Al Zahra College

DP Admissions Policy

Table of Contents

STATEMENT OF CONTEXT AND PURPOSE

The College will continue to encourage maximum enrolments consistent with the capacity of the available facilities and he College Mission Statement and Vision. The College aims to consider all applications fairly and equitably to encourage a diverse range of students.

The Admissions Policy of Al Zahra College is consistent with the requirements of the *Disability Standards for Education* (2005) and *the Disability Discrimination Act* (1992). The College is also committed to providing an opportunity for all children to participate as members of the School Community regardless of their religion, ethnic or social background, abilities and interests, but it is expected that all students will actively participate in each part of the school programme, including Service and extra-curricular programmes. This policy applies to the general admission of students into the IB Programmes (PYP, MYP, DP) at Al Zahra College. In addition to the requirements set out in this Admissions Policy, applicants seeking admission into the College's Diploma Programme must also fulfil requirements set out in *the AZC Admission Policy for the Diploma Programme*.

AIMS AND OBJECTIVES

This document outlines the process for student admission to Al Zahra College. The aim of the admissions process is to identify the needs of every applicant and obtain a holistic picture of the student to ensure a smooth and successful transition to Al Zahra College.
The Admission Policy aims to:

- Match the objectives of the College with the goals and abilities of the students;
- Adopt a transparent admission process without discrimination to any student; and
- Set a standard so that families of Al Zahra College students share the values of the College.

GENERAL CONDITIONS

Al Zahra College accepts students for enrolment without discrimination of religion, race or nationality. Admission to Al Zahra College will be determined by the Headmaster based on information obtained with respect to the following considerations:

- The order of priority, date of application, results of screening and interview process as well as the availability of position;
- The potential of the applicant to benefit from the educational services available at the College; and
- The capacity of Al Zahra College to meet the educational needs of the applicant.

Our application process balances the principles of accessibility with the need to ensure student readiness and parental support. A variety of measures, including references, previous report cards, a student entry assessment, and an interview, will guide student selection. All interested students shall be encouraged to apply and attempts will be made to accommodate students with financial or special educational needs based on the capacity of the College.

Parents must provide frank and detailed information about their child's previous education, and if the child has special needs these can then be discussed at an interview with the Headmaster and the relevant Head of School. All students enrolled at the College will be expected to actively participate in the curriculum, and to reside with either parents / guardians. At any time when this may no longer be possible the College must be notified immediately. The Headmaster reserves the right to make the final decision on all place offers and enrolments.

APPLICATION PROCESS

Inquiry
Families considering an application to Al Zahra College are welcome to arrange a visit. This will be an opportunity to both gain an understanding of the curriculum and expectations of studying in an IB World Schools, and to see the College grounds and facilities.

Submission of documents
Al Zahra College requires a completed Expression of Interest form, and student records from the applicant's previous school prior to processing the application. These records include academic reports for the last two years (where applicable), transcripts, results of standardised tests including NAPLAN results and any reports by a qualified practitioner. Al Zahra College reserves the right to contact the applicant's previous school prior to acceptance.

Testing and Interviews
The College will carry out a formal/informal assessment of the applicants in order to decide on appropriate learning or behavioural support. Parents and students will meet with the Headmaster prior to acceptance as part of the enrolment process. After all the admissions procedures have been followed, the application will be considered.

Assessment of Application for new Enrolments
The College will process applications as they arrive throughout the academic year and a successful applicant may be admitted at any time during the school year as per availability. No decision can be made until the application process is completed and the Admissions Committee has met to discuss the application.

Applications are considered in the following priority order:
- Children of the governing body, its committees and children of staff;
- Children of all applicants who have a sibling already enrolled in or admitted to the College;
- Children who attend the Al Zahra College Preschool (Al Zahra Kingdom);
- Other applicants with good references and reports from previous schools
- Good performance, and demonstration of attitudes consistent with Al Zahra College Values, in the admissions process

College admissions are conditional on a student's ability to benefit from the tuition offered. A student with special educational and/or social needs will be admitted on the condition that the College can meet his or her individual needs. This will be discussed with parents at the initial stages of application

prior to any formal application being made. Factors such as previous records, measured aptitude and achievement, physical and emotional development and other relevant details are also considered.

The College reserves the right to deny admission or re-enrolment to any applicant if, in its opinion there are reasons to believe that admission or re-enrolment would not be in the best interest of the applicant or Al Zahra College. Al Zahra College also reserves the right to postpone admission if a class is full. In this case, the applicant is placed on a waiting list. The qualified applicants are then accepted in order of date of application, subject to the above priorities.

Once the application has been processed, the College Registrar will notify applicants of the outcome. Al Zahra College can only guarantee a place once a formal offer has been made, accepted in writing, and the acceptance fee has been paid. All placements are conditional. Decisions will be given in writing. Applicants who meet all admissions criteria are admitted for the appropriate year group based on age and current performance level, class size permitting.

Admission into the DP

At Al Zahra College, there is an open enrolment policy to be admitted to the IBDP. Several parent and student information sessions / one-on-one meetings occur prior to enrolment so appropriate choices are made about whether to enroll and which options within the programme to select. The full DP is offered to all students however, the College reserves the right to offer to Courses Pathway (SL subjects only) to students who do not meet the academic requirements in the categories below:

Category 1: promotion from MYP5 (grade 10)
- Students to achieve a satisfactory academic standard (Grade 4 and above or C and above) across all subjects.
- Students to achieve a satisfactory academic standard (65% and above) in the College's diagnostic/DP entrance testing program (PAT).
- Students to achieve a grade 4 or above in the Personal Project (PP).

Category 2: external students
- Students to achieve a satisfactory academic standard in their previous school report card/NAPLAN (C+ and above) across all subjects offered/taken.
- Students to achieve a satisfactory academic standard (75% and above) in the College's diagnostic/DP entrance testing program (PAT).

Waiting List

When classes are full, according to the current policy on maximum class size, students will be added to the waiting list. When a position becomes available, students from the waiting list will be offered a place with due consideration for the following criteria:

- Children of the governing body, its committee, and children of staff
- Children of applicants who have a sibling already enrolled in or admitted to the College
- Children who attend the Al Zahra College Preschool (Al Zahra Kingdom)
- All other siblings already accepted at the College
- Good references and reports from previous schools
- Good performance, and demonstration of attitudes consistent with Al Zahra College Values, in the admissions process

AGE REQUIREMENTS

Admission to Al Zahra College requires that applicants to be the following age for each of the Year levels:

Year Level	Age
Kindergarten	5 years (before 30th April)
Year 1	6 years
Year 2	7 years
Year 3	8 years
Year 4	9 years
Year 5	10 years
Year 6	11 years
Year 7	12 years
Year 8	13 years
Year 9	14 years
Year 10	15 years
Year 11	16 years
Year 12	17 years

All students will be placed according to the Admission Policy's age stipulations. Changes will be made to student placement only when the College has reasonable justification pertaining to what is in the best interests of the students.

ADMISSION OF STUDENTS WITH LEARNING NEEDS

Al Zahra College has an inclusive environment, where teachers work with each students' unique strengths and weaknesses, including those students with certain recognised learning support and medical needs. Students with mild learning support needs may receive support from the class teacher, learning support teachers and qualified practitioners including School Counsellors and Speech Therapists where possible. Al Zahra College also has some contact with specialists who can provide one-on-one support out of school and will stay in contact with class teachers in order to give advice on how to support the student in class. However, the school will carefully assess and monitor this in close collaboration with parents.

Al Zahra College is a school that strongly encourages participation for all students. It is vital to establish at an early stage whether the school programme offered is appropriate to the applicant's needs, and whether the student is able to benefit from the curriculum. Applications for students who have received counselling, support, therapy, or who have diagnosed special educational needs should include all relevant diagnostic reports and evaluation documentation for confidential review.

CURRENT ENROLMENTS

It is assumed that students will automatically continue their education at the College from year to year unless otherwise advised. However, parents / guardians will be required to complete some forms annually. These forms are also essential in confirming various medical details for the following year. The deadline for present Al Zahra College families to re-register for the following year is the first day of Term 4. Before this date, we have no information about the availability of places for the following year.

KINDERGARTEN ENROLMENTS

The deadline for processing the applications for Kindergarten we have received from unaffiliated families is the 1st June. This is done in order based on the date of receipt of the formal application documents. Parents will be advised of screening and interview dates in Term 3. The cut-off date of births for subsequent enrolment in the following year is the 30th April.

FEES

Acceptance Fee

An acceptance fee of $600 per student is due when Al Zahra College offers a place and the place is accepted. In order to be secured, the place offered by Al Zahra College needs to be confirmed by the applicant through payment of the acceptance fee within ten days of notification. This application fee is non-refundable and does not count towards tuition. Tuition fees for the following school year are set by the Al Zahra College Board and are advised by the Headmaster by 1 July. Due to inflation and school obligations, tuition fees must be increased by at least 5% annually. The tuition fees are divided into two semesters and are payable upon receipt of an invoice and by the start of each semester. In all cases, the tuition fees for a semester which has started are payable in full.

Tuition Fees

The tuition and the provision of all necessary transcripts relating to attendance and academic performance are included in the fees. The following items are not included in the annual tuition fees, as these costs will vary per year group and per year:

- Textbooks and subscriptions
- Sport
- Excursions & field trips
- Educational assessment by external specialist
- Some extra-curricular activities
- Canteen requirements
- Uniform requirements
- School photos

A student's enrolment is suspended if tuition fees are not paid by the due date.

Late Enrolment

Students enrolling during the first four weeks of school will be billed the full tuition for the year. Students enrolling after the first four weeks of school will be billed proportionally for the number of full or partial weeks of school remaining plus a late enrolment surcharge of 5% of the annual fees.

Early Withdrawal

Students withdrawing before 1st April are charged 30% of the annual tuition fee. Students withdrawing before 1st July are charged 55% of the annual tuition fee. Students withdrawing before 1st October are charged 80 % of the annual tuition fee.

Re-Registration

By the end of Term 3 each year, parents will be asked to complete and return a re-registration form, indicating whether their child will be returning to Al Zahra College the following school year. Places cannot be reserved unless there is a definite indication that a student intends to return.