



# Al Zahra College

## Enrolment Policy & Procedures



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## Purpose

Al Zahra College is committed to providing high quality education to all its students. This policy aims to ensure the equitable allocation of student places at the College, and to welcome students who are committed to our values of academic excellence and personal development. This policy outlines clear criteria and procedures, fostering a community where every student can thrive. By prioritising applicants who embrace our ethos, we aim to create a nurturing educational environment that supports intellectual, social, and emotional growth.

## 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 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.

Applications for admission for the current academic year will be considered in order of priority, date of application and the results of college screening and formal interview, as places become available. A final decision will be determined by the headmaster. We understand the need for an 'early' confirmation of a place at Al Zahra College. However, regardless of how early we receive an application, our admissions timeline remains the same.

## Current Enrolments

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

1<sup>st</sup> June - The point at which we process the applications for Kindergarten we have received from unaffiliated families. 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 30<sup>th</sup> April.

## Other Enrolments

July - December: We continue to process applications as they arrive. Applicants for enrolments undergo a screening process based on diagnostic testing and upon presenting copies of previous years' academic reports. A student may be admitted to Al Zahra College at any time during the school year (if places are available).

Applicants who meet all admissions criteria are admitted for the appropriate year group based on age and current performance level, class size permitting. However, factors such as previous records, measured aptitude and achievement, physical and emotional development and other relevant details are also considered. The final decision rests with the headmaster.

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. An interview with the Headmaster, or the Head of Primary or Secondary Schools, will be arranged prior to acceptance as part of the enrolment process.



Placements are reviewed after three months. Admissions are conditional on a student's ability to benefit from the tuition offered. Applicants for admission are considered in the following priority order:

- Children of the governing body or its committees;
- Children of staff;
- Children of all other 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 applicants

Al Zahra College reserves the right to deny admission or re-enrolment to any applicant if, in its opinion, there were 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.

## Entrance Age

Class ages are as follows:

Grade	Age
Kindergarten	5 years (before 30 <sup>th</sup> 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

## Student Records from Other Schools

Al Zahra College requires student records from the applicant's previous school before any student is accepted. These records include reports, transcripts, results of standardised tests and any reports by a counsellor or psychologist. Al Zahra College reserves the right to contact the applicant's previous school prior to acceptance.

## Decisions on Admission

All applicants will be interviewed by the Headmaster, the Head of Primary or Secondary School, prior to acceptance as part of the enrolment process. After all the admissions procedures have been followed, the application will be considered. Decisions will be given in writing.

## Fees

An acceptance fee of \$600 per student is due when Al Zahra College offers a place, and the place is accepted. 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 may 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.

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

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

### **Non-Payment of School Fees**

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 1<sup>st</sup> April are charged 30% of the annual tuition fee. Students withdrawing before 1<sup>st</sup> July are charged 55% of the annual tuition fee. Students withdrawing before 1<sup>st</sup> 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 and a deposit of \$600 paid for each student. This deposit will be credited against the Term 1 fees for the new academic year.

### **Pre-requisites for Continued Enrolment**

Prerequisites for continued enrolment are based on adherence to the relevant College policies, particularly the student compliance with the College Discipline Policy.