

RISSALAH COLLEGE



STUDENT ENROLMENT POLICY AND PROCEDURES

POLICY REVIEW

This Policy was approved on 6th July 2026 and will be reviewed at least every two years. The next due date for review is therefore 6th July 2028. 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.

POLICY

1. Applications for enrolment may be made at any time by the parents/carers of students to commence at Rissalah College.
2. Students enrolling at school for the first time will be five years of age on or before 31st July.
3. Rissalah 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 Rissalah College's ethos
- Enrolment at Rissalah 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 Rissalah College if they both qualify.

The student:

Entry to Rissalah 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 (85% average attendance or above)
- Records of behaviour in previous school/s of enrolment

Rissalah 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. Rissalah 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 Rissalah College is dependent upon the student making satisfactory academic progress (C grade or above average), attending consistently (85% average attendance or above), and the student and the parent/carers observing all behavioural codes of conduct and other requirements of Rissalah 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. For continued enrolment at Rissalah College, Year 11 and 12 students are required to maintain an academic average of 85% or higher across all subjects
8. Enrolment will comply with the Disability Discrimination Act.

GENERAL PRINCIPLES

Rissalah College is a comprehensive co-educational K-12 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.

Rissalah College is proud of its Islamic ethos, strong academic performance and extra-curricular program. Families intending to enrol their children at Rissalah 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.

CRITERIA FOR ENROLMENT

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 Rissalah College is open to boys and girls from Kindergarten to Year 12.
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.

POINT OF ENTRY

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.

ENROLMENT PROCESS

Parents must complete an online Enrolment Form via the School's website through the secure enrolment platforms hosted by EnrolHQ. 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.

PROCEDURES

1. Parents complete the online *Enrolment Form* and the following documents must be uploaded 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) ** - *Please see note below*
 - 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 online 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

*** The school needs to be 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 support for your child should it be offered. You must **fully and accurately** disclose any special or individual needs. Where any of these matters change or where new matters arise, you must notify the school immediately. If you have failed to disclose or not fully and accurately disclose any matter, either in the online enrolment form or subsequently, the School may refuse your application, withdraw an offer of enrolment, terminate the enrolment without notice.*

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 – 12 (including existing year 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, Rissalah College may make an offer of a place.
8. An Offer of Enrolment letter (Appendix A) is given to parents to read and sign. A \$500 education levy is payable for new applicants and a \$200 education levy is payable for existing students continuing on to High School. This fee is to be paid by the date indicated in the acceptance letter. These levies are non-refundable and do not contribute to the school fees.

This information is collected and recorded in the following ways:

- Information is collected on the online 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 access to 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 Rissalah 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).

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

ENROLMENT PROCEDURE FOR STUDENTS WITH A DISABILITY

Stage 1: Enrolment Application (all students)

- ✔ Parent completes online application form
- ✔ The School's enrolment criteria is applied as per the Rissalah 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 collect 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

Rissalah 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.

WAITING LIST

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.

TERMS AND CONDITIONS

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.
- 1.2 The Offer of Acceptance must be accompanied by a non-refundable fee of \$500 (\$200 for Rissalah College students progressing to High School) for each new enrolment that confirms your child's enrolment. This is a one-off payment which does not contribute to the school fees.
- 1.3 If Parent/carer(s) wish to defer the entry of a student to a different calendar year to the initial request, the School will advise whether it is able to agree to this. If it is unable to agree, the Student will be placed on a waiting list for the requested year but enrolment cannot be guaranteed.

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. Rissalah 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 Rissalah 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 Once admission is granted to the student, continued enrolment is subject to the College forming a view that the student has achieved satisfactory academic progress, attending punctually and consistently 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 Rissalah 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 Rissalah College which are applicable from time to time
- For continued enrolment at Rissalah College, Year 11 and 12 students are required to maintain an academic average of 85% or higher across all subjects

4. Fees and Charges

- 4.1 The acceptance by parents/carers of a position at Rissalah College assumes the ability to pay fees in full by the due date.
- 4.2 Rissalah 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 Rissalah 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 2% discount will be applied for each additional child in the family enrolled, provided that all school fees for the **upcoming term are paid in full by the end of business on Friday of Week 8 of the current term**. If fees and charges for the upcoming term are not paid in full by the end of business on Friday of Week 8 of the current term, the 2% discount will be forfeited, and full fees will be charged for each child.
- 4.7 Families who choose to pay their annual tuition fees in full prior to the commencement of Term 1 will receive a 10% discount on tuition fees. This discount applies to tuition fees only and does not apply to the Education Levy, Building Levy or any other compulsory charges.
- 4.8 If fees and charges for the **upcoming term are not paid in full by the end of business on Friday of Week 8 of the current 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, suspension or expulsion.
- 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 for the upcoming term must be paid in full by the end of business on Friday of Week 8 of the current term**. Any request for an extension of time must be made in writing and approved in writing by the Principal before the commencement of the payment 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: Commonwealth Bank

BSB: 062000

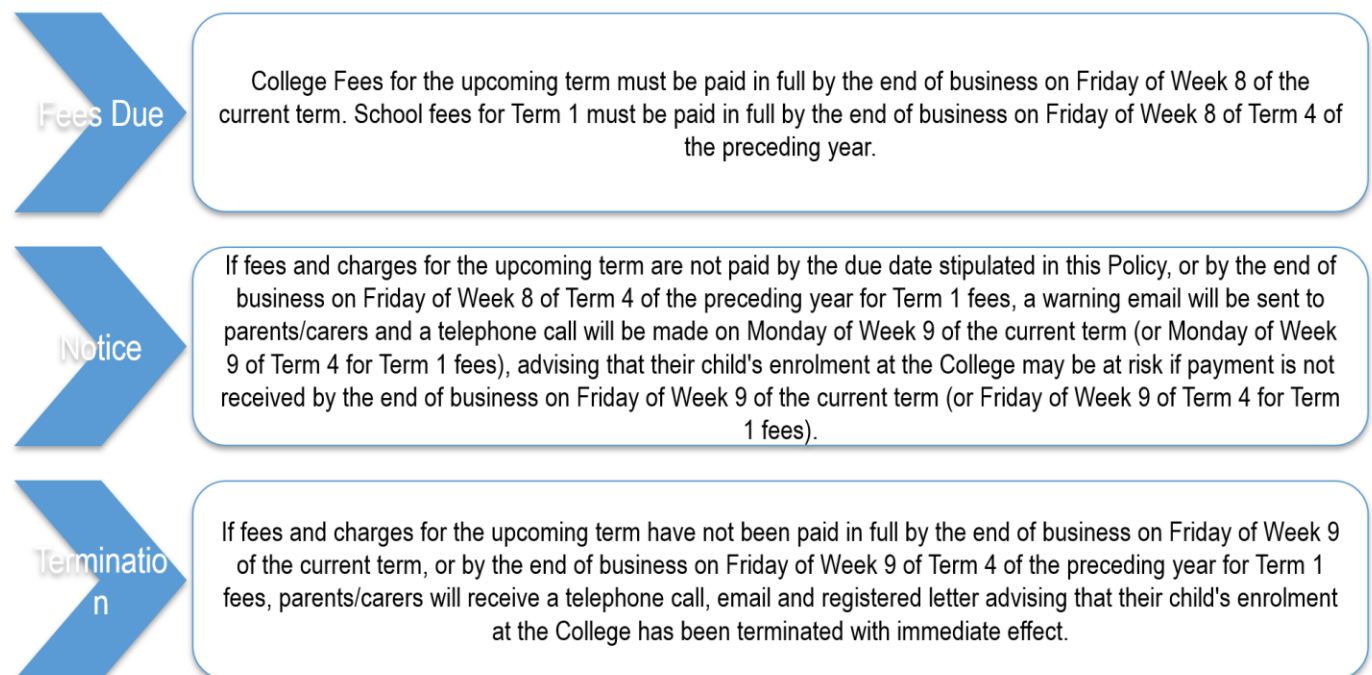
Account Number: 20981148

Reference: Please use your invoice number, parent code, or your eldest child's full name so that your payment can be allocated correctly.

2. The **School office will accept EFTPOS/Credit Card payments by phone 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 Rissalah 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, where leave has been granted, or where an exemption from attendance has been approved. Students are expected to maintain an average attendance rate of at least 85%, which includes both full-day and partial absences.
- 6.8 Year 11 and 12 students are required to attend mandatory after-school study sessions, between 4pm – 7pm daily. In addition to Saturday study sessions and school holiday tutoring programs, when applicable.
- 6.9 K-10 students are required to maintain a 'C Grade' average or above and Year 11 and 12 students must maintain an academic average of 85% or higher across all subjects for continued enrolment at Rissalah College.

7. Obligations of Parent/Carer(s)

The parent/carer(s):

- 7.1 must accept and abide by the requirements and directions of Rissalah 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 ensure that their child/ren attend the College during school hours, except in cases of illness, approved leave, or an authorised exemption. Parents/guardians are expected to support and ensure that their child/ren maintain an average attendance rate of at least 85%, inclusive of both full-day and partial absences.
- 7.7 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,
- 7.8 ensure their child/ren in Year 11 or 12 attends the afterschool study sessions, between 4pm – 7pm daily and any Saturday study sessions and holiday tutoring programs, when applicable.
- 7.9 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,
- 7.10 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
- 7.11 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 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.
- 9.4 Year 11 and 12 students are required to attend the mandatory afterschool study sessions, between 4pm – 7pm daily. In addition to Saturday study sessions when applicable.

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 Rissalah College

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

15. References

Refer to policies:

- Student Behaviour Support Policies
- Student Attendance Policy
- Fee Collection Policy
- Parent Code of Conduct
- Uniform Policy