



Islamic School of Canberra

Enrolment Policy

The mission of ISC is to provide the choice of schooling to all those seeking a quality, inclusive and holistic Australian education in an Islamic environment. ISC strives for strong partnership with the community it serves. This partnership will involve the school community and must be demonstrated and strengthened by the enrolment procedure and practice. Those who choose ISC for their children are to respect and agree to support the ethos of the school and are willing to support its philosophy, values and vision. ISC will not make any distinction, exclusion, restriction or preference based on race, religious grounds, colour, descent, national or ethnic origin. Islamic School of Canberra will not refuse enrolment or discriminate in any way against students, based on a student's gender, sexual orientation, or students with disability. This policy is to be read together with the enrolment procedure and enrolment form.

Enrolments

Information accompanying the enrolment application will be used as a basis to identify and confirm the eligibility of the student(s) to receive government funding.

At the time of enrolment, the child's proof of age (birth certificate), proof of residency (passport, visa subclass, etc.), proof of address (recent utility bills or tenancy agreement), immunisation forms, previous school reports if enrolling in Years 1 - 10 and other legally required information must be provided with the enrolment form. Failure to provide this information may delay the enrolment process. The school may contact a student's previous school to verify documents, behaviour and academic progress when assessing eligibility to enrol.

Students will also be asked to do a placement test in English, Maths and Arabic. They should achieve a satisfactory result in each placement test in order for their enrolment application to be approved. Also, students may be offered conditional enrolment. The conditional enrolment document is to be signed by the student his/her parents and the principal. Students' behaviour and academic progress will be reviewed twice after one term and after a semester before the conditional enrolment is waived. If the student fails to meet the terms of conditional enrolment, their enrolment might be cancelled. This decision can be reviewed if necessary and revoked based on the principles of procedural fairness.

Kindergarten Enrolments

Children commencing in kindergarten should be five (5) years of age by 30 April of the year of enrolment.

Enrolment Application Fee

All parents applying for enrolling their children at ISC will complete the enrolment form and return the same along with application fee. The application fee is non-refundable whether the enrolment is accepted or rejected. However, submitting an enrolment application does not guarantee the acceptance of enrolment in the school.

Parents Responsibilities

Parents must be prepared to comply with the provisions specified in the enrolment form. The parents/guardians must recognise and be prepared to meet their financial responsibilities for the ongoing enrolment of the child. In line with element 1.7 of the National Safe Schools Framework, 2010, the child's parents/guardians must advise the Principal or the enrolment officer of any court order(s) that may exist in relation to the child and provide a copy of the order(s) for the child's school file. Parents have the obligation to provide a full medical history, including any reports on learning, physical or cognitive disabilities, in correlation with element 8.1 and 8.2 of the National Safe Schools Framework 2010. Parents are also expected to bear the cost of any additional supports that the school must provide for their child. Parents should inform the school in writing if they are withdrawing their child from the school and they should mention which school they are moving to as the school has the obligation of recording and reporting that.

If a high conflict parent is causing school staff continuous distress, bullying them, defaming the school, failing to abide by school policies and procedures, is of an extremely challenging nature, not paying school fees, then the school may terminate the enrolment of their child / children.

School Fees

Parents must pay student tuition fees for their child each term in advance. Term fees must be paid in full prior to the commencement of each school term. Failure to do so may result in cancelling the enrolment at the school. Once term fees have been paid, families will not be refunded the term fee if the student leaves the school at any time throughout the term.

Families who fail to pay school fees will be sent a reminder up to three times in two weeks' time. After that, the school reserves the right to refer their case to a debt collector. This applies to families who still have children enrolled in the school and families who already moved their children to another school.

Our Responsibility

The principal is responsible to take a final decision in respect of the enrolment of any child in line with school policies.

The enrolment officer will process the enrolment application and provide a unique ID number upon enrolment or noted from a previous ACT school. This ID number remains the same even when the student changes school. When a student enrolls at, or leaves the school, this information will be entered onto the students' movement register within 5 school days of the student enrolling in or leaving the school or transferring to another school. All student data on the enrolment form will be transferred to student electronic record on SchoolPro Management System.

The enrolment officer will also create a file for the student, filing all the relevant documents such as birth certificate, medical records, etc. The name of the student on the enrolment form will be the same as it appears on the birth certificate unless legal proof of name change is provided.

Keeping Register of Enrolments and Attendances

- (1) The school keeps a register of enrolments and attendances for inspection by any authorised person
- (2) The school is to provide the information contained on the register to any authorised person
- (3) If a student has not been attending school regularly, the principal, by written notice, require the student's parents and the student to meet with the principal to discuss this matter

Students Movement Register

Student's enrolment ends for any of the following reasons:

- (i) the student is unenrolled from the school;
- (ii) the student is enrolled at another education provider;
- (iii) the student is registered for home education;
- (iv) the school terminates the enrolment contract for the student;
- (v) the student is expelled from the school

Encouraging Attendance

The school's policy requires

- (a) students attend school regularly
- (b) Parents to encourage students to attend school regularly.
- (4) If a student has not been attending school regularly, the principal, by written notice, requires the student's parents and the student to meet with the principal to discuss the matter. Of the absence continues, the school is required to report that to the authorities.

Failure to Enrol After Leaving Current School

If a child does not arrive at a proposed new school within 14 days after they leave their current school, the parents are required to furnish the Chief Executive with reasonable excuses for not enrolling the child within the given timeframe. Failure to do so is a strict liability offence and may incur a fine.

Should the intention of the parents be to home educate the child, the parents must apply for provisional registration of the child for home education no later than 14 school term days after leaving the current school. Failure to do so is a strict liability offence and may incur a fine.

Overseas Students

Our school accepts overseas students as per the categories of the visas permitted and ISC is not a CRICOS school; this category of students is not funded by the government and therefore the parents are responsible to pay fully for their fees at the beginning of the year as per the school's schedule of fees. The school may offer them the choice of paying the fees in instalments at the beginning of each term. If they fail to do so, the school reserves the right to cancel the enrolment of their children.

Privacy

Taking photographs of students can constitute a collection of personal information. Occasionally photographs are taken of individual students and classes of students at school during school events and activities. If parents do not wish to have their child photographed under any circumstances, this should be specified in the enrolment forms.

The school is subject to the Commonwealth Privacy Act 1988. The information provided will be used to process student applications for enrolment. It will only be used or disclosed for the following purposes:

- student matters relating to the education and welfare of the student
- communication with students and parents or caregivers.
- to ensure health, safety and welfare of students, staff and visitors to the school
- state and national reporting purposes
- And for any other purpose required by law

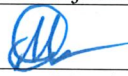
Re-Enrolment

All parents are requested to re-enrol their children in school no later than the end of Term 3. This is very important for the school to plan for the following year in respect of the resources required, number of classes, and teachers required as this has direct impact on the school budget. However;

- Re-enrolment fee should be paid per student to secure their spot the following year.
- The re-enrolment fee will be non-refundable if the parents choose not to continue their child / children enrolment for the following year.
- The re-enrolment fee will be deducted from the following year's fees for the continuing students.

References

- Commonwealth Privacy ACT 1988
- the Education Amendment ACT 2022
- National Safe Schools Framework

Version: 23.1	
Approved by Board member/director	Dr. Majharul Talukdar
Signature	
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