No		
No. of suspensions in the last 12 months			Short:	Long:
History of violence/aggressive behaviour/illicit drugs				
Current Risk Assessment/Behaviour support				
Relates well with peers				
Relates well with teachers				

Person completing the form: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Request for Medical Assessment Letter

### Assalaamu Alaykum Warahmatullahi Wa Barakatuh

Dear Parent/Caregiver

I am writing to inform you that **Student A** has been Identified for requiring intervention in Term 4 of 2024. As the schooling year nears the end, we are concerned with the progression of **Student A** meeting his/her graded outcomes.

Our records indicate that Omar has not made proficient development in achieving his/her grade outcomes. This concern is linked to the academic progression he/she has displayed over the past semester of learning. In order to assist with acquiring a greater understanding of **Student A** potential learning needs, the College requires the following assessments to be carried out:

- Eyesight Test
- Hearing Test
- Psychometric Assessment (Requires a referral from a Paediatrician)

The assessments listed above are a crucial component in ensuring **Student A** receives the necessary support in achieving the academic outcomes for this year. Please be advised that the college requires the result of the above by **Date:** Failure to provide the correct documentation by the assigned date, may **jeopardise** your child's enrolment at New Madinah College College.

For any further clarification, please feel free to be in contact with the Learning Support Coordinator Ms .....

JazakAllah Khairan

Dr Feras  
Aldweekat



### Parent Confirmation of Withdrawal

**Student Name** wish to offofficially inform you that our child \_\_\_\_\_  
Of class \_\_\_\_\_ will no longer be attending New Madinah College.

Reason for withdrawal:

\_\_\_\_\_  
\_\_\_\_\_

Last day of attendance at New Madinah College: \_\_\_\_\_

Name of school child will be attending \_\_\_\_\_

Notes/Comments: \_\_\_\_\_

\_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



OFFICE USE ONLY

Received by: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Overdue School Fees - Final Notice



Date

*Assalamu 'alaikum wa rahmatullahi wa barakatuh.*

## Overdue School Fees - Final Notice

Dear

Please be advised that your school fees account is overdue. All outstanding fees have been calculated. The outstanding amount of \$ \_\_\_\_\_ must be paid by (date).

Failure to make the full payment by (date), will result in the termination of your child's enrolment at New Madinah College. To avoid such action, as stipulated in the terms and conditions of the College's enrolment policy, please ensure you adhere to this notice.

If you are unable to make the payment due to financial hardship, please contact the school. The outcome of any application for a fee arrangement is at the Principal's discretion.

Wassalaam

Dr Feras Aldweekat



## **Termination of Enrolment – Unpaid Fees**

Date

***Assalamu 'alaikum wa rahmatullahi wa barakatuh.***

Dear (Parent Name),

Please be advised that this is an official notice to inform you that your child (name) will no longer be enrolled as a student at New Madinah College College, effective immediately.

Your child's enrolment has been terminated due to your overdue school fee account, as stipulated in our Enrolment Policy.

There have been several reminder notices, both in writing and verbally, on (insert dates) to inform you of your overdue fees. In addition to arrangements that have been made and approved by the Principal, which have not been honoured.

Please ensure all outstanding fees are finalised to avoid further legal action.

Requesting further extensions on your overdue payment will not be approved by the Board.

We wish you and your family all the best in the future, Insha'Allah.

Wassalaam

Dr Feras Aldweekat

New Madinah College as the occupier of the premises at 14-16 Lachlan Street, Young, New South Wales, which are Prescribed Premises under the Inclosed Lands Protection Act gives you notice that you may not enter these premises on or after the date of this Notice. If you enter the Premises contrary to this Notice you will be liable to a penalty under that Act.



## Withdrawal Letter – C Grade Average

Assalaamu Alaykum Warahmatullahi Wa Barakatuh

Date

Dear Parent/Caregiver

I am writing to inform you that **Student A** has been receiving support for the year of 2023. Unfortunately, as the schooling year nears the end, we regret to inform you that **Student A** has not met the academic requirements to progress to **Year ?**

Our records indicate that **Student A** has not made proficient development in achieving his/her grade outcomes. This data is linked to the academic progression he/she has displayed over the past year of learning. Please note that your child has been provided with literacy and numeracy support throughout the year and has displayed limited progress. As part of our policy your child must maintain a minimum 'c' grade average across all key learning areas to maintain his/her position at New Madinah College College.

Thus, **Student A** is unable to progress to **Year ?** in 2024. Please be advised that you are required to find an alternative school to enrol your child for the schooling year of 2024.

Please be advised that you are required to officially withdraw your child from New Madinah College College by **Date** : to allow your child to maintain a clear schooling record. In order to support parents, the college will provide parents with a reference to assist in enrolling your child in a new school.

**Please ensure all outstanding fees are paid prior to the last day of attendance to avoid any further action.**

JazakAllah Khairan

Dr Feras Aldweekat



## Behaviour Termination of Enrolment Letter

Assalaamu Alaykum Warahmatullahi Wa Barakatuh

Date

Dear Parent/Caregiver

I am writing to inform you that **Student A** has continually displayed defiant and unethical behaviour for the year of 2023. Unfortunately, as the schooling year nears the end, we regret to inform you that **Student A** has not met the behavioural requirements to progress to **Year ?**

Our records indicate that **Student A** has not made proficient development in displaying the subsequent behaviours aligned with the school's policy. This data is linked to the level of incidences he/she has displayed over the past year. Please note that your child has been provided with behaviour intervention throughout the year and has displayed limited progress. As part of our policy your child must display ethical behaviour across the year to maintain his/her position at New Madinah College College.

Thus, **Student A** is unable to progress to **Year ?** in 2024. Please be advised that you are required to find an alternative school to enrol your child for the schooling year of 2024.

Please be advised that you are required to officially withdraw your child from New Madinah College College by **Date** : to allow your child to maintain a clear schooling record. In order to support parents, the college will provide parents with a reference to assist in enrolling your child in a new school.

**Please ensure all outstanding fees are paid prior to the last day of attendance to avoid any further action.**

JazakAllah Khairan

Dr Feras Aldweekat





## Parent Confirmation Notice of Withdrawal (Termination of Enrolment)

Dear Parent/  
Caregiver

Date:

### Parent Confirmation Notice of Withdrawal

**Student Name:**

**D.O.B:**

**Class:**

Your child has been officially withdrawn from New Madinah College College and will no longer be attending as a student of the college. This letter is a response to the **Parent Confirmation of Withdrawal** documentation received by the school's administrative office.

- **Received from:**
- **Date of Notice:**
- **Last day of attendance at New Madinah College:**
- **Outstanding School Fees: \$**

**Please ensure all outstanding fees are paid prior to the last day of attendance to avoid any further action.**

New Madinah College as the occupier of the premises at 54-72 Hampden Road, Lakemba, New South Wales, which are Prescribed Premises under the Inclosed Lands Protection Act gives you notice that you may not enter these premises on or after the date of this Notice. If you enter the Premises contrary to this Notice you will be liable to a penalty under that Act.

JazakAllahu Khairan,

Dr Feras Aldweekat

## Parent Conduct Letter

Dear Mr. and Mrs.

### Parent/Carer Conduct

**Assalamu 'alaikum wa rahmatullahi wa barakatuh.**

This letter is to remind Parents/Caregivers, of the expectations around the conduct of all parents, caregivers when interacting with staff or visiting New Madinah College College.

We are committed to resolving difficulties in a constructive manner, through an open and positive dialogue. However, under no circumstance will the college accept misconduct towards employees. It is with great consideration that everyday misunderstandings can cause frustrations and have a negative impact on our relationships. Where issues remain unresolved, please follow the school's complaints procedure. This is available on the school website or a copy can be requested from the school office.

### The following behaviours have been breached by Mr. and Mrs.

- Disruptive behaviour which interferes or threatens to interfere with any of the school's normal operation or activities anywhere on the school premises.<sup>4</sup>
- Any inappropriate behaviour on the school premises.
- Using loud or offensive language or displaying temper.
- Threatening in any way, a member of staff, visitor, fellow parent/caregiver or child.
- Sending abusive or threatening emails or text/voicemail/phone messages or other written communications (including social media) to anyone within the school community.
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/staff/governors at the school on Facebook or other sites
- The use of physical, verbal or written aggression towards another adult.

The behaviour listed above **will not** be tolerated. Please be advised that this a **formal notification** of breach from parents. Any incident after this will result in the **termination** of your child's enrolment.

JazakAllahu Khairan,

Dr Feras Aldweekat

## Appendix D

### ***STUDENT RE-ENROLMENT FOR 2024***

As part of our policy your child must maintain a minimum 'c' grade average across all Key Learning Areas to maintain their position at New Madinah College College. Your child has achieved a 'c' average this year. To re-enrol your child/ren at New Madinah College College please complete this form and return to school **date**.

Should you not return this re-enrolment form by the due date, it would mean that your child will not be returning to New Madinah College in 2024. We shall then withdraw your child from New Madinah College.

Name of Student: \_\_\_\_\_

Class in 2021: \_\_\_\_\_

Please tick the appropriate circle below:

- YES- My child is coming back to New Madinah College College
- NO- My child is NOT coming back to New Madinah College College

My child is going to \_\_\_\_\_ School.

#### PARENT / GUARDIAN DETAILS

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Father's / Caregiver's Mobile: \_\_\_\_\_

Mother's / Caregiver's Mobile: \_\_\_\_\_

Mother's/ Father's and/or Caregiver's Email Address: \_\_\_\_\_

#### CONDITIONS OF ENROLMENT

- Student and parents/carers must abide by the school policies and procedures.
- Medical information must be provided.

I have read and understood the above conditions and agree to abide by them.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## Appendix E

logo

### Student Behaviour Support, Enrolment, Attendance, Uniform Policy and Procedures and Parent Code of Conduct

#### ACKNOWLEDGEMENT of receipt:

I, \_\_\_\_\_, have received

(Please print full name)

and understand that I must comply with the terms and conditions within the Student Behaviour Support, Student Enrolment, Student Attendance, Uniform Policy and Procedures and Parent Code of Conduct. I understand that my child's enrolment will be at risk if I breach any of the terms and conditions in these policies and procedures.

\_\_\_\_\_  
Child's name

\_\_\_\_\_  
Child's grade

\_\_\_\_\_  
Full name of parent/carer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent/carer