

# ENROLMENT POLICY

Green Valley Islamic College is a co-educational Islamic Independent school providing an education underpinned by religious values and operating within the policies of the NSW Board of Studies. All enrolment applications received will be processed in order of receipt according to the procedures outlined below and other criteria determined by the school from time to time. Green Valley Islamic College does not discriminate with regard to enrolments on the basis of gender, disability or special needs; however the College may not be able to accommodate all children given the limitations of space, number, specialised facilities and special needs teachers. Once enrolled, Parents and students of the school are expected to support the school's ethos and comply with the school rules to maintain the enrolment and expectations as part of their ongoing enrolment.

## Procedures

- All applications are processed within the school's enrolment policy.
- Applications are made by completion of the school's *Enrolment Application Form*. A separate enrolment is required for each child.
- Enrolment priorities and consideration will be given to siblings already attending the school, followed by children of staff, followed by applications in order of receipt.
- Applicants are interviewed for admission to the school by the Principal or Coordinators. This interview outlines the School's ethos and programs. This interview seeks to bring out the parents responses regarding their ability and willingness to support the school's ethos.
- A Coordinator will consider the child's educational needs. This may involve examination papers, viewing previous school's reports, portfolio or work samples. It may also include formal testing, if appropriate and in consultation with parents.
- Any particular emotional or educational needs are discussed. Appropriate strategies are examined with the family prior to an enrolment being offered.
- All applications must be received before 30 June for offers for the following year. Applications for immediate enrolment will be subject to availability. Where the college is unable to offer a place, the applicant's name will be placed on a waiting list.
- If an enrolment is offered, a formal letter of offer is sent to the applicant. If an offer is not to be made, a phone call will be made, followed by a formal letter detailing the content of the phone conversation.
- A place at Green Valley Islamic College is accepted with the payment of a \$50.00 enrolment fee.

## Student Population

In 2004, the school had 240 students enrolled in years K-4. There are approximately equal numbers of boys and girls throughout the school. Students come from a wide range of backgrounds and all students have language backgrounds other than English. There are no prerequisites for continuing enrolment. The school is a day school only.